



Uploading Files to OneDrive

Revision 8/2/2019

This document details how to upload files to OneDrive.

OneDrive offers up to 1TB of storage space for students at JCCC enrolled in a Credit course.

Once the semester ends for students enrolled in credit courses, they will be allowed a grace period of three semesters where they do not need to enroll in a credit course to continue having access to their OneDrive. Once this period is up, their access will be removed. If they enroll in a credit course before the three semesters are over, then the grace period will reset and begin again at the end of that semester.

Once the access is removed, the student's data will also be deleted.

Requirements:

1. Has a student account at JCCC
2. Is enrolled in a credit course at JCCC

-
1. Go to this link:

o365.jccc.edu

2. Enter your JCCC email (@stumail.jccc.edu). Click "Next".



Sign in

←

No account? [Create one!](#)

[Can't access your account?](#)

Sign-in options

Next →

3. Enter your password. Click "Sign in".



←

Enter password

←

[Forgot my password](#)

Sign in →

4. If you want to stay signed in, then click “Yes”. If not, click “No”. If you want the system to remember your choice and not prompt you again at the next login, check the box next to “Don’t show this again.”



[Redacted]@stumail.jccc.edu

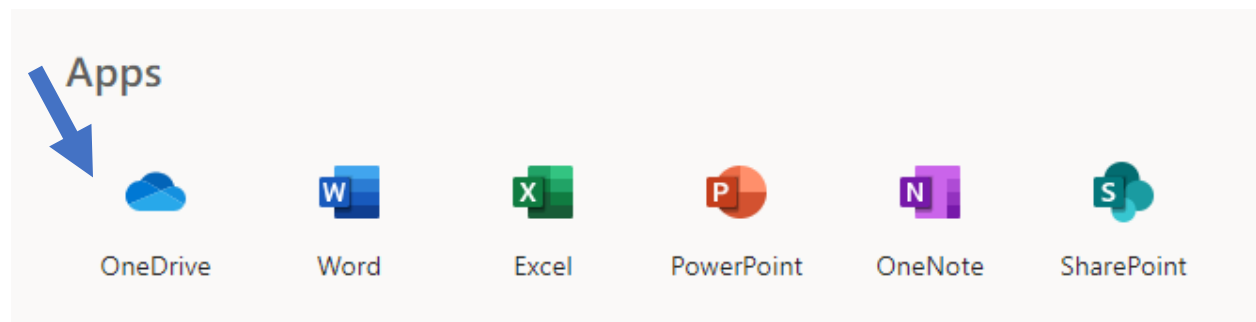
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

5. Click “OneDrive”.



6. There are two ways to upload files.
 - a. Drag and drop your files into the blank space

+ New ▾ ↑ Upload ▾ ↗ Flow ▾ ↻ Sync

Files

📄	Name ▾	Modified ▾	Modified ... ▾	File Size ▾
📁	Attachments	August 26, 2017		

Drag files here to upload



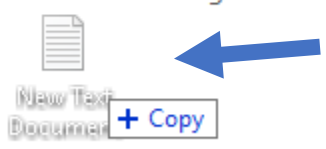
Drag the items to any location.

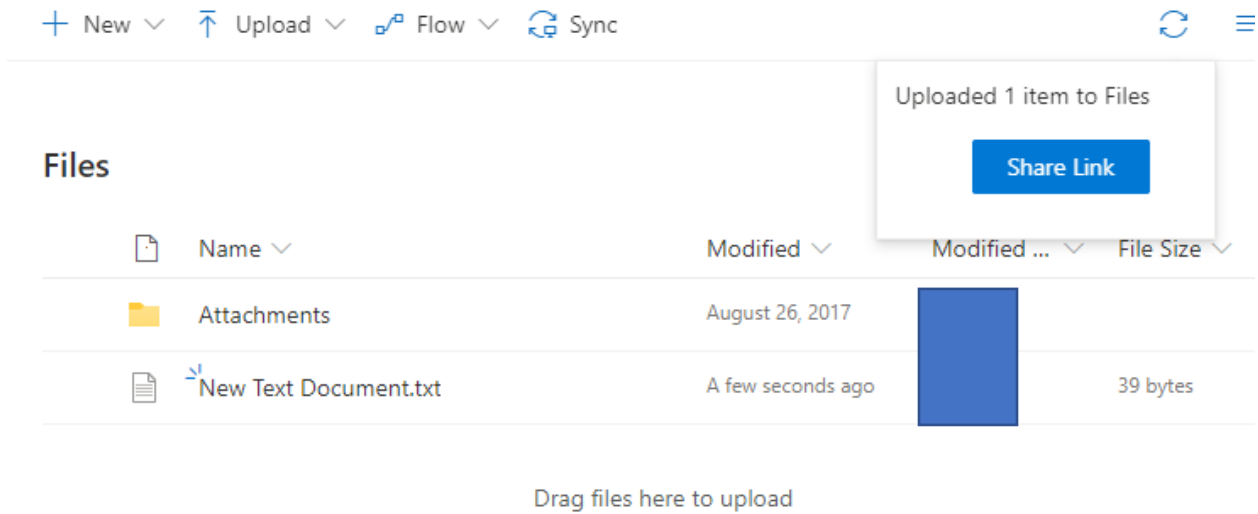
+ New ▾ ↑ Upload ▾ ↗ Flow ▾ ↻ Sync

Files

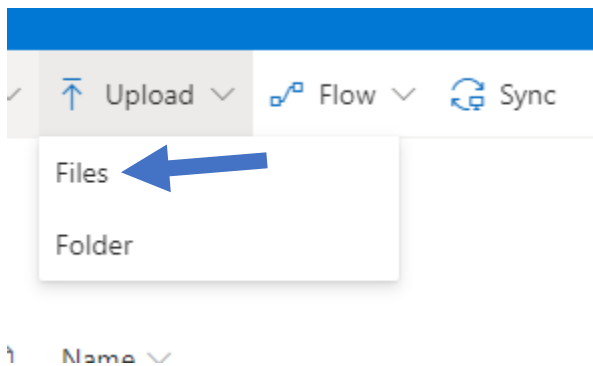
📄	Name ▾	Modified ▾
📁	Attachments	August 26, 2017

Drag files here to upload

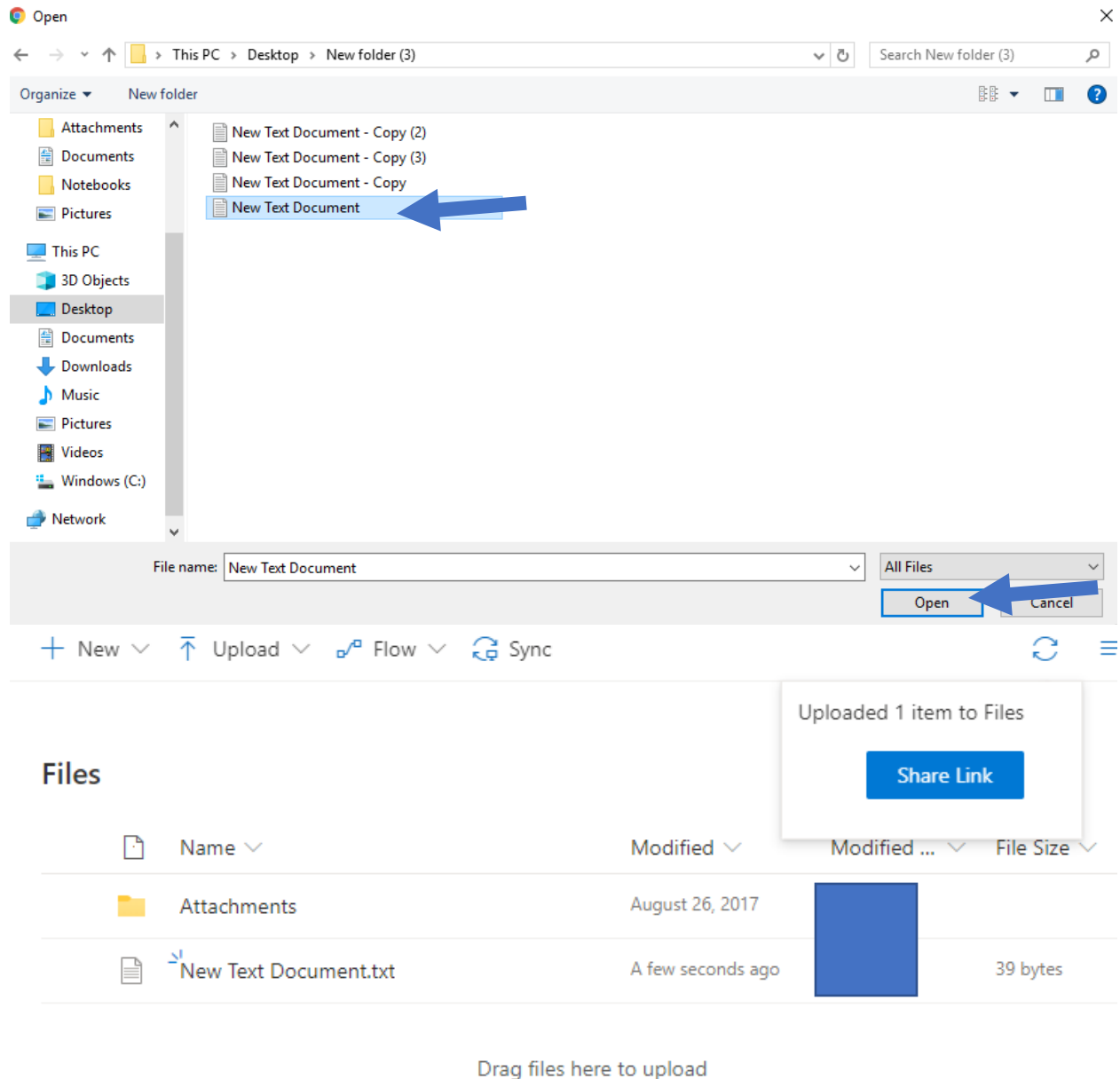




b. Click "Upload", then "Files"



Navigate to the location of your files. Select one or all and click "Open".



7. For further assistance with OneDrive, you can use their Help Center:

<https://support.office.com/en-us/onedrive>

