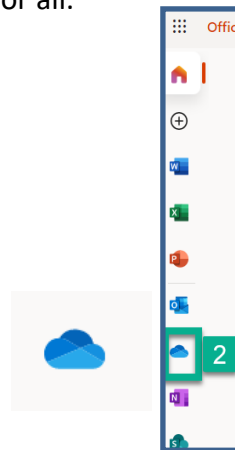


Uploading to One Drive

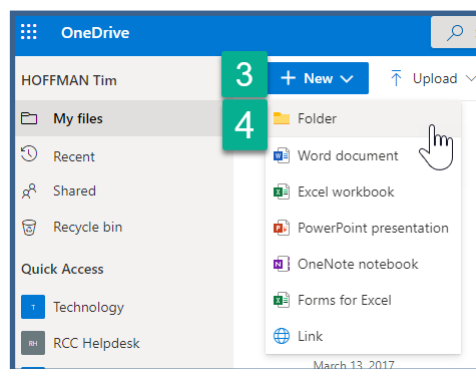
You can share files with RCC Faculty & Staff or anyone else through your RCC One Drive. This is good for videos you need to share out or document files, the process is the same for all.

Preparing your One Drive

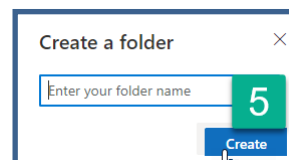
- 1) Log in through the Faculty/Staff page on the Rappahannock college website—click on **Outlook Web Access**.
- 2) Click on the **OneDrive** Icon—a Blue Cloud.



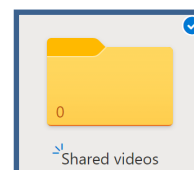
- 3) It is best to keep related or like items in a folder, if you mean them to be shared generally it is simpler to share the folder than each file. In the upper left click **+New**
- 4) From the drop down select **Folder**
Note: you may create a new Folder here or any file type.



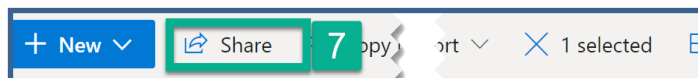
- 5) In the New Folder dialog, Type your folder name where prompted, the **Create** button will appear once you type the name, click to create your folder.



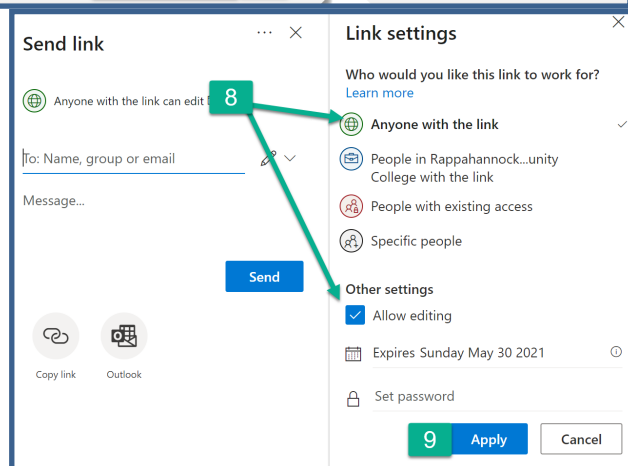
- 6) To set your Sharing level, **hover** your mouse over the folder, click the **circle** that appears in the Upper right.



- 7) Click **Share** in the tool bar.



- 8) In the popup Click the *Default Share level* to open a more detailed screen. Set the level for WHO you wish to share with. If you want to restrict to view only UN-check **Allow Editing**

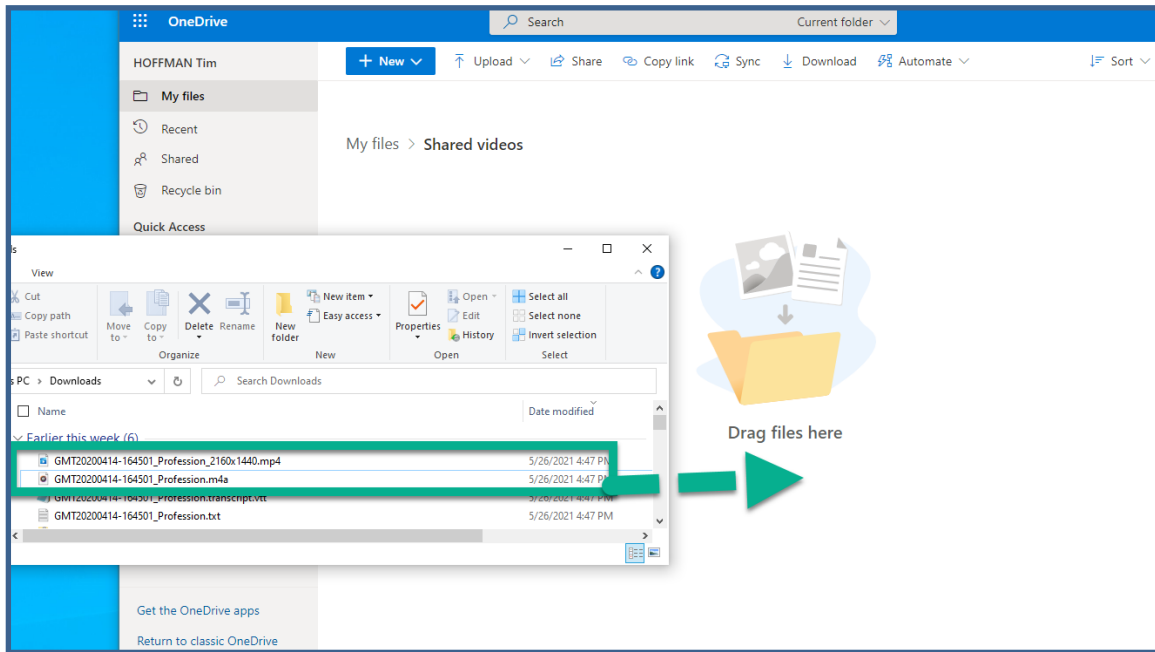


- 9) Click **Apply** to Set your Sharing level.



Uploading Files

- 1) Log as described on Page 1, if already there go to your shared Folder
- 2) Putting files in One Drive is even easier than Google Drive, simply Drag & Drop.



- 3) This may take a moment to process but the files will appear and a confirmation will show on the right.

