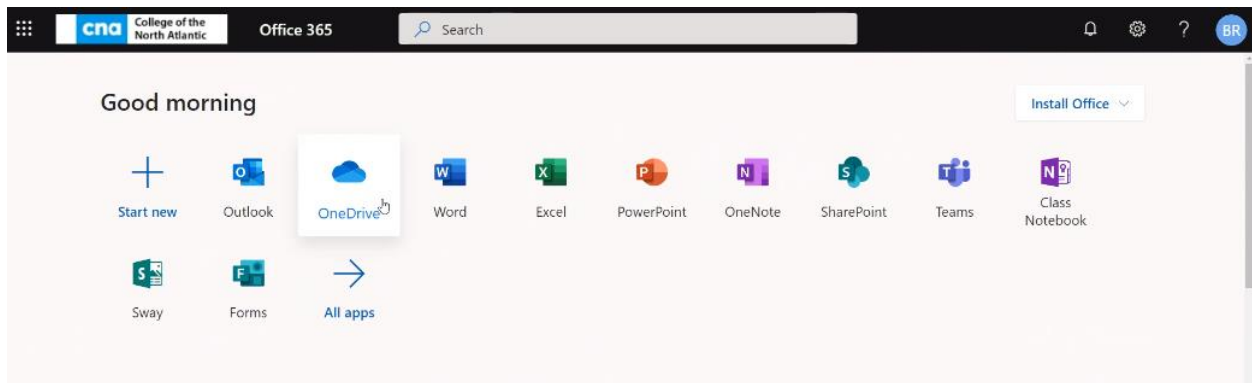


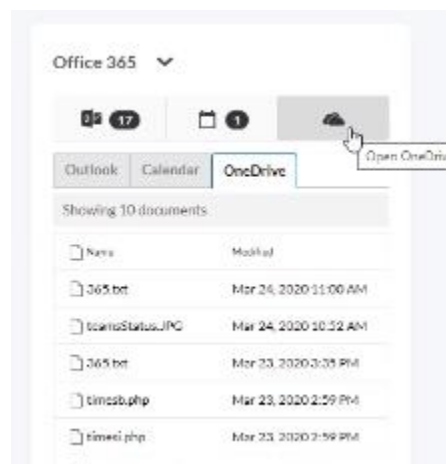
## Accessing and Using One Drive

One Drive is now the sole source for Faculty Files. Moving forward (as of March 25<sup>th</sup>, 2020) there will no longer be access to U Drive for faculty. If there were files on your U Drive that are not on your One Drive, please submit a footprint at: <https://fp.cna.nl.ca> with the request of the specific missing files.

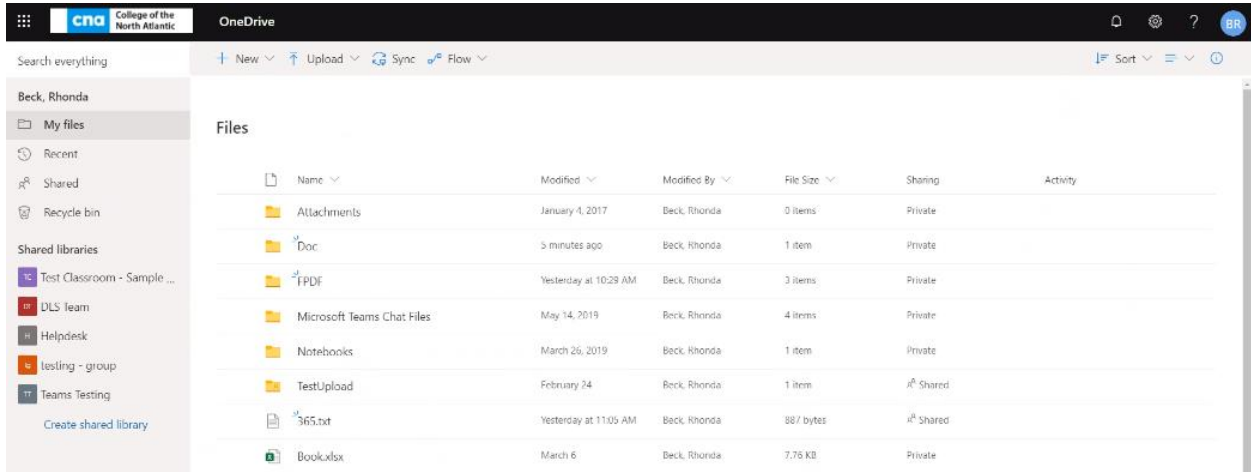
To access One Drive, login to your 365 account and click on the One Drive icon.



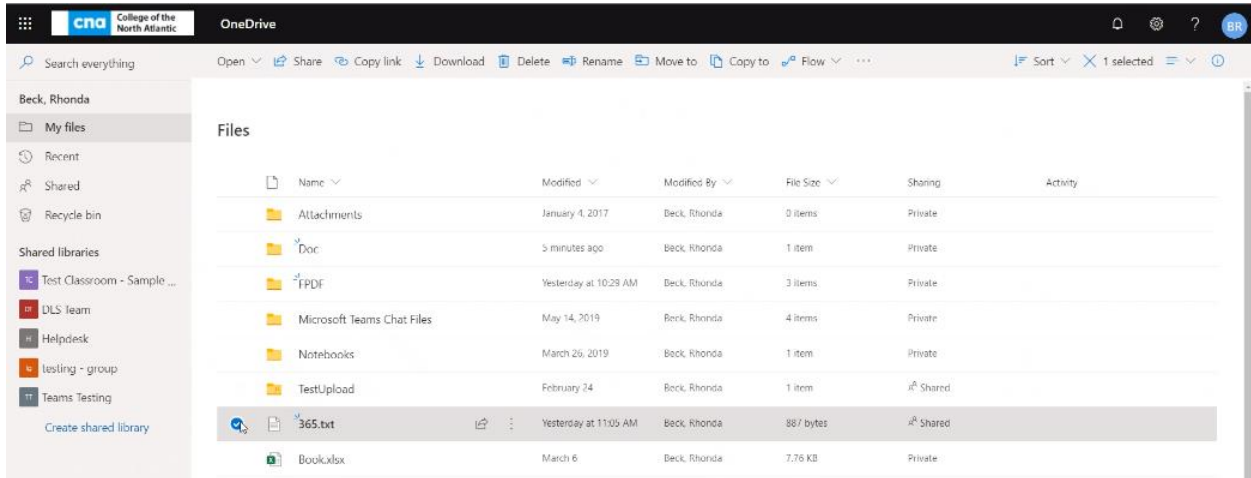
Or in the 365 widget inside of Brightspace/D2L you click on the One Drive icon to view your files.



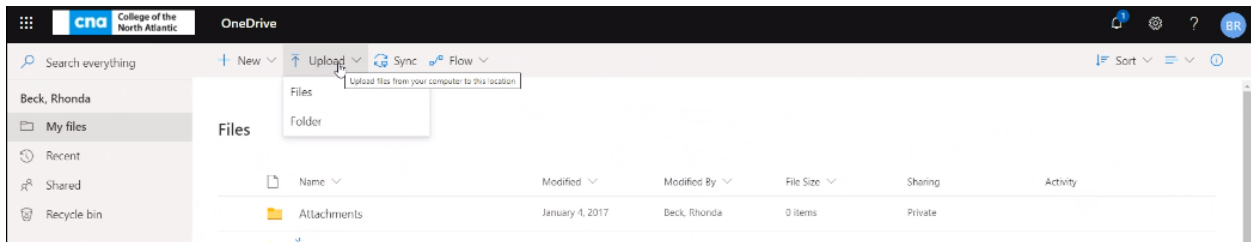
Once you click, this will open One Drive in a new tab.



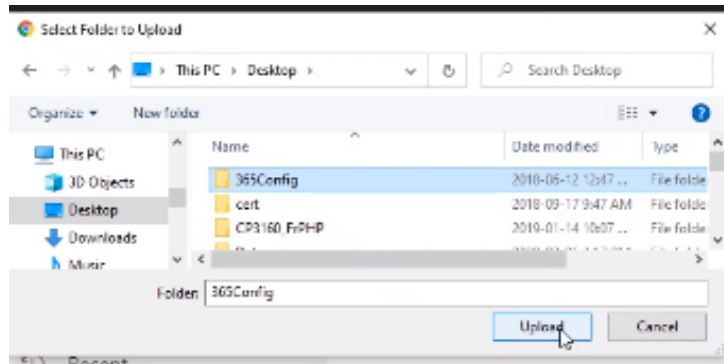
To download a file put a checkmark in the circle to the left and click download.



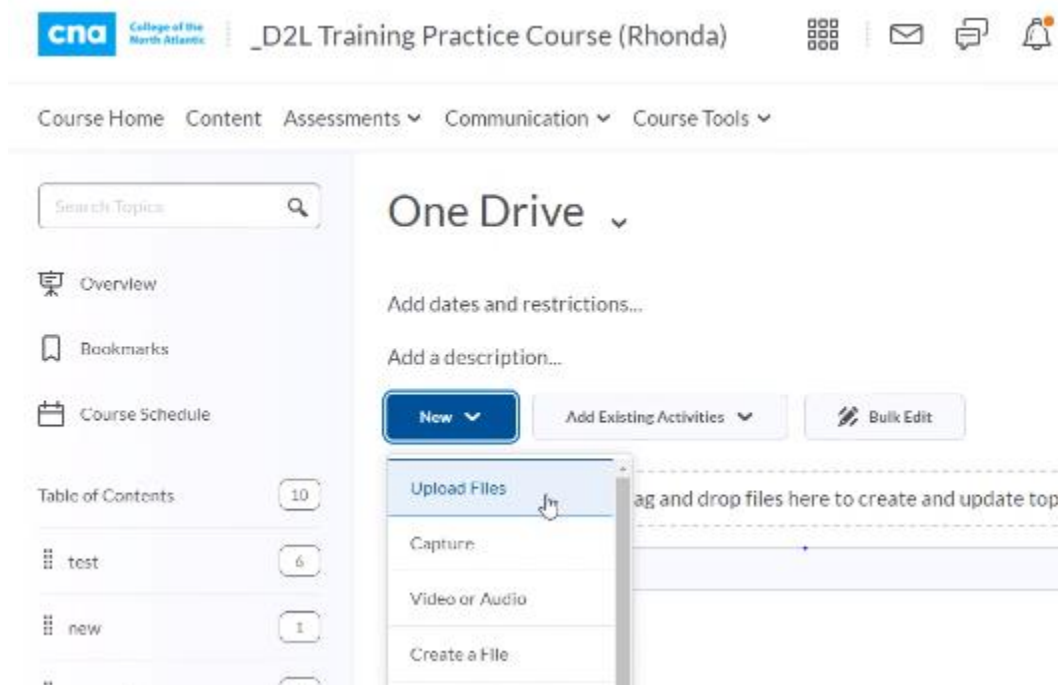
To upload a file or folder to One Drive click Upload.



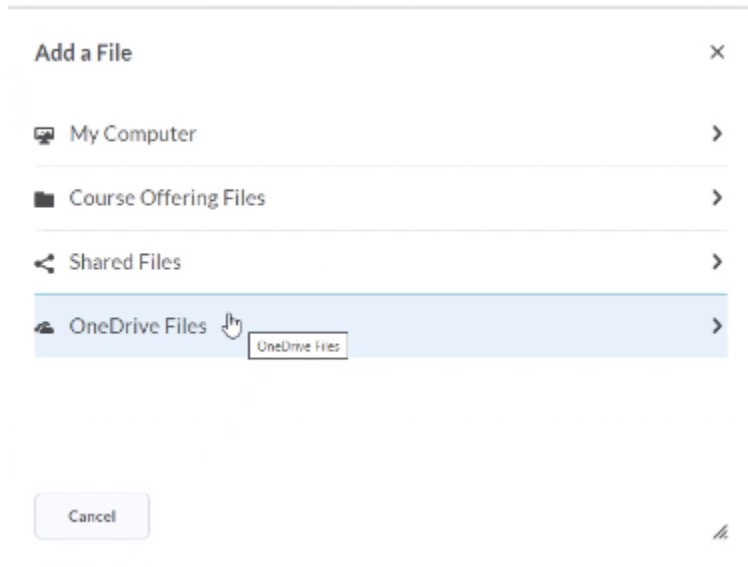
Select the file or folder (it will take full folders without zipping). Click Upload.



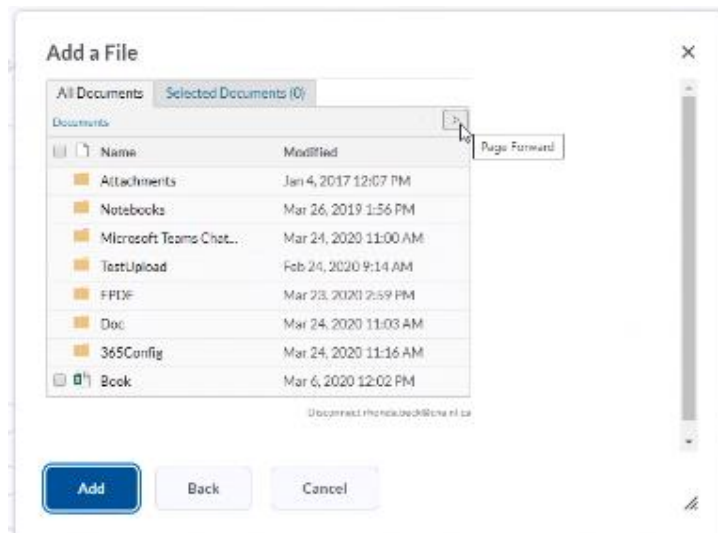
To import a One Drive file to the content of your Brightspace/D2L course, in content, click on the New Button, click on upload files

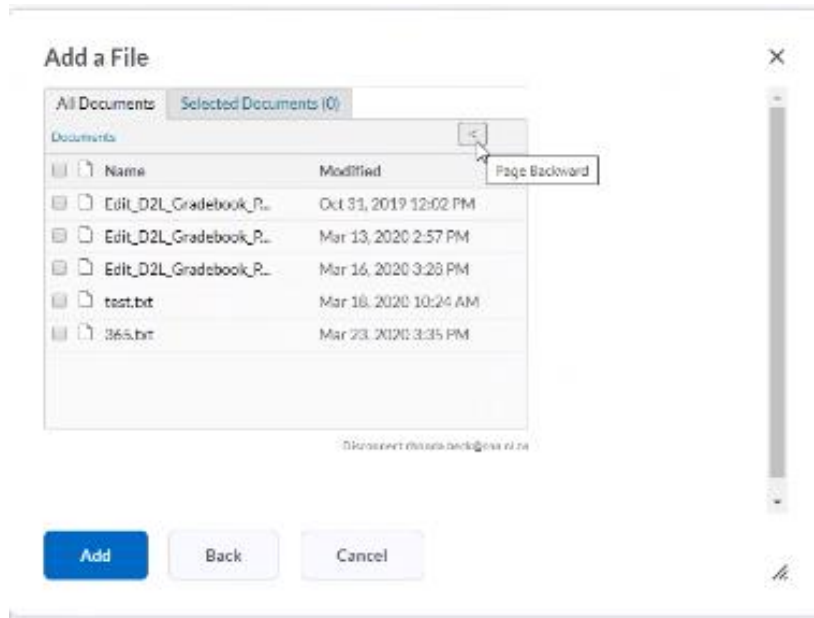


Click on One Drive Files.

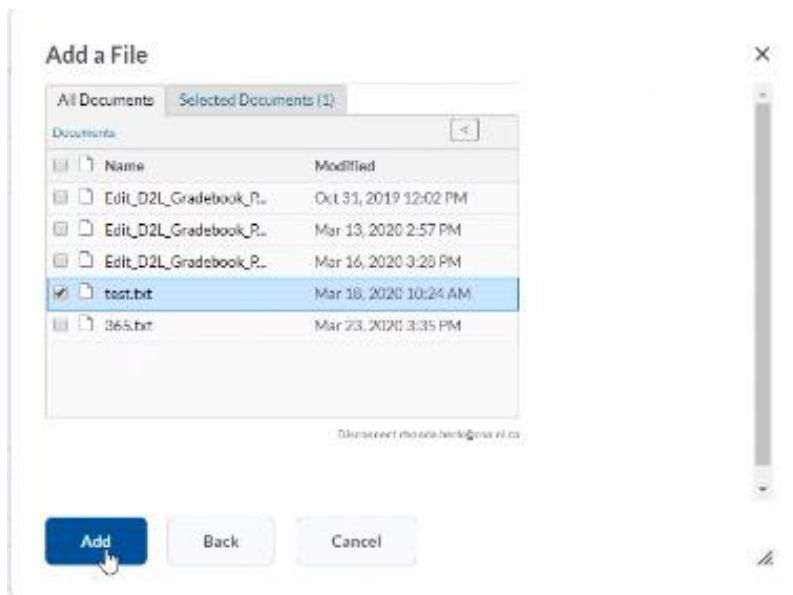


Select the file (please note page movement button to allow you to scroll through your pages of One Drive)





Check the file you wish to add. Click Add. The file will then import to your course.



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## One Drive

Print Settings

Add dates and restrictions...

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test Text File

Add a sub-module...

**Please ensure that this is the method that you use to put your files into your course.**