



HOW TO UPLOAD PHOTOS TO ONEDRIVE

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How to upload photos to OneDrive.

OneDrive does not only store files you can also store photos and videos created on your mobile device. You have three options to upload your photos or videos, one through your SJOG computer, the others are through your work mobile phone. This guide will go over the steps to uploading your photos.

Step 1: Opening MS OneDrive.

1. Double click to open the Office 365 Portal.

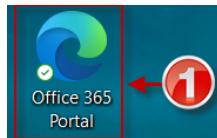


Figure 1: Office Portal

2. Click Sign in.

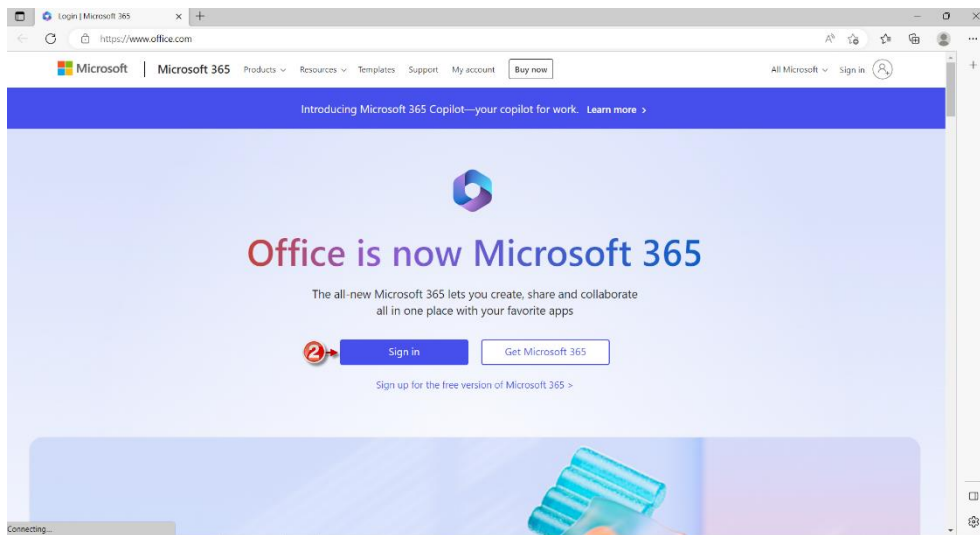


Figure 2: Sign in

3. Click on the nine dots (Waffle Icon).

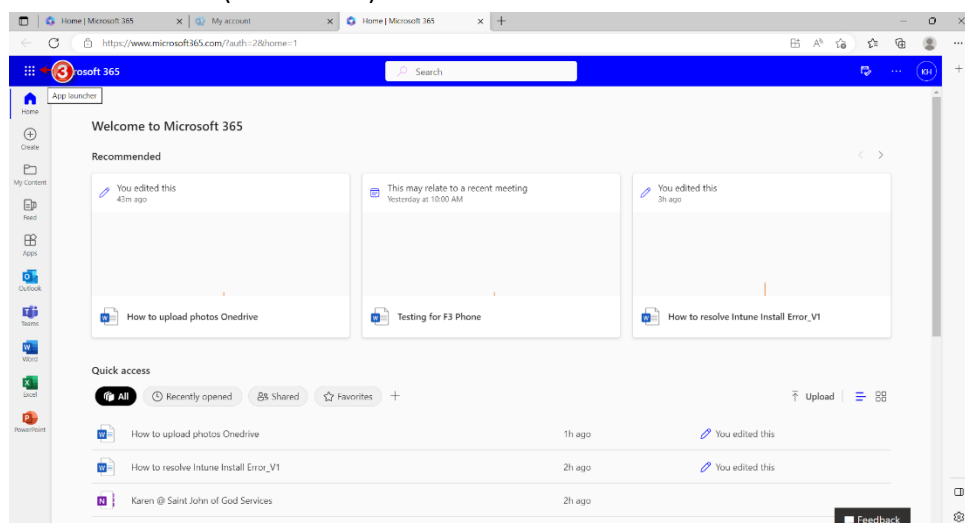


Figure 3: Nine Dots



4. Click on OneDrive.

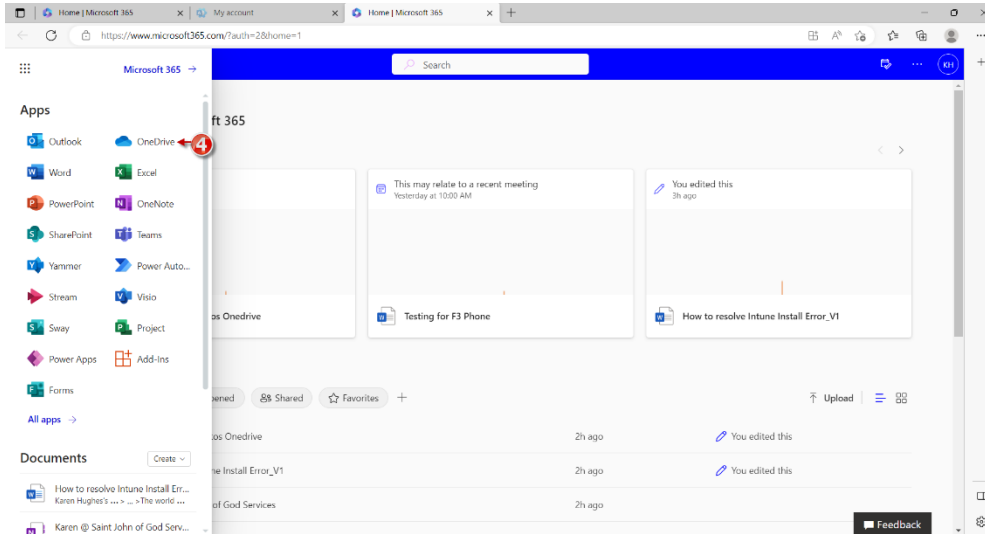


Figure 4: Locate OneDrive

Step 2: Uploading Photos from Desktop.

5. Click Upload.



Figure 5: Select upload.

6. Select either Files or Folder.

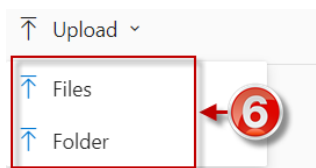


Figure 6: Select Files or Folder



Please note: for this example, we are going to just upload a file, the steps to upload a folder of photos works in the same way.



7. Locate the folder that the photos are stored in.

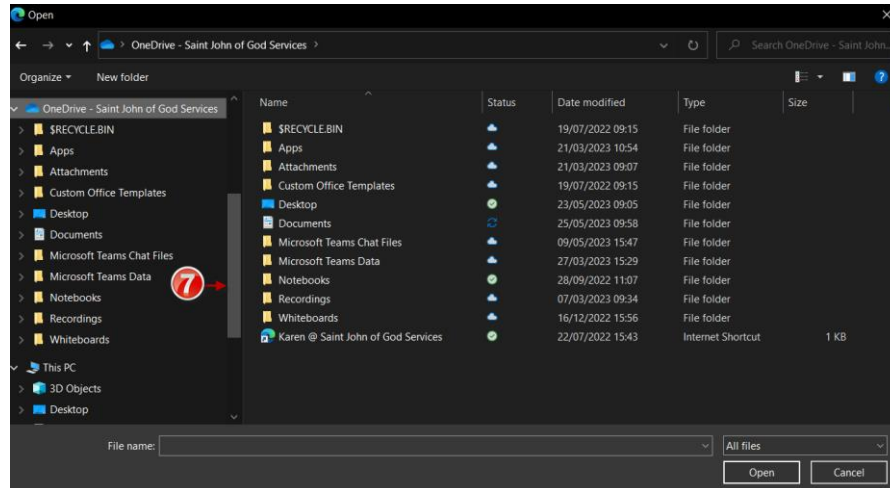


Figure 7: Locate Photos

8. Select the photo.

9. Click open.

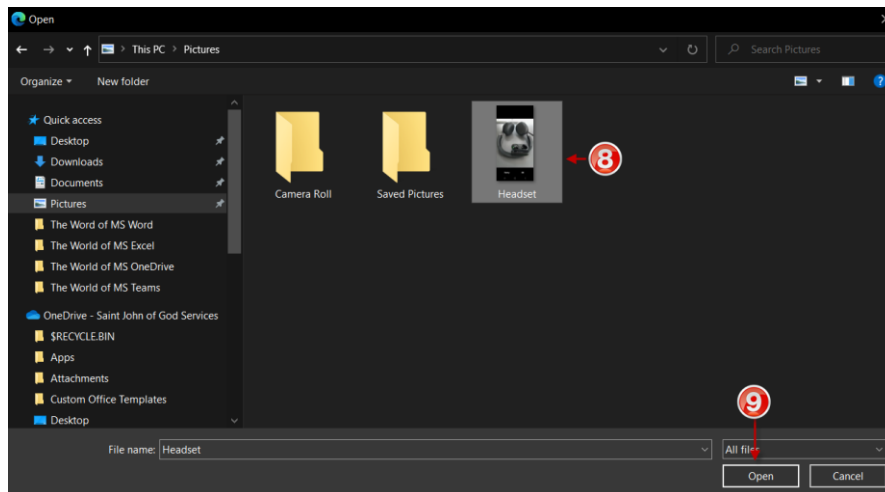


Figure 8: Selecting Photo

10. Photo uploaded to OneDrive.

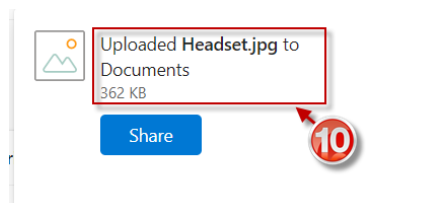


Figure 9: Photo uploaded



Step 3: Uploading Photos using Android App.

A. Select on the work profile on your mobile.

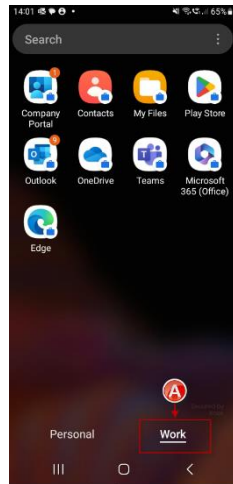


Figure 10: Work partition

B. Press on OneDrive.



Figure 11: Select OneDrive

C. OneDrive is loading on your Android device.

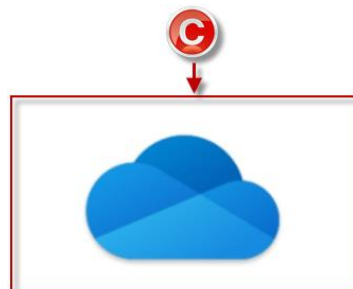


Figure 12: OneDrive Loading



D. Press the plus button at the top of OneDrive.

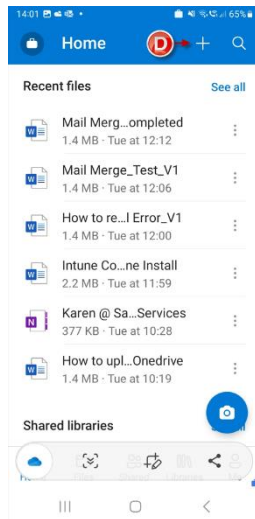


Figure 13: Plus, button.

E. Select Upload.

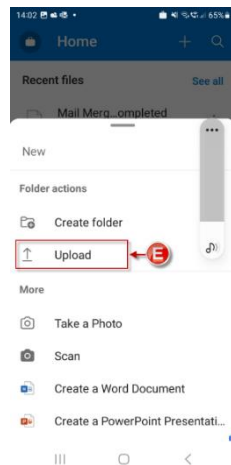


Figure 14: Selecting Upload

F. You will receive a notification, Press on “While using the app”.

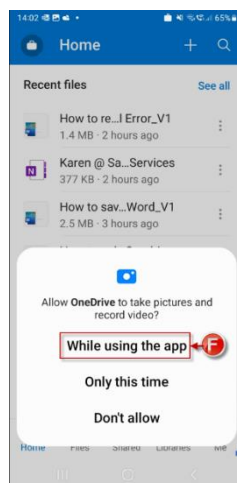


Figure 15: While using the app.



- G. Press on “Personal” as this is where your gallery is located.
- H. Locate the file you wish to upload.

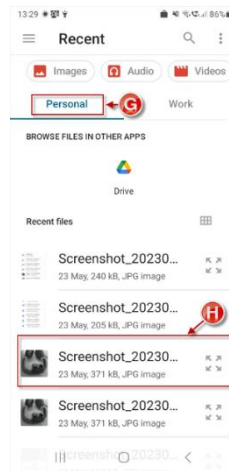


Figure 16: Photo for uploading.

- I. You will receive a notification to state the file is uploading.

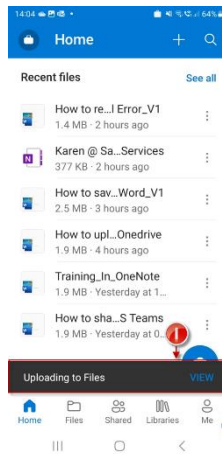


Figure 17: Uploading files.



Please note: when the photo is uploaded to OneDrive; you should be able to view this photo on your laptop or desktop within a few seconds.



Step 4: Take a photo through OneDrive.

1. Press on the plus button.

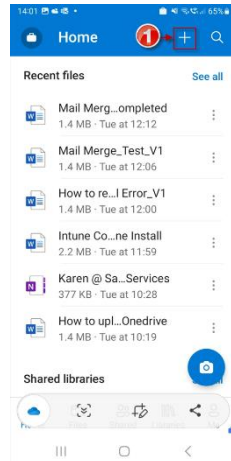


Figure 18: Plus, button.

2. Press on Take a Photo.

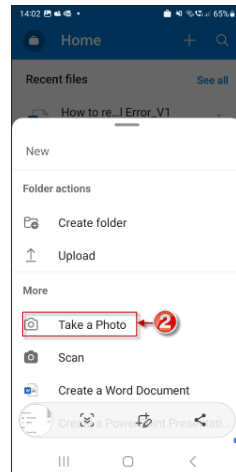


Figure 19: Take a photo.

3. You will receive a message stating that you are using the camera outside your work profile.



Figure 20: Notification.



- When you have your photo in view, press the shutter button.

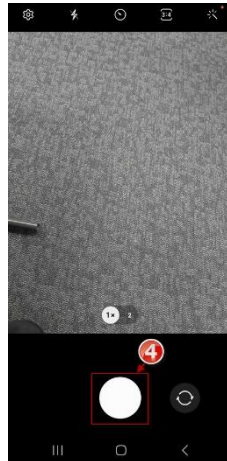


Figure 21: Shutter Button

- If you are happy with the photo, press OK (if not press retry).



Figure 22: Press Ok

- A notification will appear stating that your Photo is being uploaded to OneDrive.

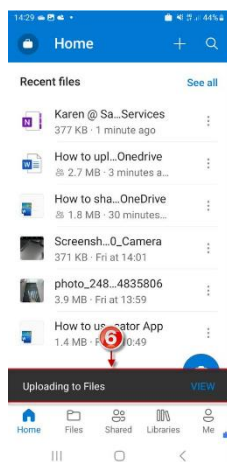


Figure 23: Uploading Photo



7. The photo has uploaded to OneDrive.

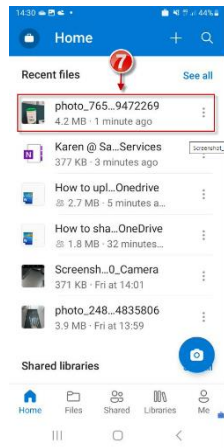


Figure 23: Uploaded Photo



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