# Microsoft One Drive-
Upload Photos, Word Documents, and More

Each student has 25 GB free on their JC One Drive!

### Step One: Logging into your Student email

1. Go to the **JC homepage** (www.jccmi.edu)
2. Once there locate the **E-mail** link on the top of the page in white font.
3. After clicking on the E-mail link you will be directed to the Information Technology page. To access My Student E-mail, select the **Office 365** link below.
4. Once on the **Office 365** page you will be prompted to log in using your JC 771 email (LastnameFirstNameM@my.jccmi.edu) and password.
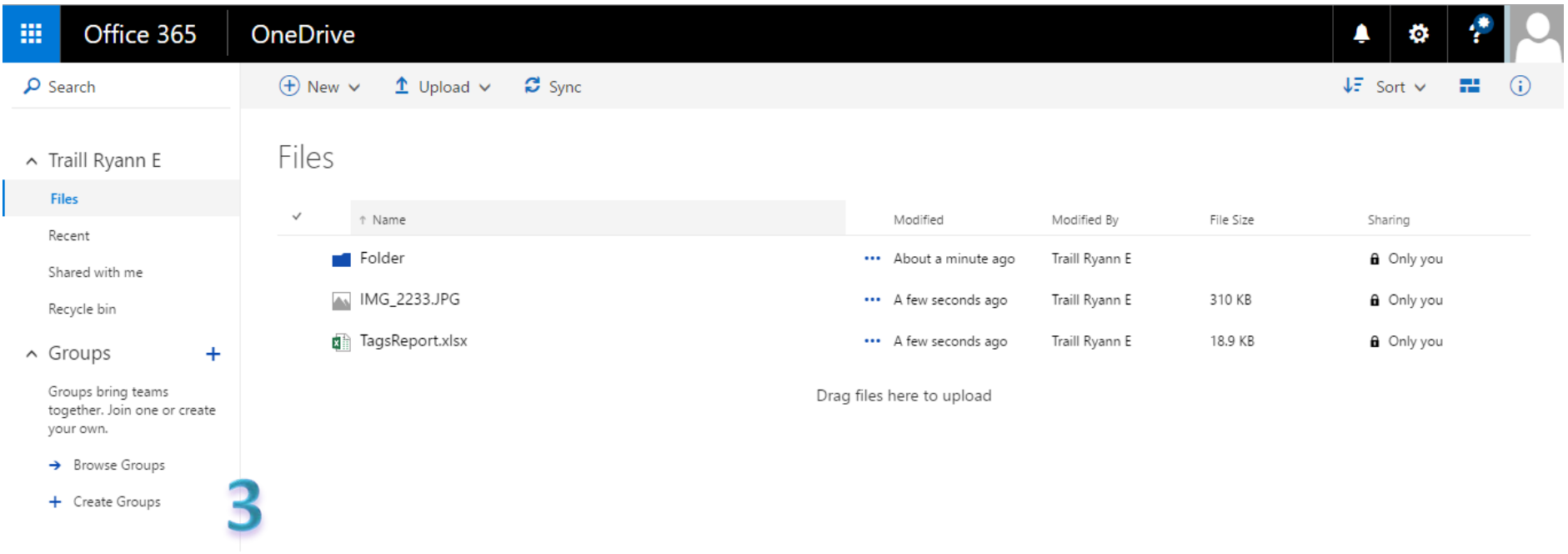
   NOTE: If you need assistance please contact the JC Solution Center at (517)796.8639.
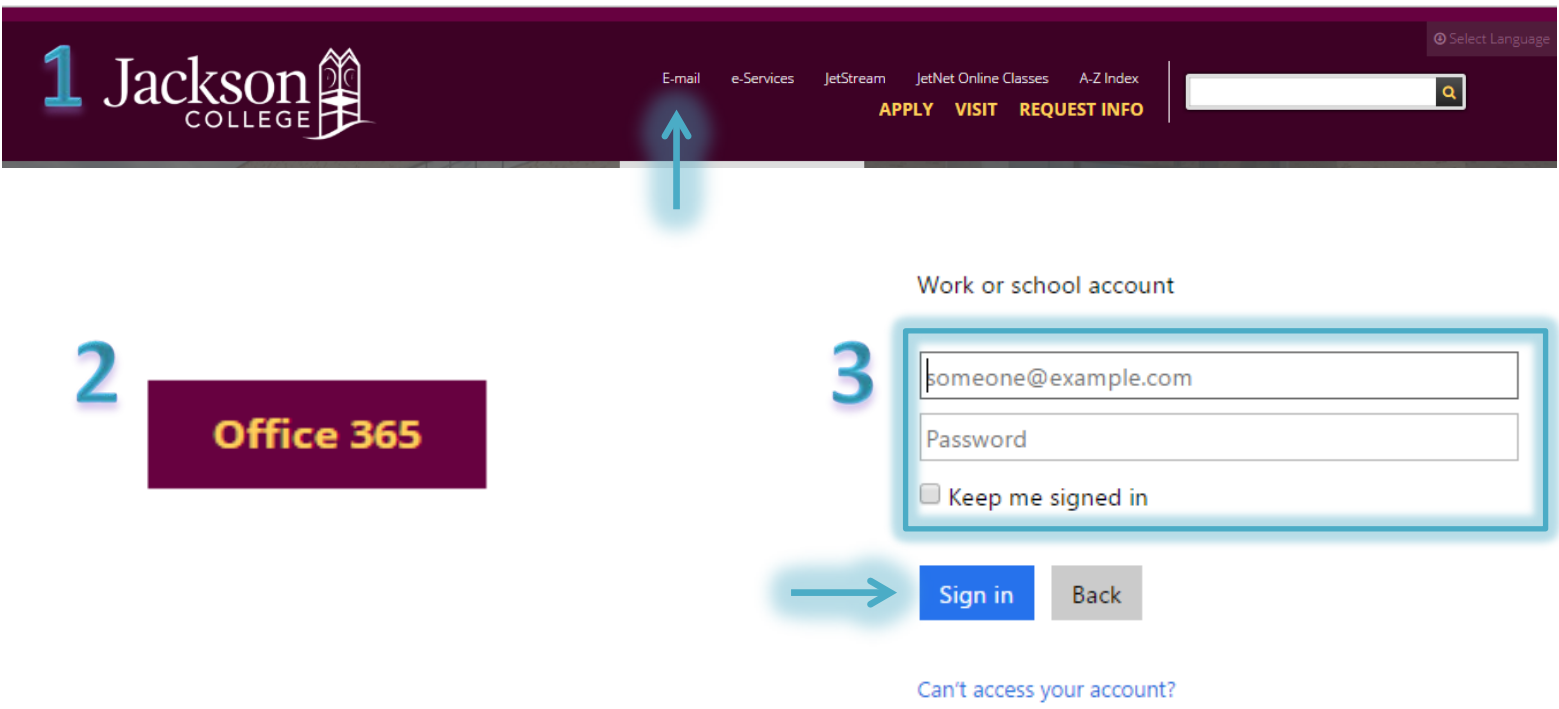
Step Two: Locating your OneDrive

1. To get to your **One Drive** click on the **drop down arrow** that is directly next to Office.
2. Then click on **Your documents**.
3. Now you are in your Windows One Drive.
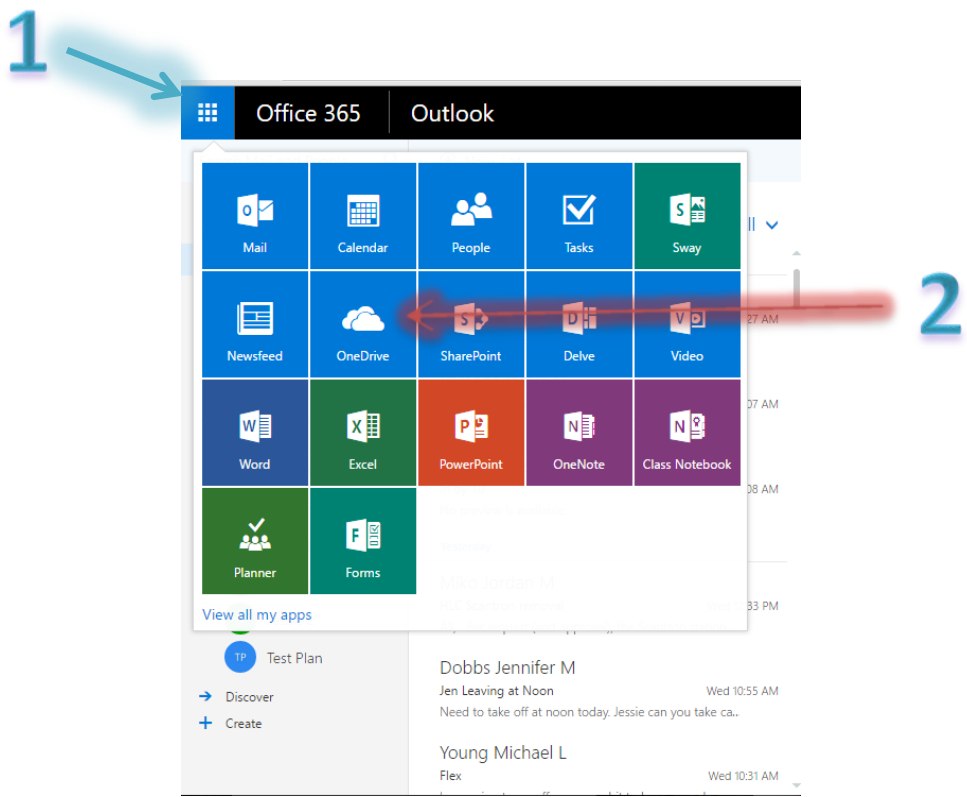
Step Three: Navigating in Your Sky Drive

1. **Creating a folder**: To keep your One Drive documents organized you can create folders of different subjects. To do this simply click on the **New folder** link that is next to Add files. After clicking that link a new folder will appear below, in the area shown you can rename your folder to your liking. After you have completed naming it hit **enter**.

2. **Adding files**: To add files to your one drive click on **Add files**, a window will appear like the one shown below that says to **Drop files here or select from your computer**. To select more than one file, hold the Ctrl key while you click each one. When you're done selecting files, click **Open**.

3. That's it. Now you can get to your files anytime you're online.