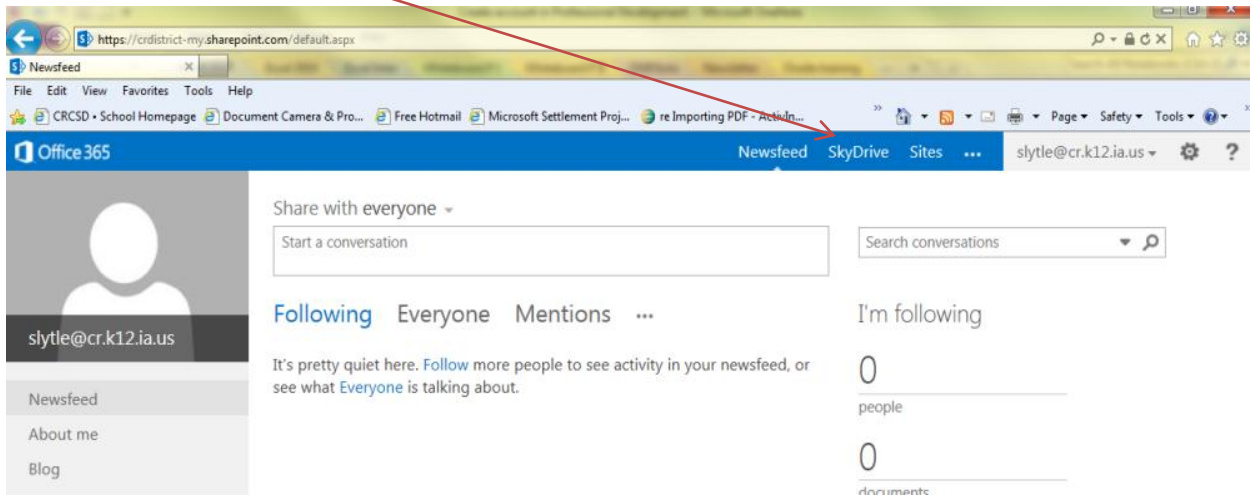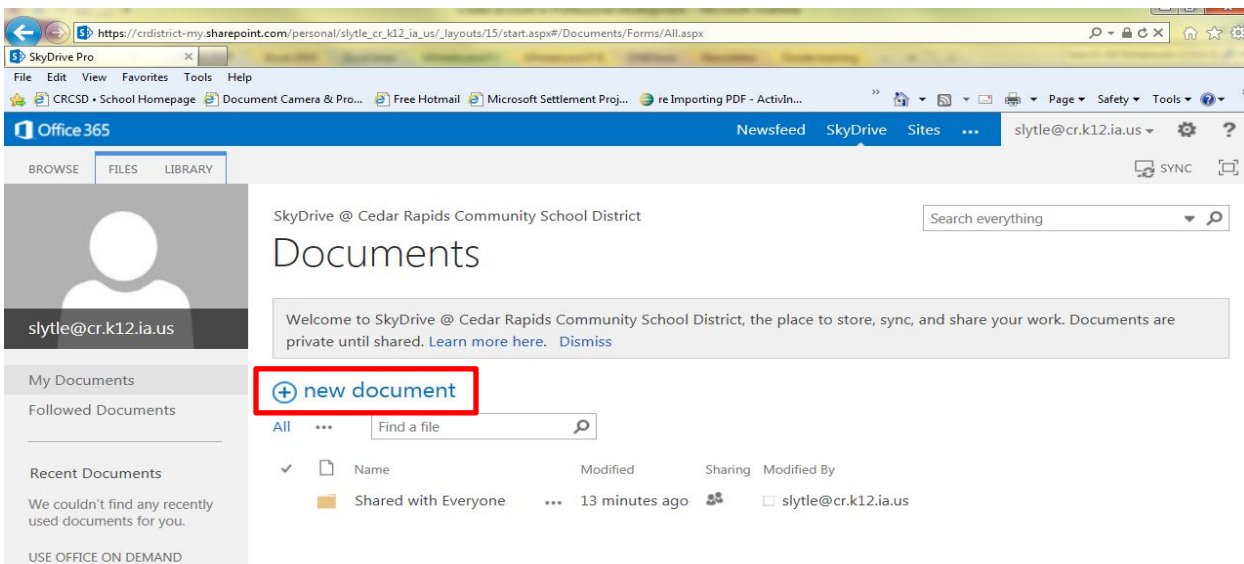## Uploading your files to your SkyDrive account

1. After you login to your CRCSD SkyDrive you should see the screen below.
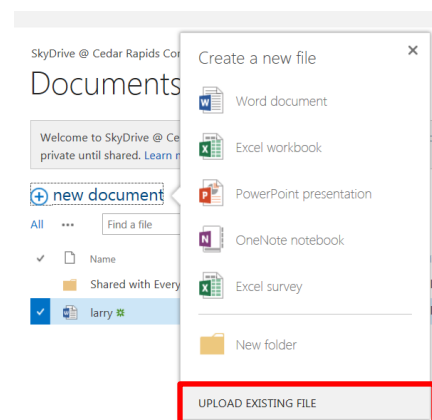2. Select **SkyDrive**.

3. Then the following screen will appear (This is your CRCSD SkyDrive). This is where you will upload files to the SkyDrive so you will be able to have access to those files at home.
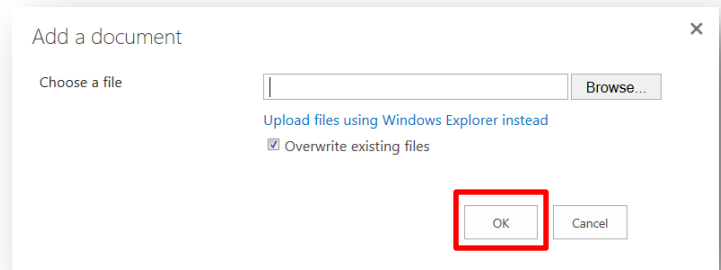

How to upload documents to your SkyDrive

1. Select **+new document** as shown above.
2. Then the following screen to the right will appear.
3. Select **Upload Existing File.**

4. Select **Browse** to see your network drives.
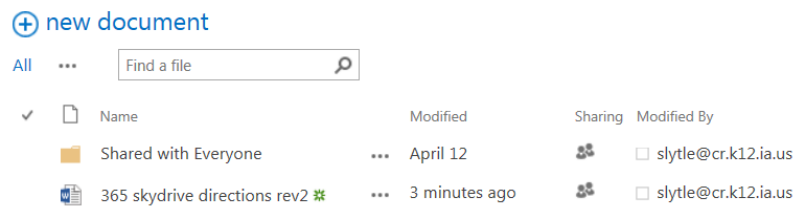5. After you find your file Click **OK.**

Add a document

Choose a file [   ] Browse...

Upload files using Windows Explorer instead

☑ Overwrite existing files

OK   Cancel

How to Upload Multiple Files to the SkyDrive

1. Select **SkyDrive** at the top right corner of your screen so you will see your files.

Newsfeed   SkyDrive   Sites   ...
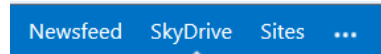
2. Resize the screen so you will be able to open Computer on the desktop and view your network files at the same time. If you have two monitors view your network drives on one screen and your SkyDrive on the other screen.

⊕ new document

All   ...   [Find a file   🔍]

✓	☐	Name	Modified	Sharing	Modified By
	📁	Shared with Everyone	...	April 12	👥	☐ slytle@cr.k12.ia.us
	📄	365 skydrive directions rev2 ✳	...	3 minutes ago	👥	☐ slytle@cr.k12.ia.us

3. While viewing both sets of files (network and SkyDrive) highlight the files you would like to upload from your network drive.
4. Then Click and drag the files to the SkyDrive (where your documents are listed) You should see **+Copy** appear. Then release the mouse and the files will copy to the SkyDrive.