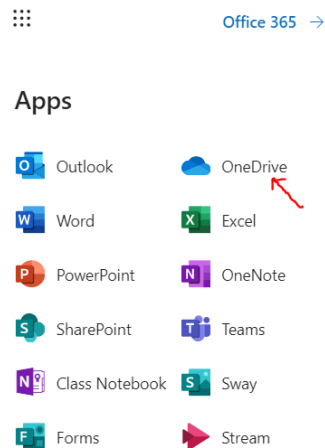


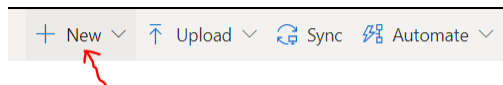
1. Go to either **mjc.edu** or **gocolumbia.edu**
2. Login to your student email



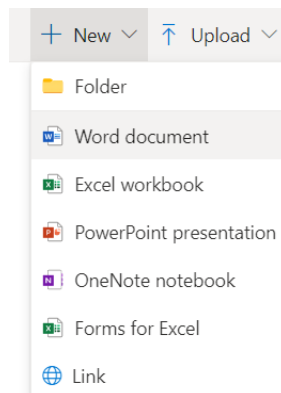
4. Click on **OneDrive**



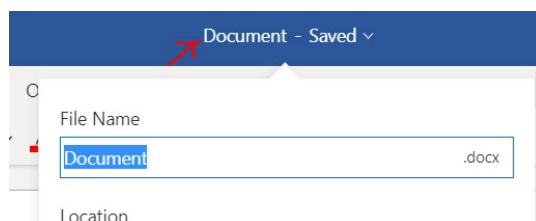
5. From the top bar click on **New**



6. You can choose any of the Microsoft products to create your documents and they will be saved to your OneDrive



7. You can change the documents name by clicking on the top area, and it will ask you to change name



8. If you already have a file or folder you can upload it to OneDrive as well
9. Click on “Upload” from the top
10. Choose either option “File” or “Folder”
11. Search for your files or folders and upload them

