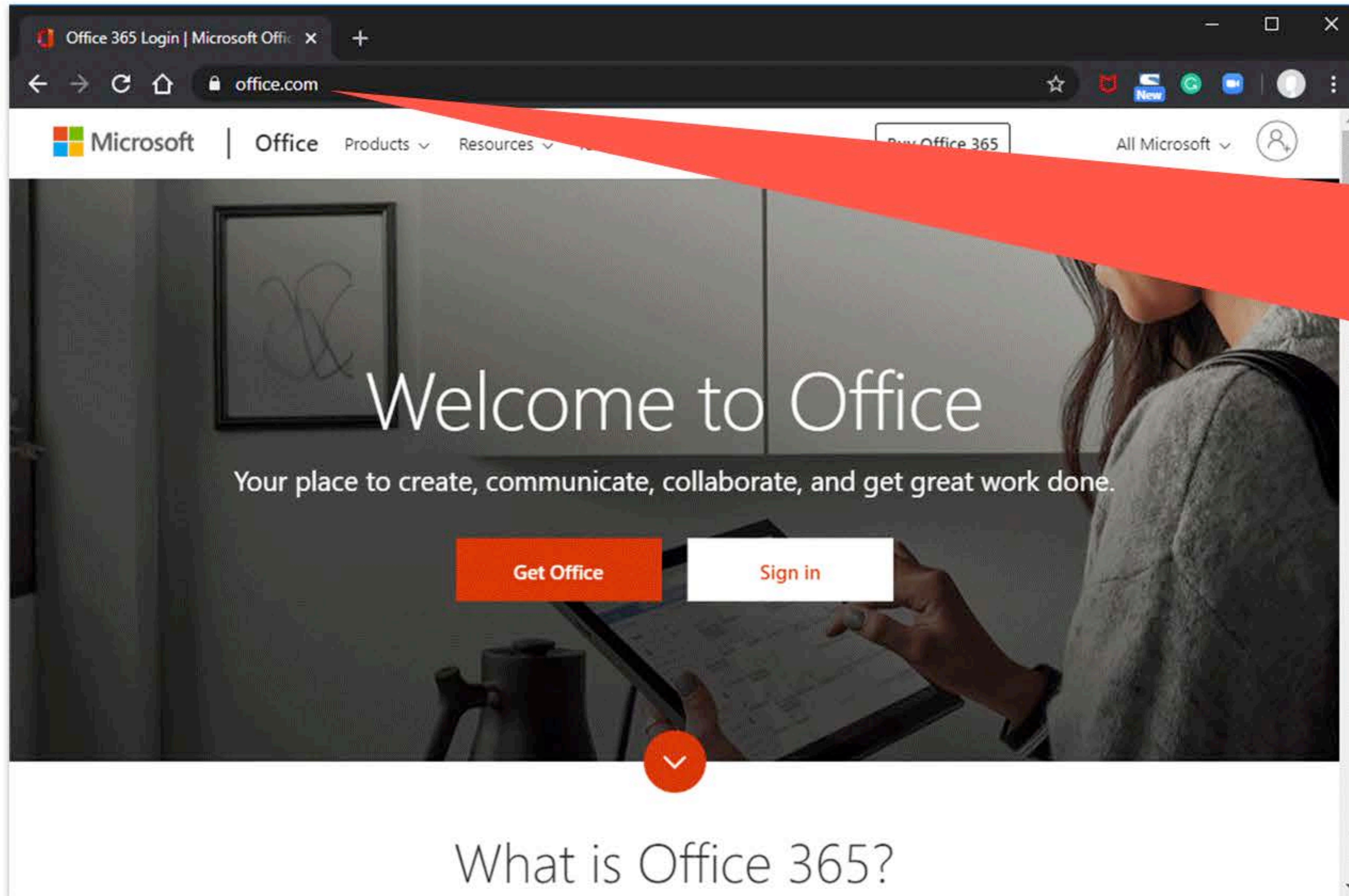
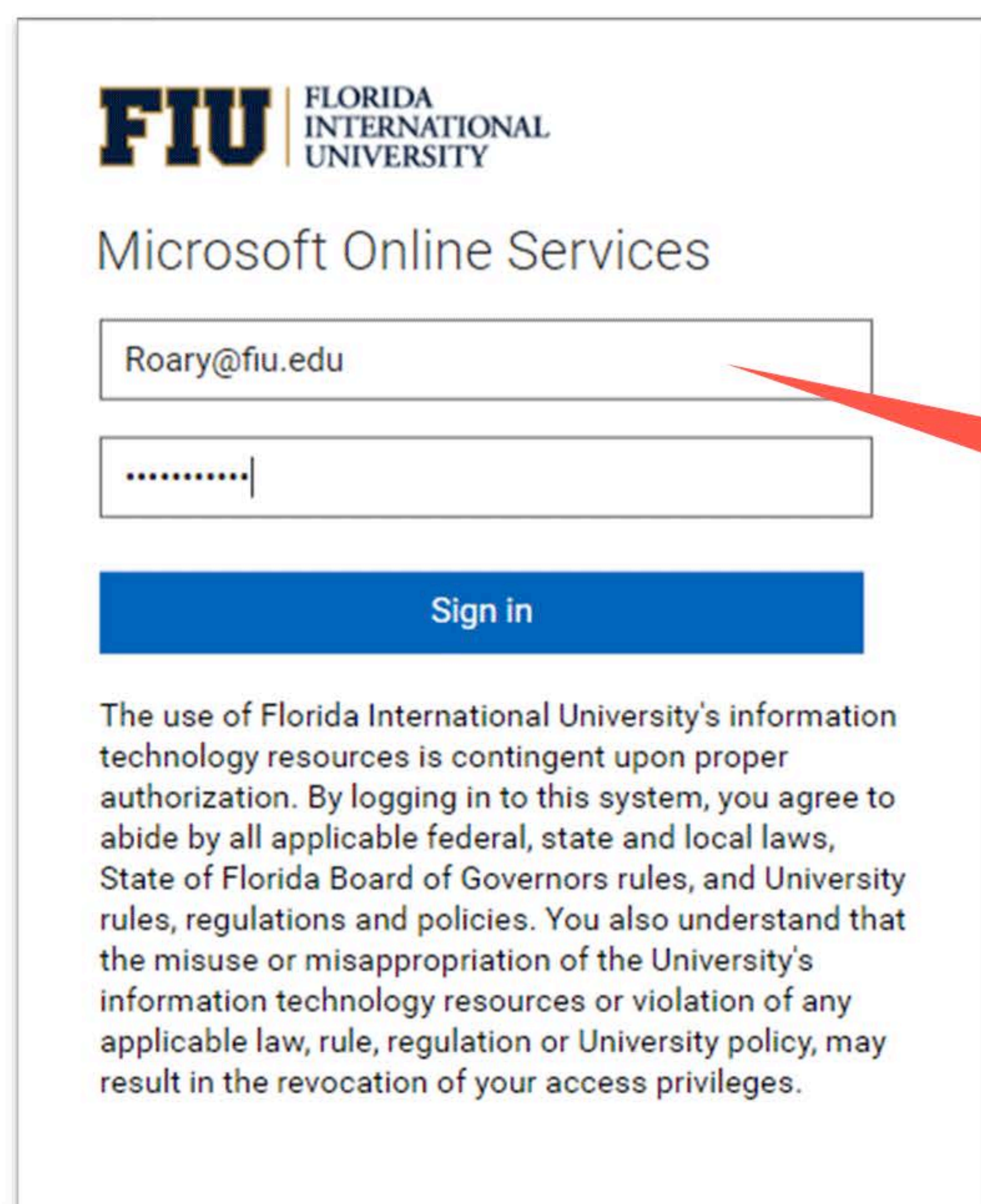
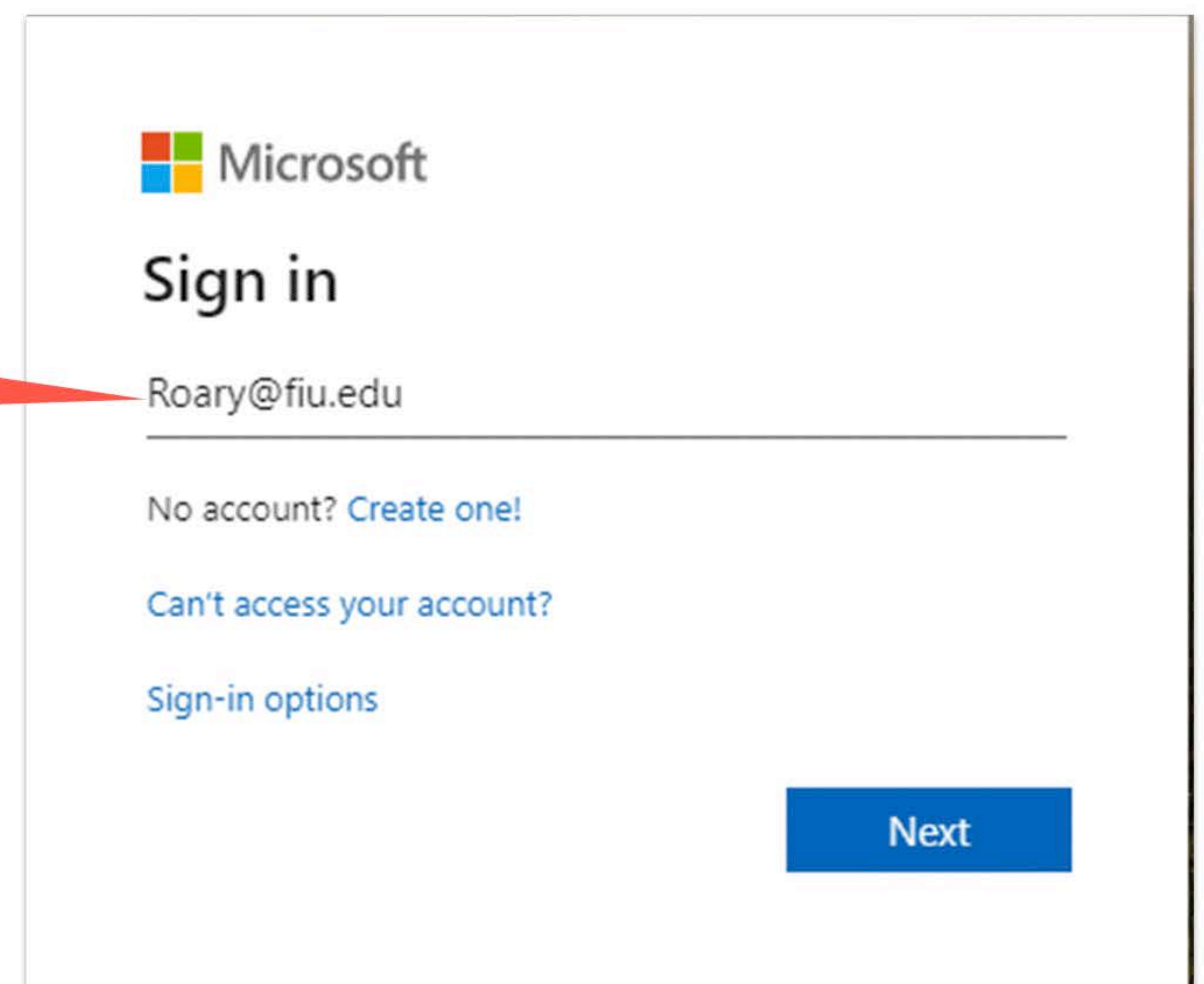


Sharing Documents Using OneDrive



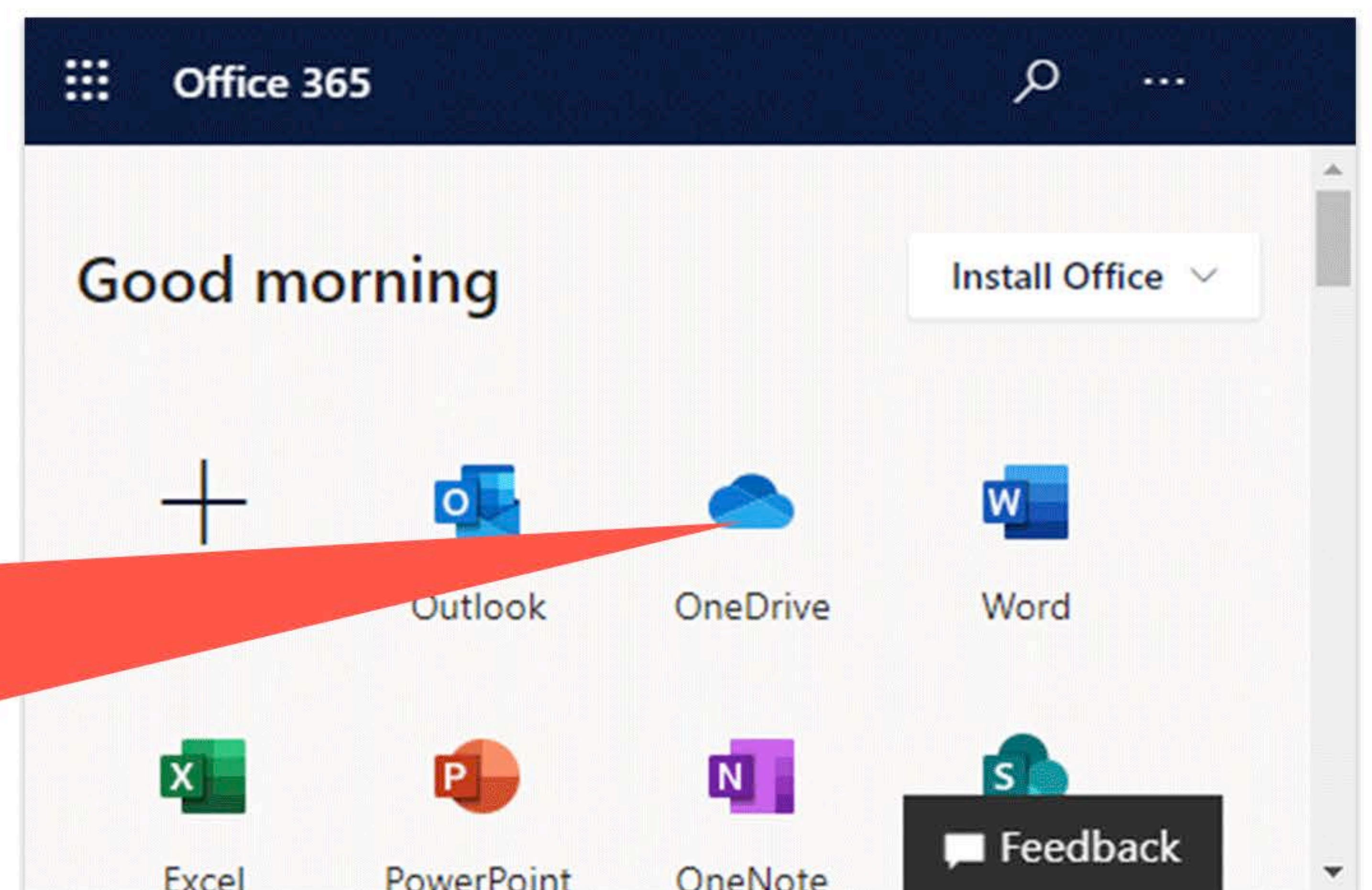
Open your browser and go to Office.com and then click on the Sign In button

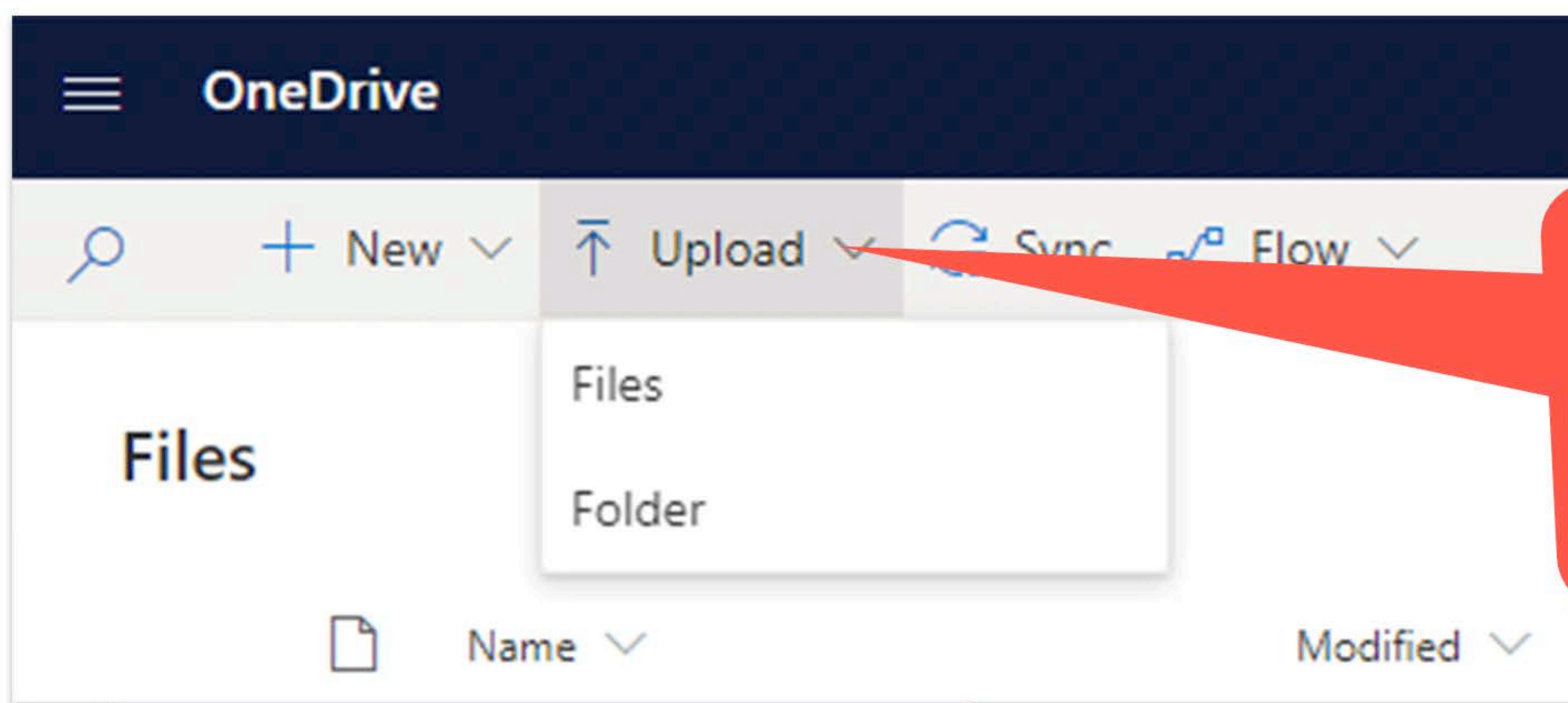
Enter your FIU email address and click next



Authenticate with your FIU username and password and click sign in

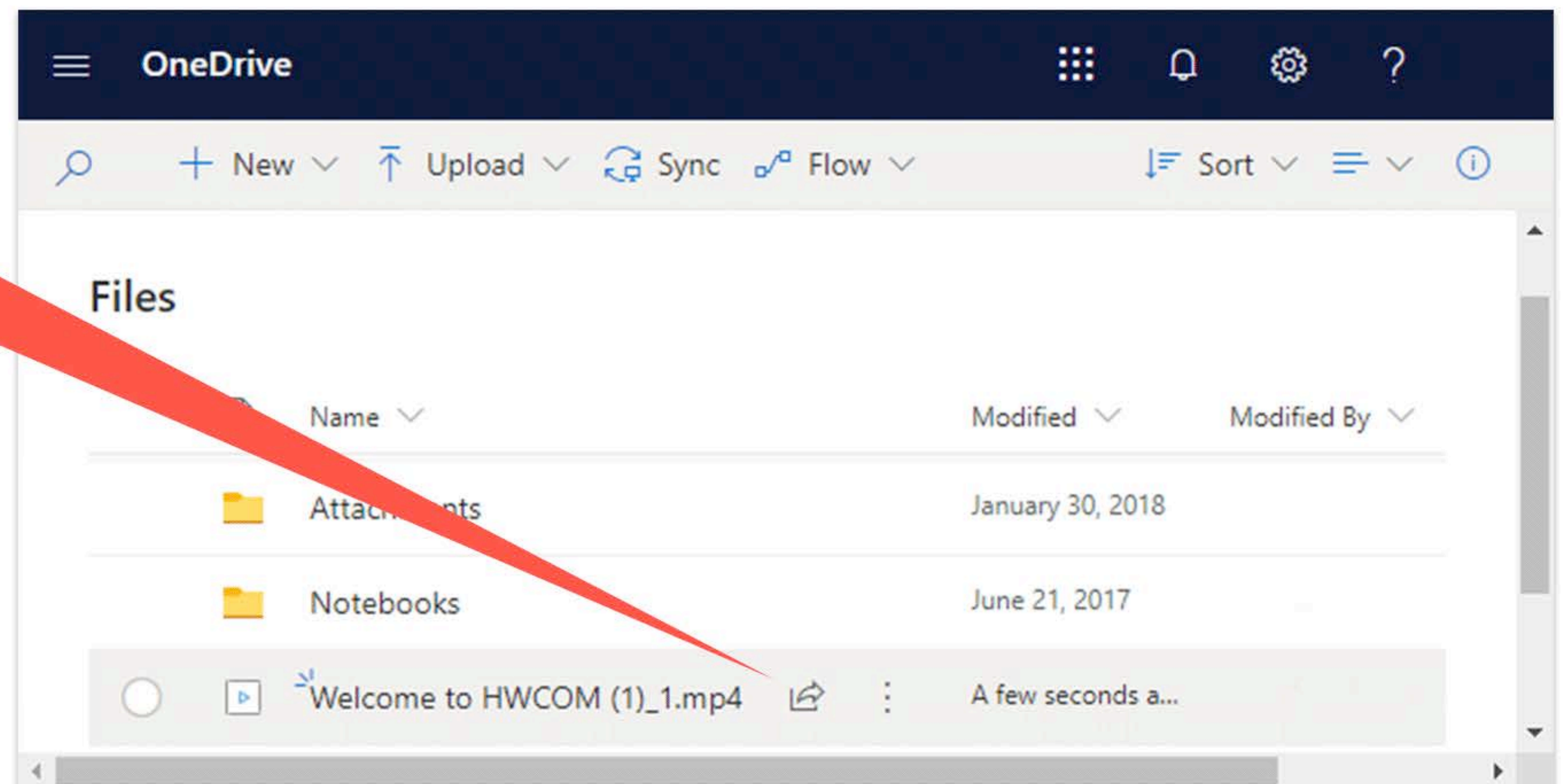
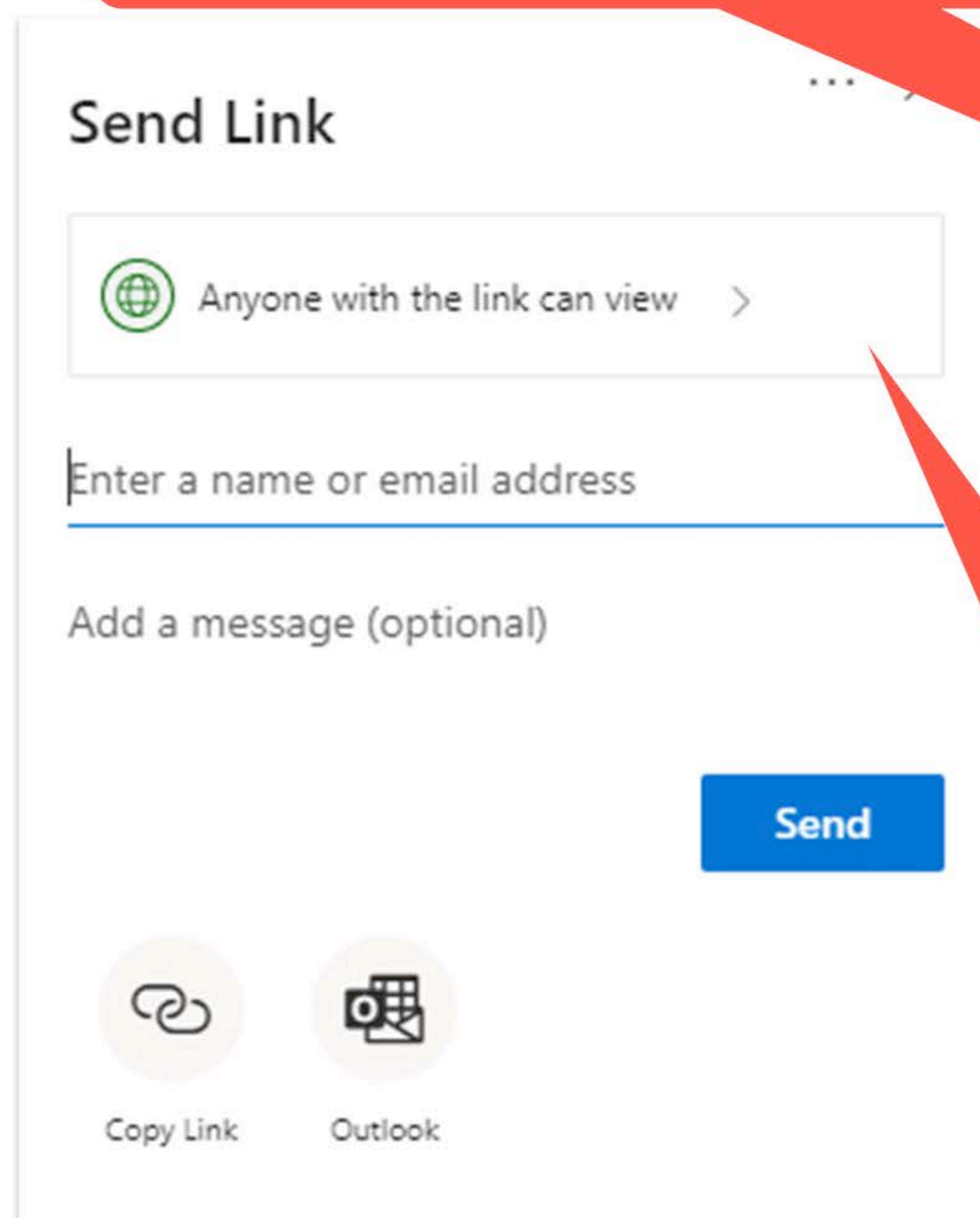
Once in Office.com, click on your OneDrive icon listed in the webapps



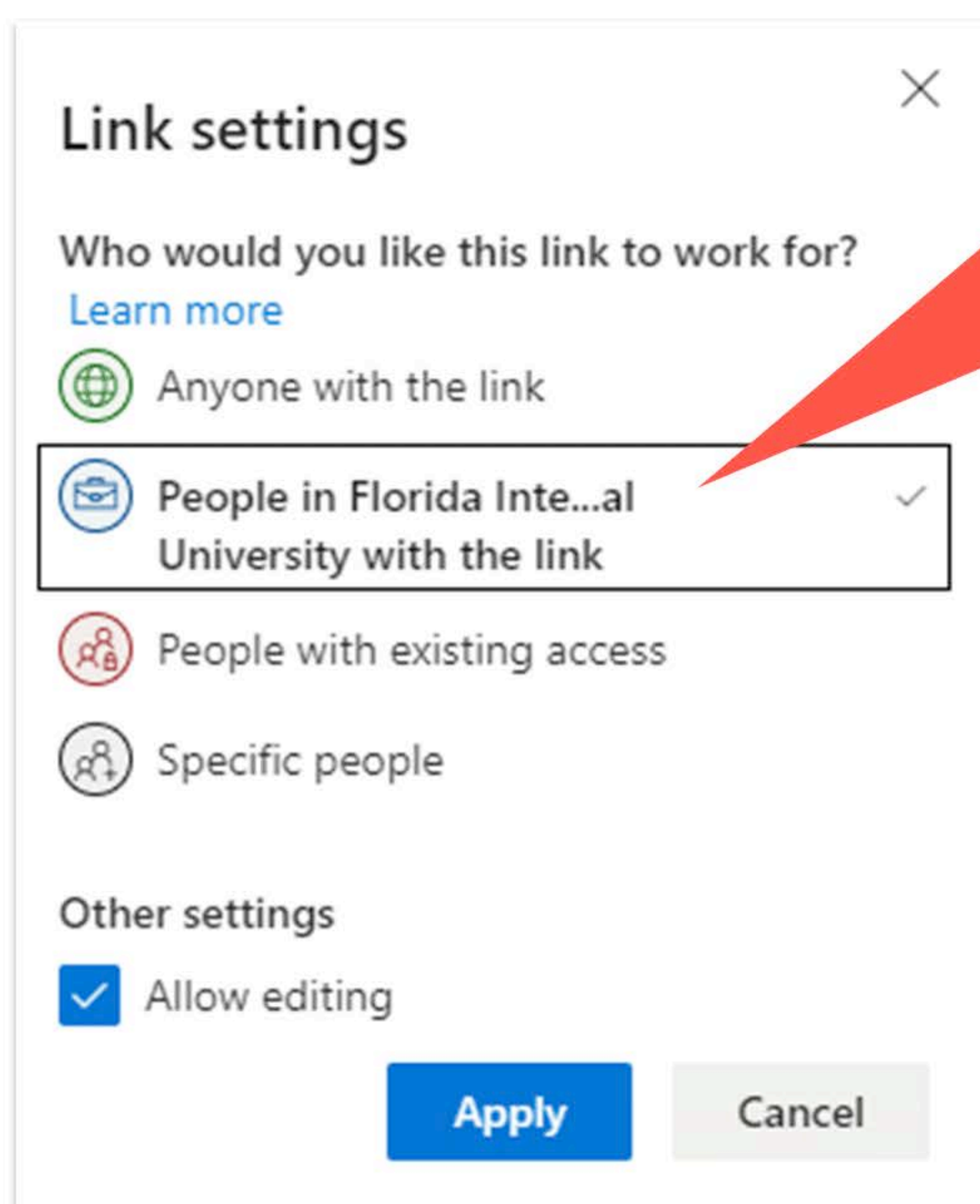


Once in OneDrive, click upload and select whether it is a file or folder, and upload your file

Once done, click on this icon



Click on this button and select, "People in Florida International University" and click apply



Add the email address you wish to send the file to, with an optional message and click send

