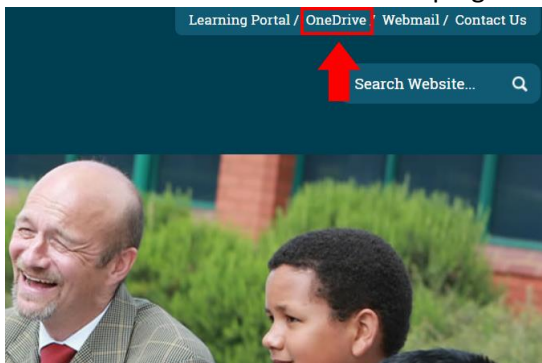


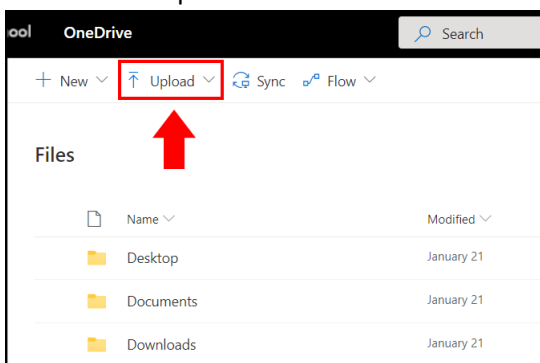
How-To Guide for OneDrive for Students

- Open a browser and search for the Northgate High School website
<http://www.northgate.suffolk.sch.uk/>

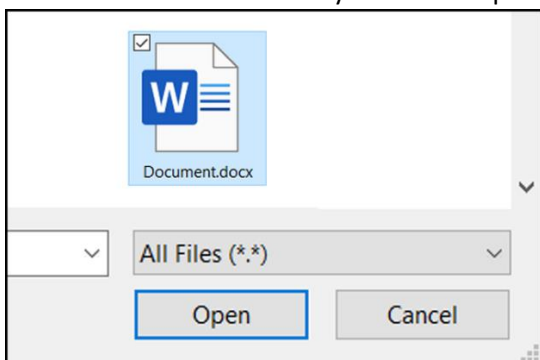
- Click on the 'OneDrive' tab at the top right and login



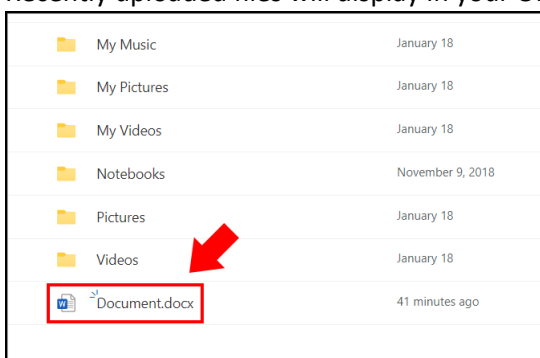
- Click on the 'Upload' button and choose either 'Files' or 'Folder'



- Browse to the file or folder you wish to upload



- Recently uploaded files will display in your OneDrive with three blue lines above the file name



- Please ensure your files are uploaded before closing down the computer