

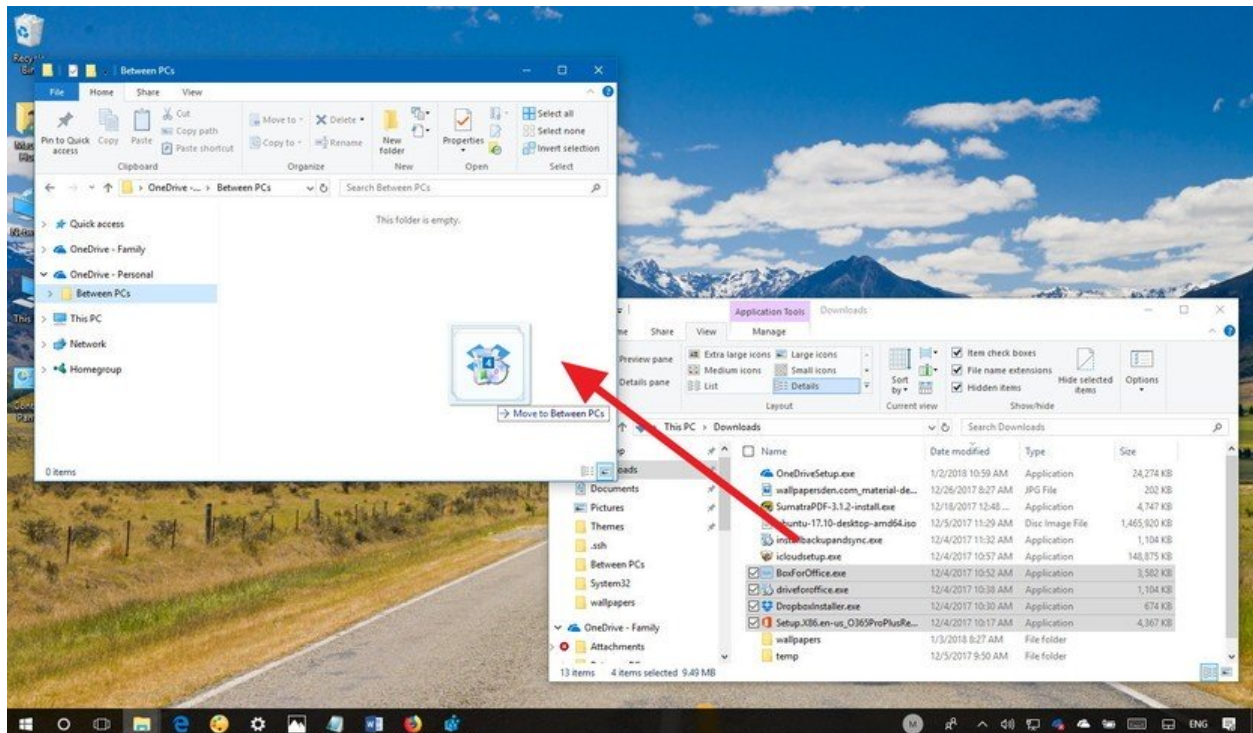
How to upload files to OneDrive

OneDrive integrates with File Explorer, making the process of uploading [files](#) straightforward. Just follow these steps:

1. Open **File Explorer** (Windows key + E).
2. Click the **OneDrive** folder using the left pane.

Note: If you have multiple accounts configured on your device, the folders will be named accordingly: **OneDrive - Personal** for your regular account, and **OneDrive - Family** for business accounts.

3. Drag and drop or copy and paste content into the OneDrive folder.



After placing the new files and folders into OneDrive, the client will automatically sync them to your account in the background.

Quick Tip: In the future, instead of continually relocating files, remember that within the [application](#), you can always save the files you're working on directly to the OneDrive folder.