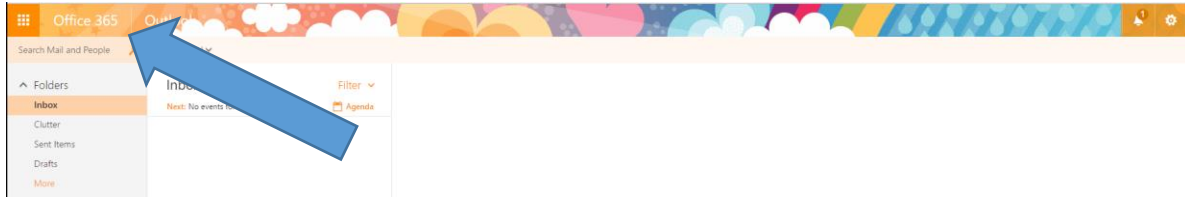


Accessing the Student **OneDrive**:

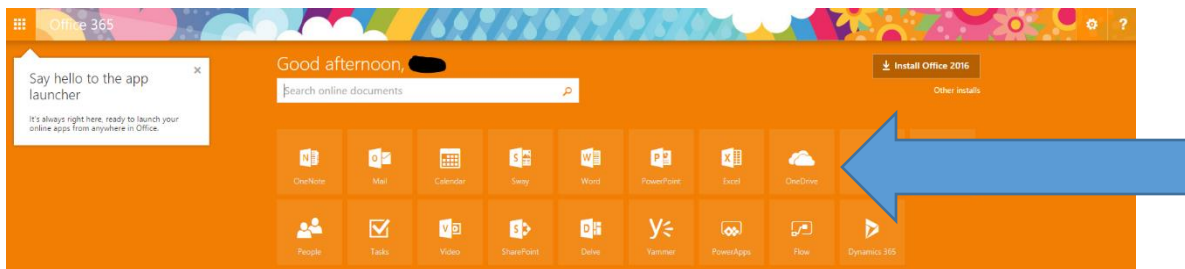
Once you are in your TVCC Student e-mail;

Click the Office 365 button in the upper left-hand corner

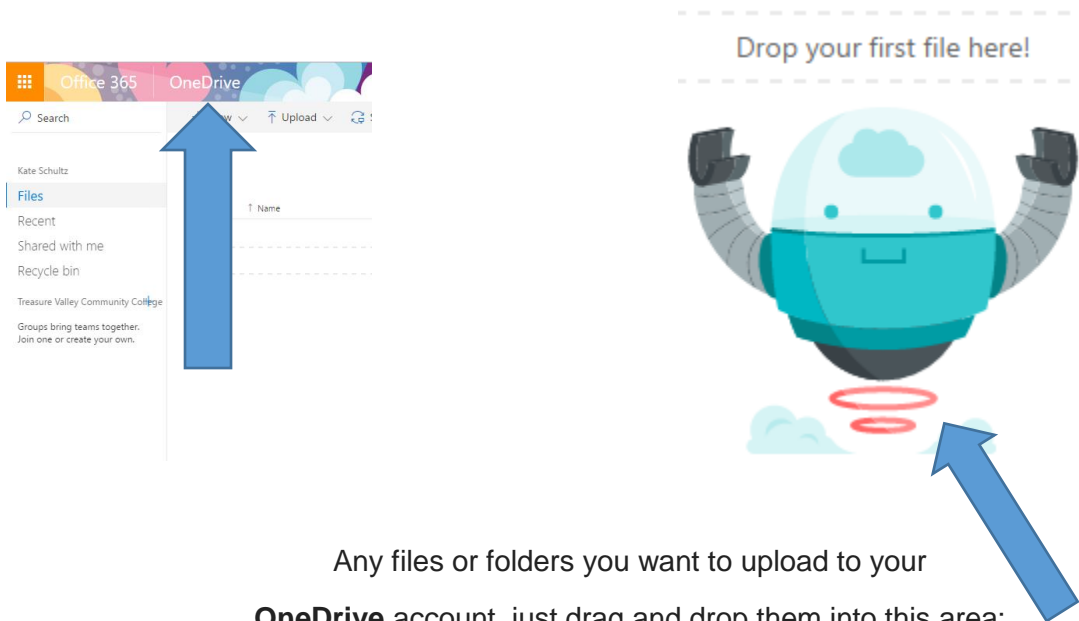


This brings you to your Online Documents Page! Here you can create NEW documents or projects by clicking on the corresponding Microsoft program.

To SAVE ALREADY CREATED document or project to your **OneDrive** Click the **OneDrive** button.



That will take you to your TVCC Student OneDrive:



Any files or folders you want to upload to your **OneDrive** account, just drag and drop them into this area: