



## UPLOAD, MANAGE, AND SHARE FILES WITH AN IPHONE OR IPAD

With the OneDrive App, you can access all of your OneDrive content including files shared with you. You can also view recently used documents. You can even open your OneDrive files in other iOS apps. Uploading, however, is **limited to photos or videos from your iPhone or iPad**. To install the app, follow the directions below:

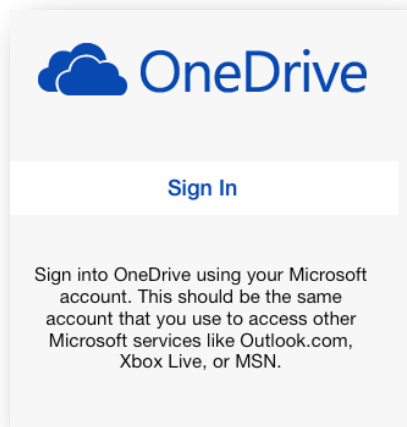
1. Search for the **OneDrive** app from the App Store by typing "OneDrive" in the search box. Tap **Free** to install.



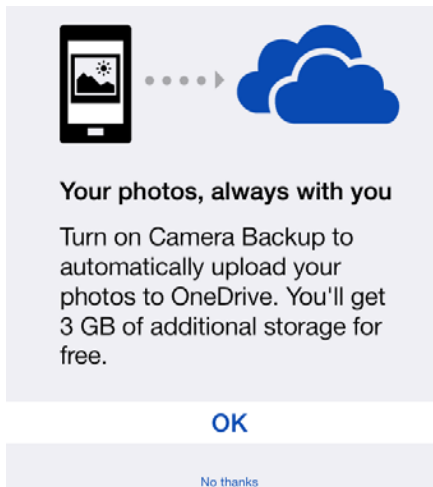
2. Once it has finished downloading, launch **OneDrive** by tapping on the app icon.



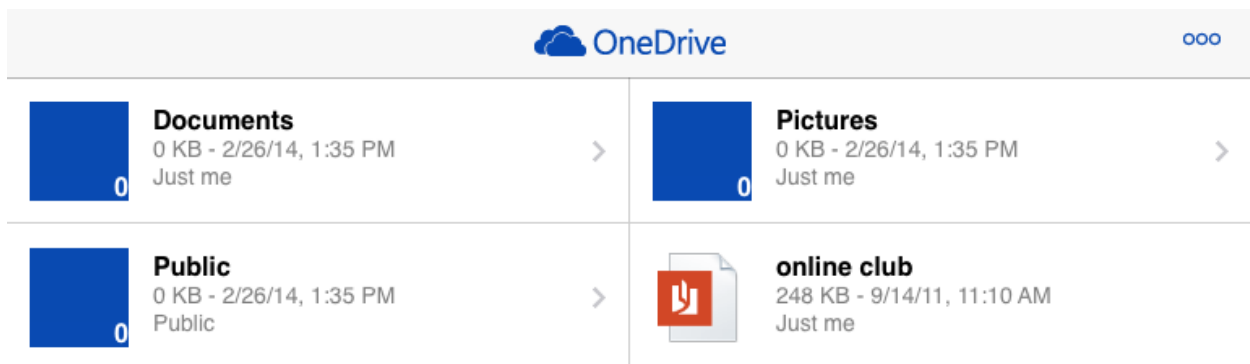
3. Sign in to your OneDrive account.



4. Choose whether you want your photos backed up with OneDrive.



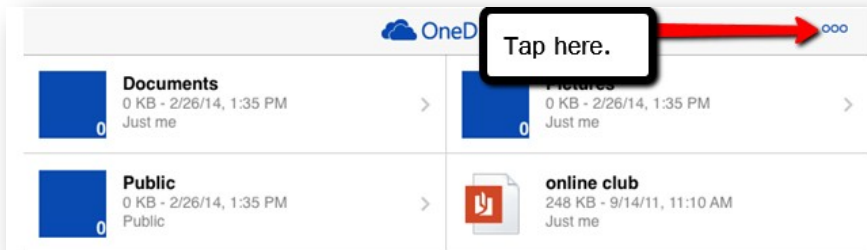
5. On the next screen, you will see the main page display your documents.



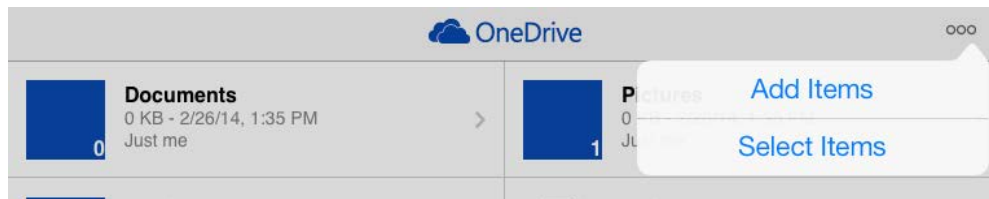
## UPLOADING FILES TO ONEDRIVE:

You can add existing photos or video from your camera roll or take new ones to share. You can even choose multiple photos or videos to upload from your iPhone or iPad.

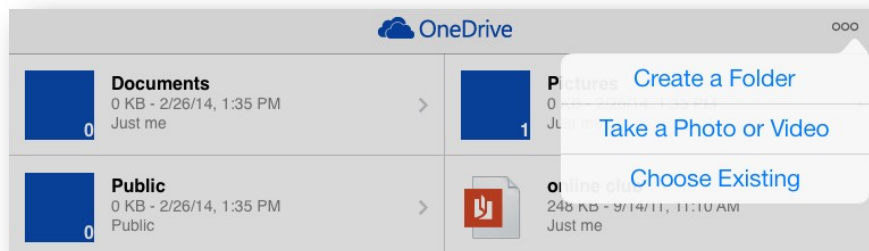
1. To upload a photo or video, **tap** on the icon at the top right of SkyDrive.



2. Now tap the **Add Items** or **Select Items** option.



3. If you selected Add Items, pick from the available options: **Create a Folder**, **Take a Photo or Video**, or **Choose Existing**.



4. You can create a new folder if you would like by tapping **Create a Folder**. If you selected **Take a Photo or Video**, you will be able to use the camera on your device to immediately take a photo or video and add it to OneDrive. If you chose **Choose Existing**, you will be able to select multiple items and then tap **Upload**.

