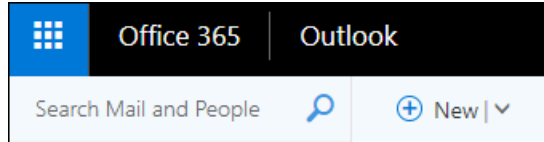




Uploading Data via Website

- 1. St. John's University email can be accessed through MySJU. Once logged into MySJU, lick on the "Student Email" link, located in the upper right.



- 2. Once logged in, click on the menu box in the left corner:

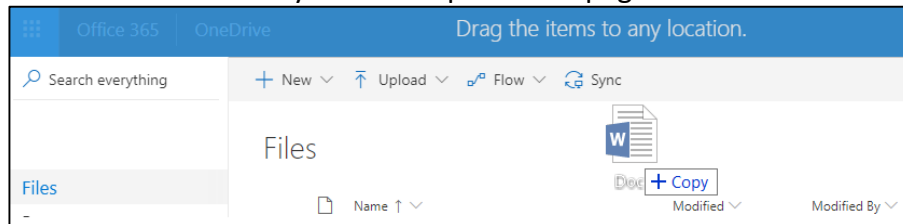


- 3. Click on the OneDrive app.



In order to save files to the OneDrive account:

- 4. Simply, click the "Upload" icon and select the files to be uploaded.
- 5. Another option would be to highlight all of the files that are to be uploaded.
  - a. Drag and drop them into the main window.
  - b. Once the files are dragged into the screen, the page to should change, informing that the files are ready to be accepted. The page will look like the image below.



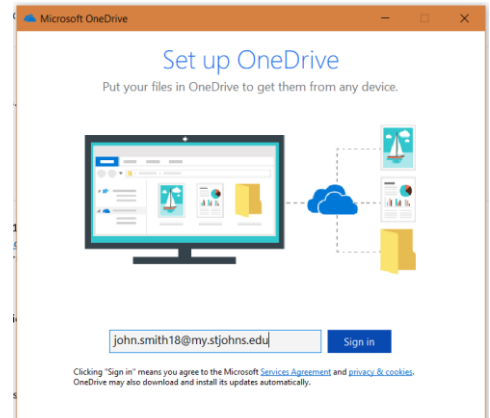
Uploading via OneDrive App on your computer, Setup instructions:

- 1. For Mac computers:  
OneDrive is included in the install for Office 365 (Visit [www.stjohns.edu/IT](http://www.stjohns.edu/IT) for additional instructions on Office 365 installs)

For Windows computers:

OneDrive app comes preinstalled with Windows 10 and as part of the install for Microsoft Office365. Click on the Start menu on the taskbar. Scroll down to OneDrive.

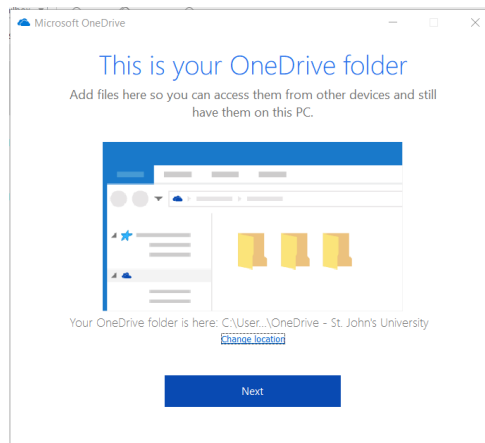
- 2. When the app opens, enter the SJU email:
  - a. Students email format: [firstname.lastnameYY@my.stjohns.edu](mailto:firstname.lastnameYY@my.stjohns.edu)  
\*The "YY" will stand for the two-digit year from your MySJU login.
  - b. Employees / Faculty email format: [username@stjohns.edu](mailto:username@stjohns.edu)



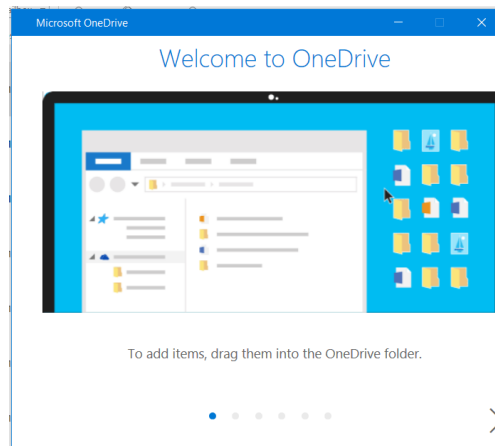
3. A window will redirect you to MySIU to complete your login. You may see an error screen appear, click Yes if you do.



4. Setup will continue by showing you the folder it is saving it to. Click NEXT.



5. Setup is completed. Click the arrows on the right to scroll through the App information screens.



**\*\* If you are in need of assistance with using OneDrive, please call 718-990-5000.\*\***