

This tutorial is for uploading files to OneDrive using Office 365. As long as you are a student at Great Falls Public Schools, you have access to one terabyte of cloud-based storage in your OneDrive, which can be used to store pictures, PDFs, and any other files.

Log in to Office 365 by accessing the Great Falls Public Schools' website, selecting 'Parents & Students' and then 'Online Resources.' Click on the link to 'Office 365.' Remember that as a student, your username is your firstname.lastname.graduationyear@gfps.k12.mt.us. Your password will be identical to the one used at school to log in to a computer, Moodle, or Google Drive.

Click on your OneDrive application button. Click on the 'upload' link, browse for the file you want to upload and click 'Open.' The upload process will begin and you will have successfully uploaded a file into your cloud-based storage in OneDrive.