

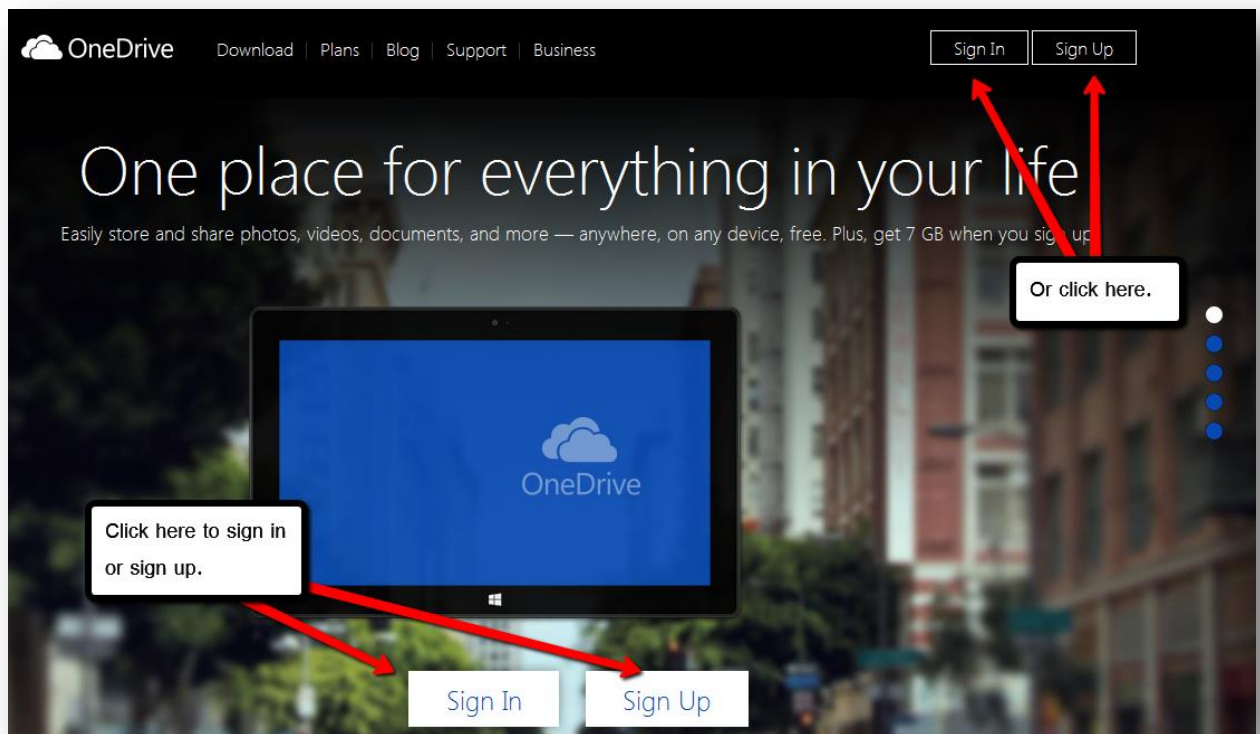
Uploading Files to OneDrive on a Mac

You can upload any file type to OneDrive, including images, documents, and videos. There is no restriction placed on file types that can be uploaded to OneDrive. Photos saved as the JPG, JPEG, GIF, BMP, PNG, TIF, and TIFF file types display with thumbnail images, and can be viewed by other users on OneDrive or in an online slide show, if they have the right permissions to view them.

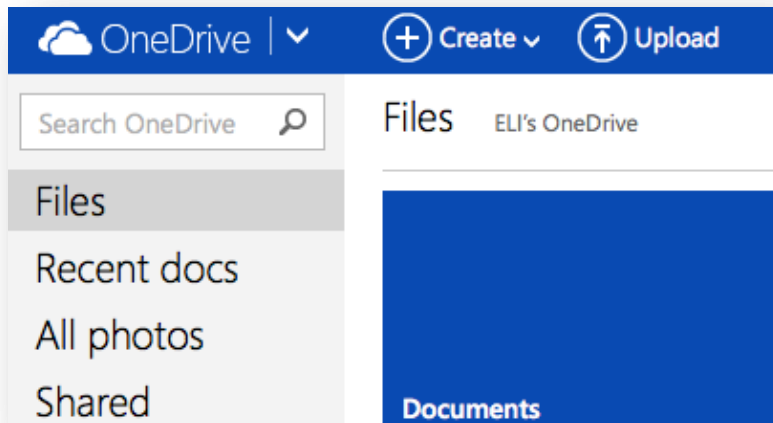
Note: Do not upload illegally obtained files on the OneDrive system.

To upload files, follow these steps:

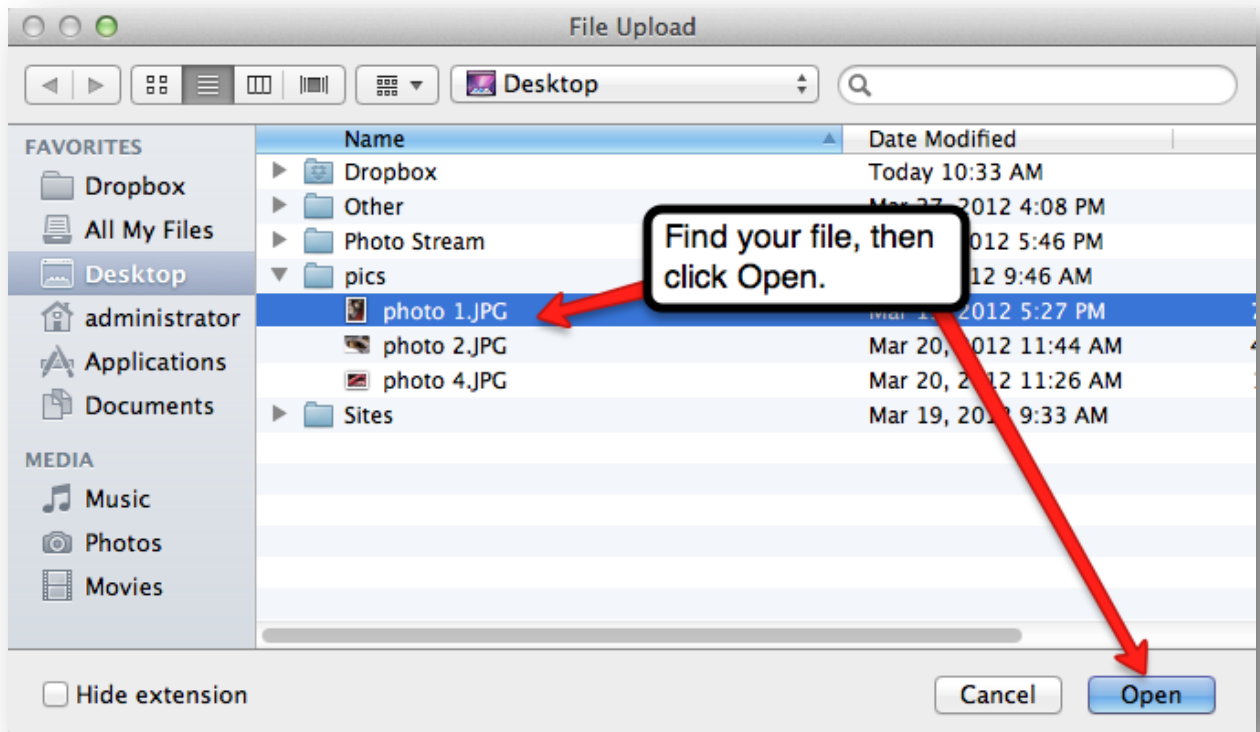
1. Sign Up or Sign In to your **OneDrive** account (<http://onedrive.live.com/about/en-us/>)



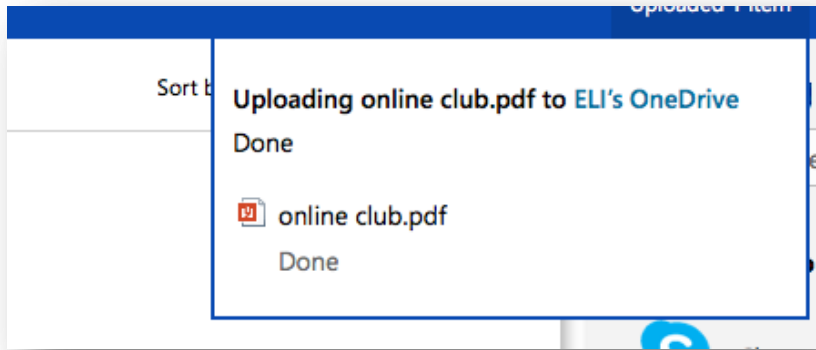
2. Once you have either created an account or signed in, click **“Upload”** at the top of the screen.



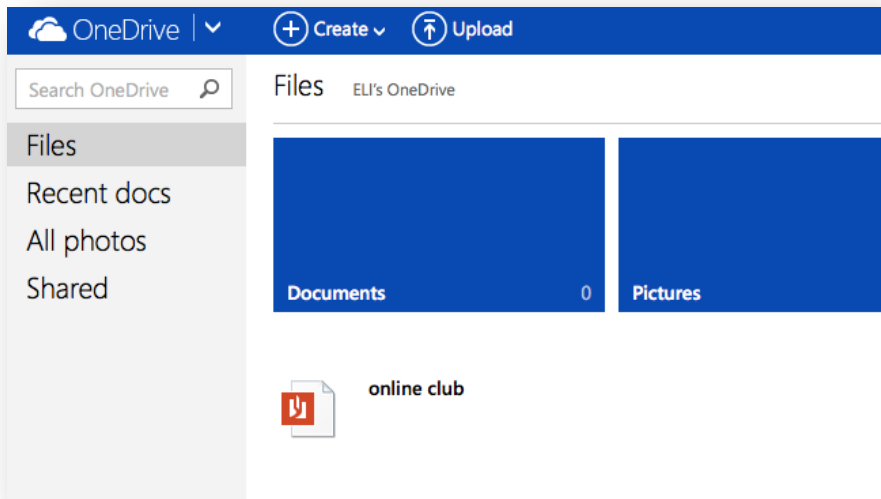
3. Navigate to the file. It can be any file type. Select the file, and then click **Open**.



4. You will now see your file uploading to OneDrive.



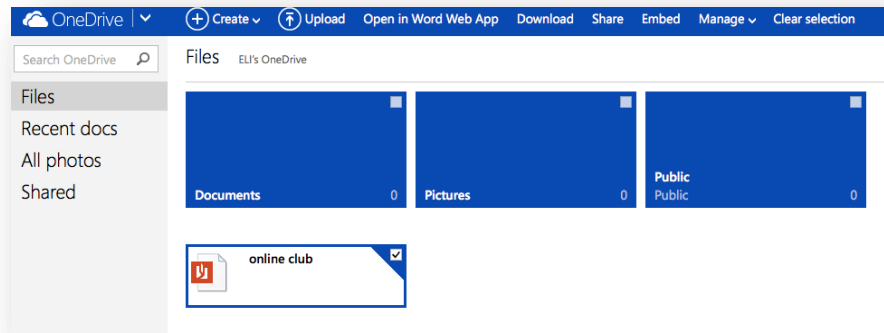
5. Your upload is complete! You will see your file on the main page.



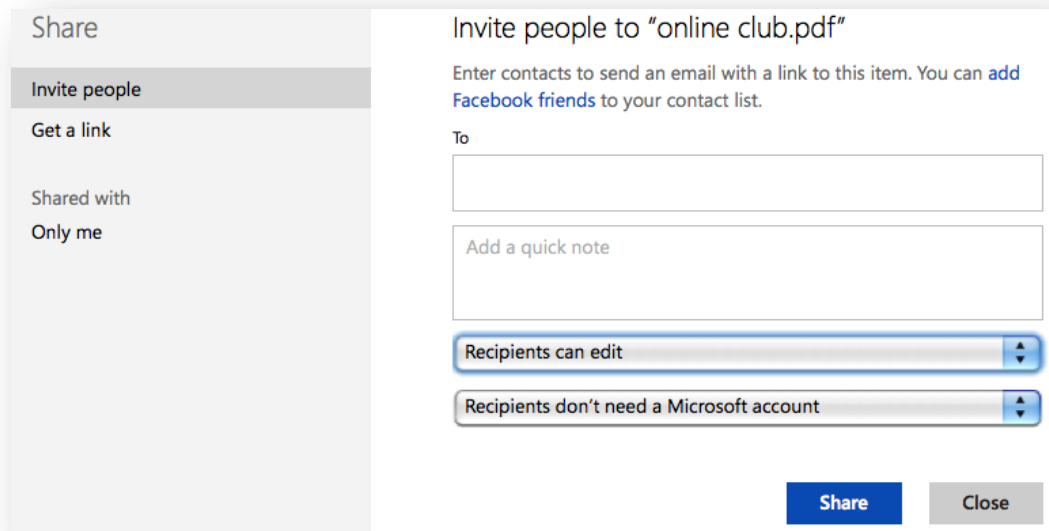
Sharing files using OneDrive on a Mac

You can share any file you have uploaded to OneDrive by simply sending an email. You will be able to choose who can see the file and how they can interact with it, too. Please follow the directions below to share a file or folder.

1. **Check the box** on the file or folder you would like to share. Click on **Share** at the top of the screen.



2. Enter the email addresses you would like to share with, and then select their permission options. Once you have finished, click **Share**.



Additional resources for using **OneDrive** are available from the OneDrive website <http://onedrive.live.com/about/en-us/support/>.