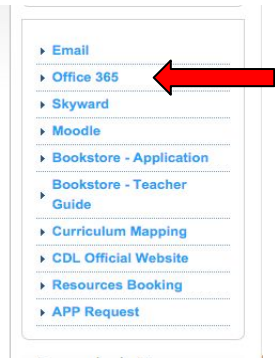




- ☺ More Space
- ☺ Online Applications
- ☺ Easier to share with colleagues

Upload to OneDrive: Do this on a PC or Mac.

1. tech.cdl.ch

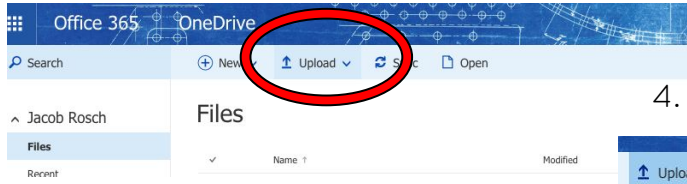


You must use Google Chrome to upload folders

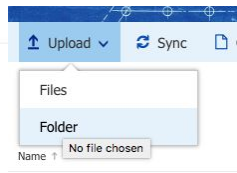
2. OneDrive



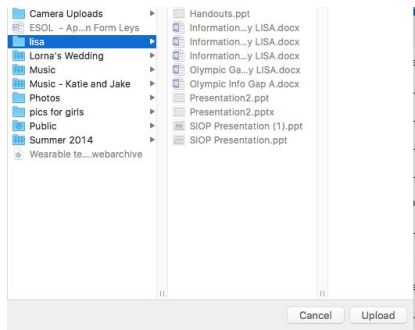
3. Upload



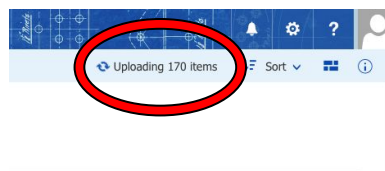
4. Folder



5. Folder + Upload



6. Check progress

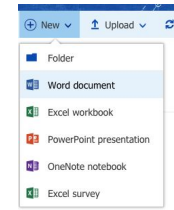


Online Collaboration: Sharing files



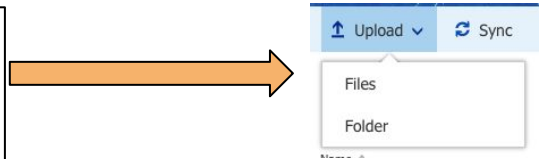
Access o365: mail.cdl.ch, o365.cdl.ch or tech.cdl.ch

Create an online document



Or

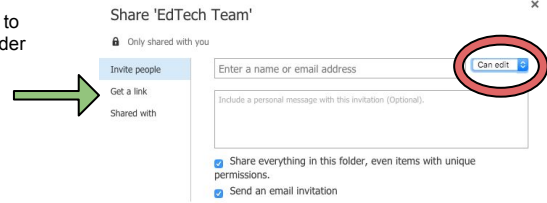
Upload a file from computer/Dropbox to OneDrive



Share a document or folder



Email a link to your file/ folder or invite individuals



Please note:
To find files people have sent to you locate the **Shared with me** on the left side menu.

