

- 1 Go to <https://login.microsoftonline.com> If that doesn't work, go to <https://onedrive.live.com/about/en-us/business/> instead and click on "sign in" at the top
- 2 Enter [username@uky.edu](#) for the sign in address. Make sure that you aren't using [firstname.lastname@uky.edu](#)
- 3 Enter your email password for the password field
- 4 Click on "one drive" with the cloud icon
- 5 Click on "shared with me" on the left
- 6 Find the folder in which you need to place the files
- 7 Either use the upload button or else drag and drop the file(s) to that folder

That's it! If you have any trouble or questions, just let me know!

-Rick