

# OneDrive

## Installation

- Login your Office 365 account at <http://portal.office.com>
- Click OneDrive
  - if it is the first time you use it, please wait for the setup until you see “Your OneDrive is ready”.
- Click the link at bottom-left to download the “OneDrive App” on your computer

## Add new file

- Click “New”

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Last update: **2017/06/05 16:55**

