

Upload an Existing Document to OneDrive

*Take note of where your document is located (My Documents? Downloads? On a Thumb drive?)

Go to [Students.ashland.k12.or.us](https://students.ashland.k12.or.us)

>click **OneDrive**

>click **OneDrive** tab in upper right

>click **▲Upload**

>navigate to wherever you stored your file

>click **Open**

Your document is now accessible on OneDrive