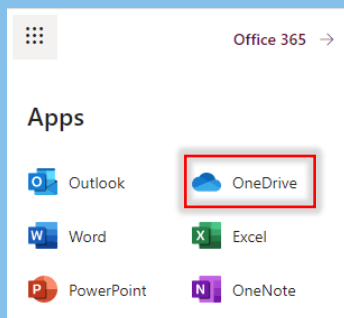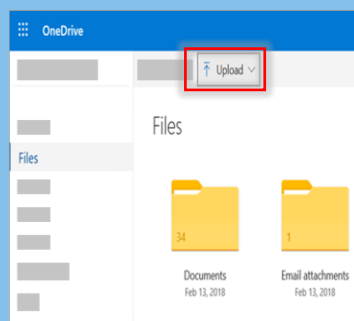# How to use OneDrive

Using the OneDrive website

1. Sign In with DAH Account on office365.com

2. From top left choose One Drive

3. Browse to the location where you want to add the files.

4. Select Upload

5. Select the files you want to upload, and then select Open.

Using Windows or Mac Finder

You can **copy** or **move** files between folders within OneDrive, or from other folders on your computer. (When you move files from other folders on your computer into a OneDrive folder, you're removing them from your computer and adding them to OneDrive.)

2. Either move the files or right-click the file or folder > Copy, then open the OneDrive, right-click > Paste.
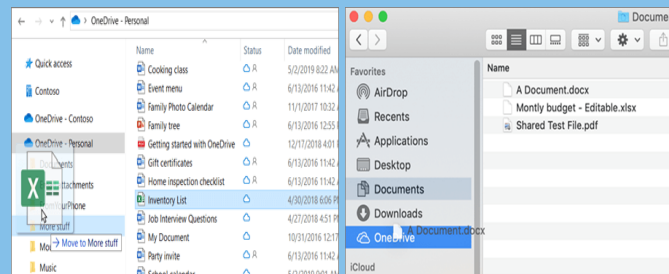
Using a mobile app

To upload files and folders with the OneDrive for Android/ iOS app

1. In the OneDrive app, tap ➕ at the top of the screen

2. Then tap to Take a photo, Scan a document, Create a folder or Upload a file or photo.

To move files to a different folder with the OneDrive for Android app

1. Select the **files or folders** you want to move.

2. Tap ⋮ at the top of the screen, then tap ⇥

3. Tap the folder you want to moved to, then tap **Move here**.

To move files to a different folder with the OneDrive for iOS app

1. Select the **files** you want to move

2. Tap ⋮ at the top of the screen, then tap **Move.**

3. **Tap the folder** you want the files moved to, then tap **Move.**