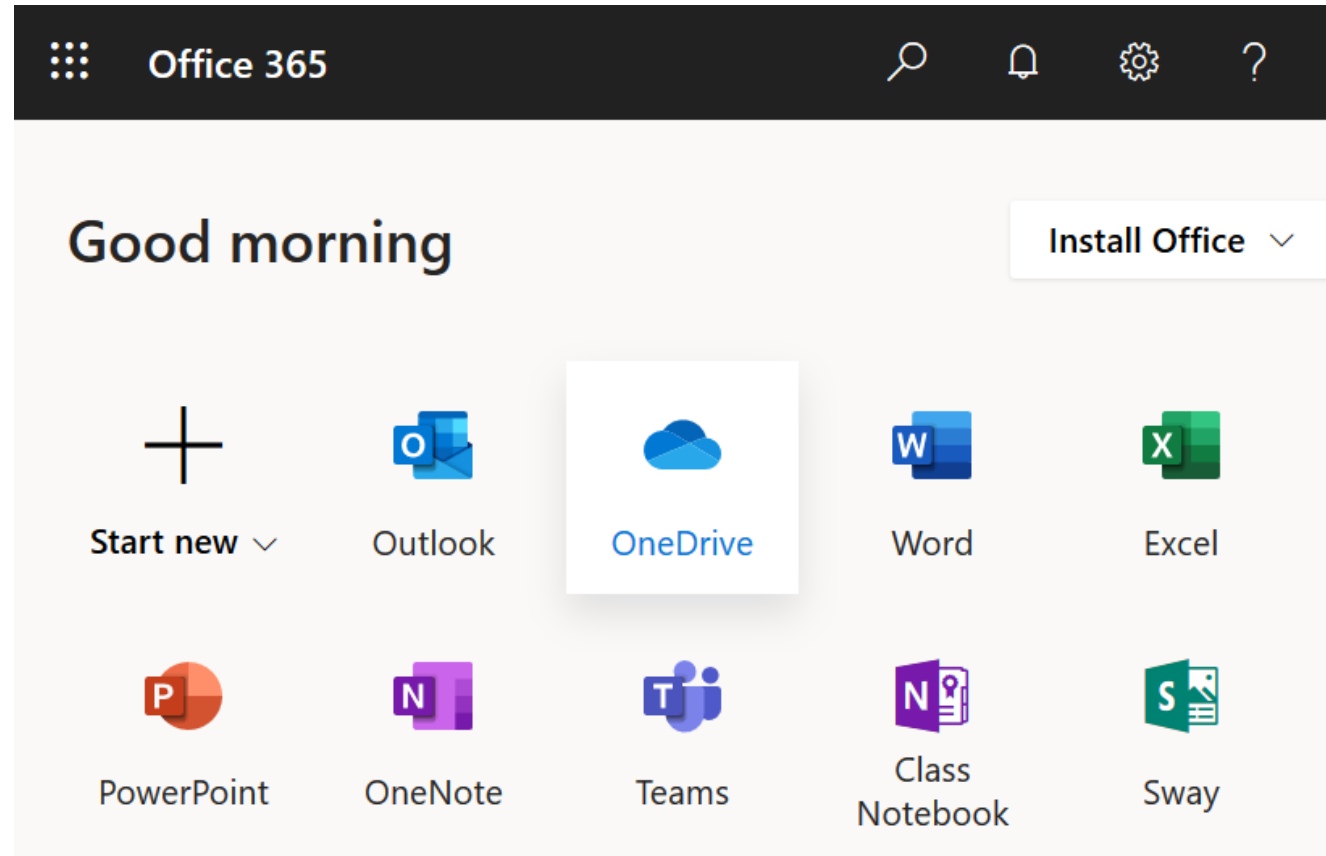
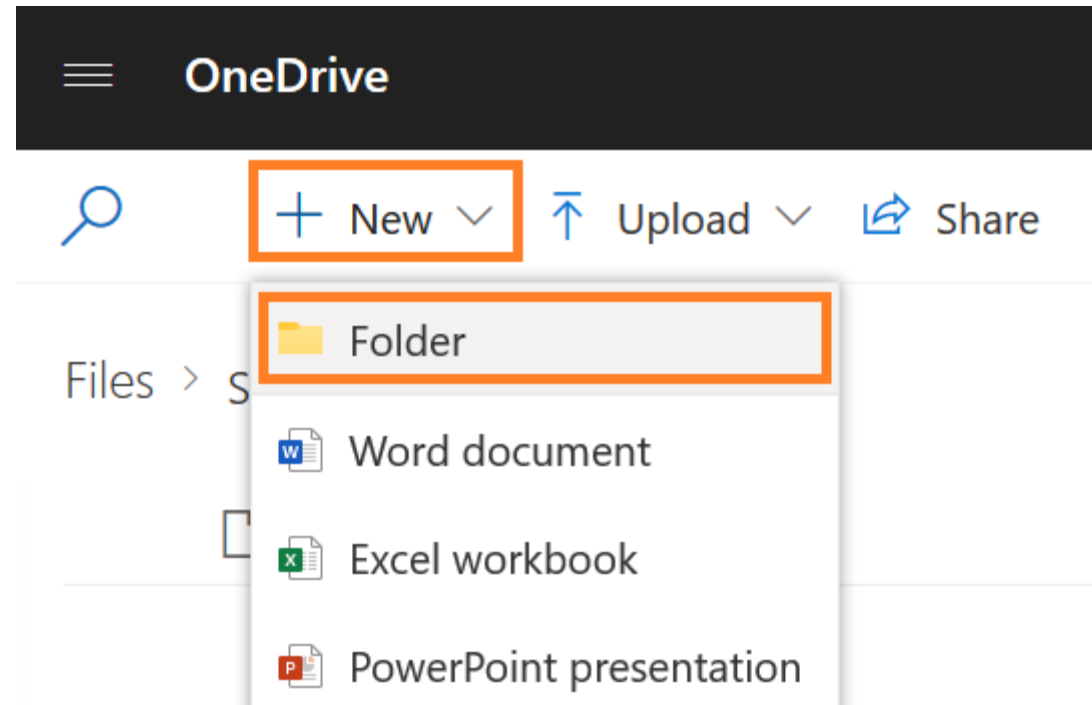


Login to office365.csus.edu



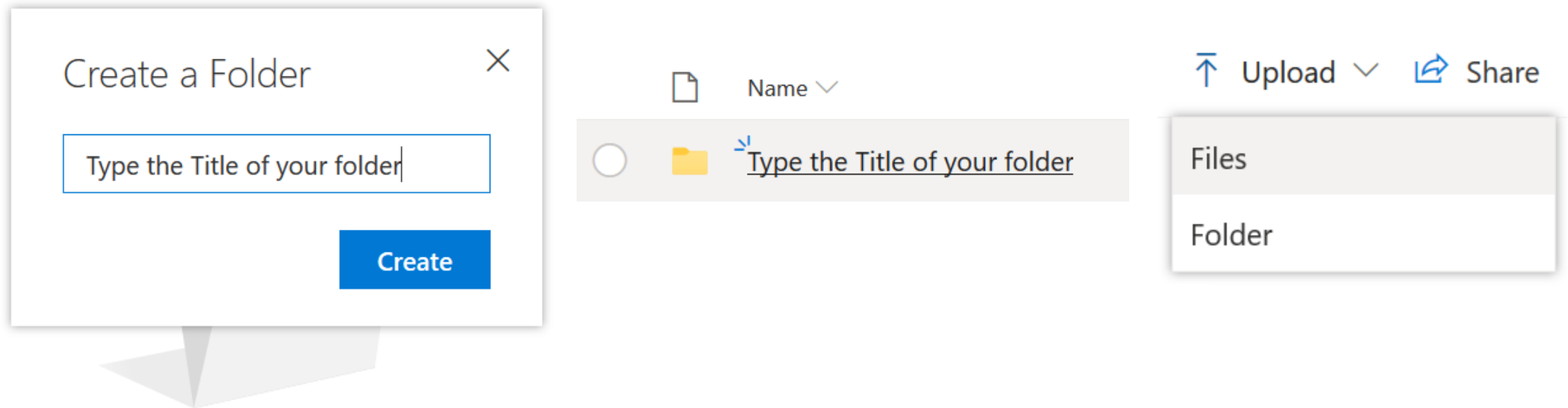
Click on OneDrive

If asked for your “Role” provide any answers



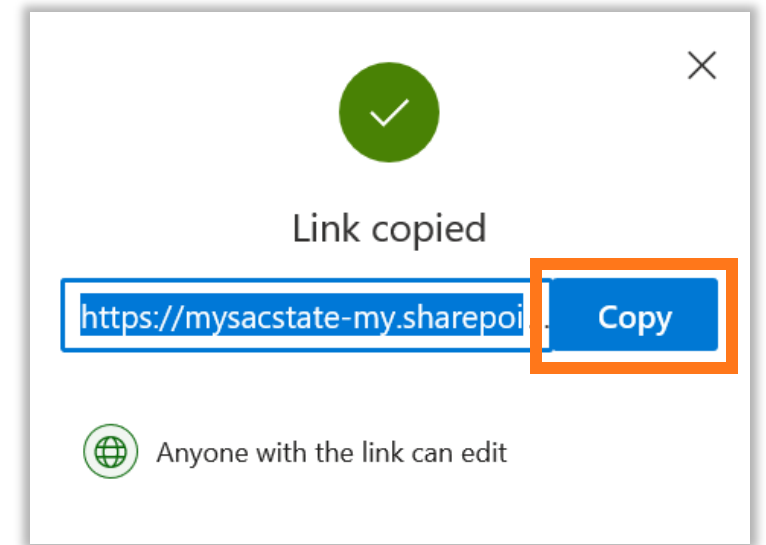
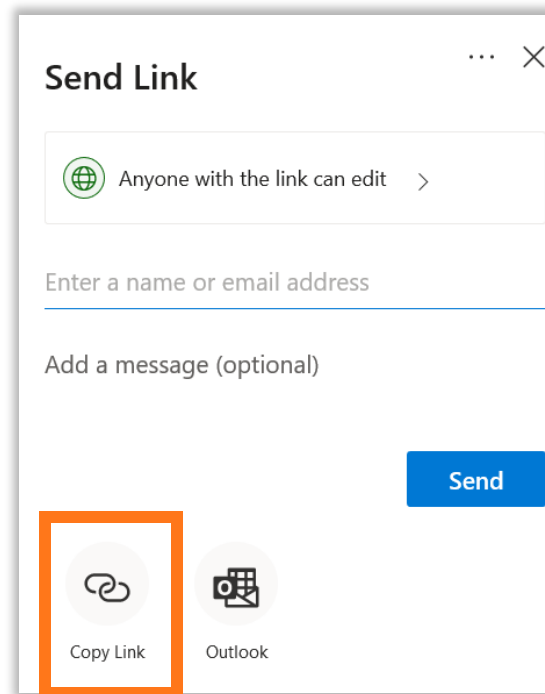
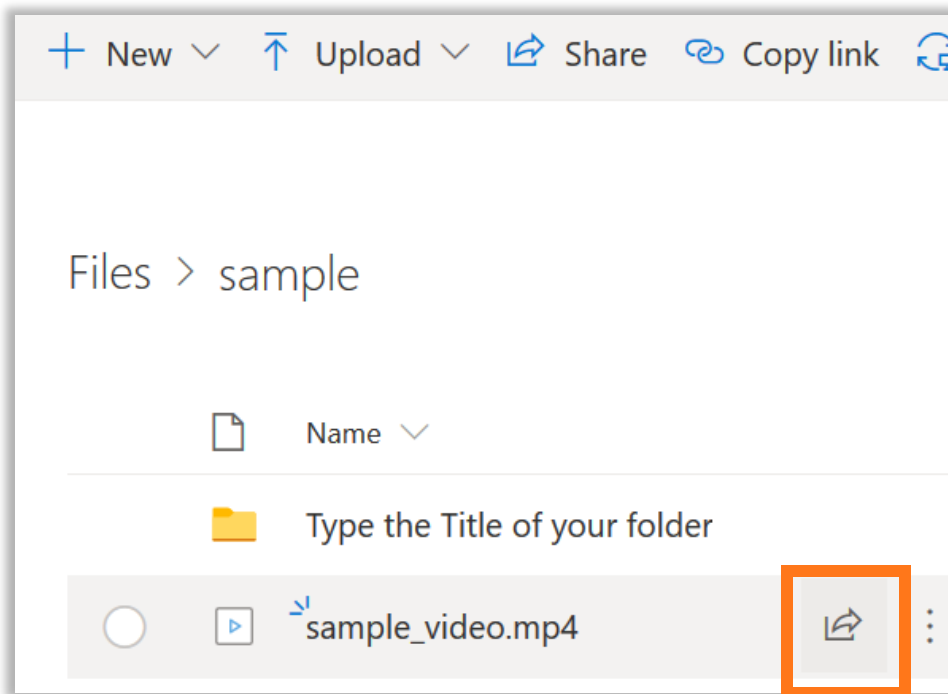
Click on **+New** then click **Folder**

1. Type a title for your folder, then click **Create**
2. After your new folder appears, click the title of the folder
3. Click **Upload**, select **Files**, choose files on your computer



Click **Share** arrow next to the video uploaded

Click the button “Copy Link” and then “Copy”



Have Questions?

- Video Tutorial Online

https://support.office.com/en-us/article/video-upload-files-and-folders-in-onedrive-work-or-school-5bd927ad-d186-495c-93e8-7ca116fe7b83?wt.mc_id=otc_onedrive

- Written Tutorials for One Drive

<https://support.office.com/en-us/article/upload-and-save-files-and-folders-to-onedrive-for-business-a1397e56-61ec-4ed2-9dac-727bf8ac3357>

- Contact the IRT Service Desk:

- Phone: 916-278-7337
- Online: <https://csus.service-now.com/service/help>