



Contact us: [elearning@uky.edu](mailto:elearning@uky.edu)

## Installing the Onedrive app on your Windows Computer

1. Open a browser of your choice and navigate to [UK's Office 365 website](#).
2. Click on the App Launcher in the upper left-hand corner of the page.
3. Find and click on OneDrive in the list of Office apps.
4. In the bottom left corner of the OneDrive page, click on the link to '[Get the OneDrive apps](#).'
5. If you are on a Windows 10 computer, click on the 'Start OneDrive' link.
  - a. When prompted, input your linkblue login ID @uky.edu email address and follow on-screen prompts to log in to OneDrive on your machine.
  - b. The OneDrive App should now show up in
    - i. Your File Explorer window under Desktop.
    - ii. The taskbar icons (some may be hidden) on the bottom right of your screen.
6. If you are using an older version of Windows, click on the 'Download' button.
  - a. Follow the on-screen prompts to install the OneDrive app version for your version of Windows.
  - b. When prompted, input your linkblue login ID @uky.edu email address and follow on-screen prompts to log in to OneDrive on your machine
  - c. The OneDrive App should now show up in
    - i. your File Explorer window under Desktop.
    - ii. The taskbar icons (some may be hidden) on the bottom right of your screen.

## Accessing the OneDrive app on your Computer

Once you have OneDrive installed and you have logged in using your linkblue@uky.edu email address and password, you will be able to access the OneDrive app in several different ways:

1. Within your File Explorer window under Desktop.
2. In the taskbar icons tray (some may be hidden) on the bottom right of your desktop.
3. Under the Start Menu list of Programs and Apps on your computer under 'O.'
  - a. You can right-click on the OneDrive icon (blue cloud) and pin it to your Start and your Taskbar for easy access.
  - b. You can add a shortcut to your Desktop for easy access.

## Uploading videos and other files to the OneDrive app on your Computer

1. Access your OneDrive app on your Windows computer (see above).
2. Create an Organization Structure within the OneDrive folder (i.e., a Course ID, Year, or another descriptive folder name).
3. Open the folder you've just created.
4. In another File Explorer window, open up the file that contains your videos or other files (either on your computer drive or a flash or another external drive).
5. Drag and drop the videos and other files into the OneDrive folders you have created to copy the files to your OneDrive, which will then sync to the OneDrive cloud.