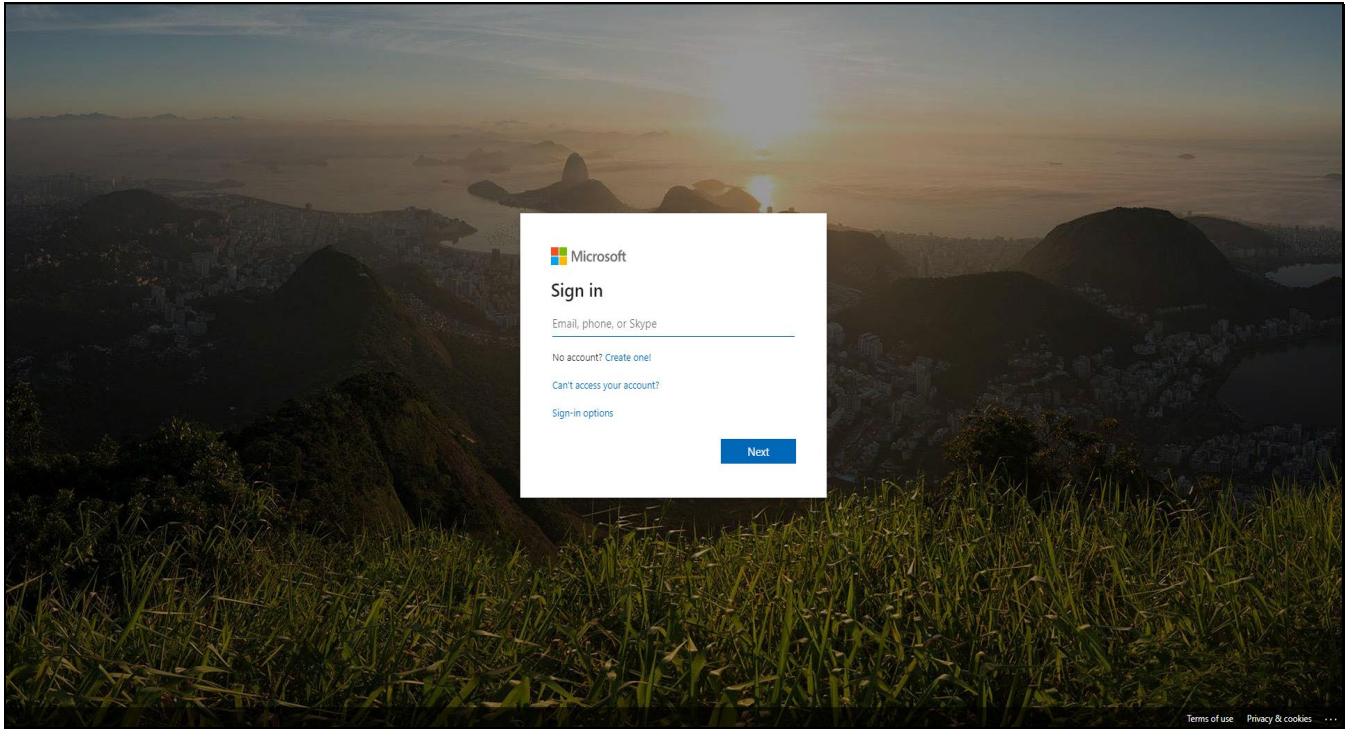
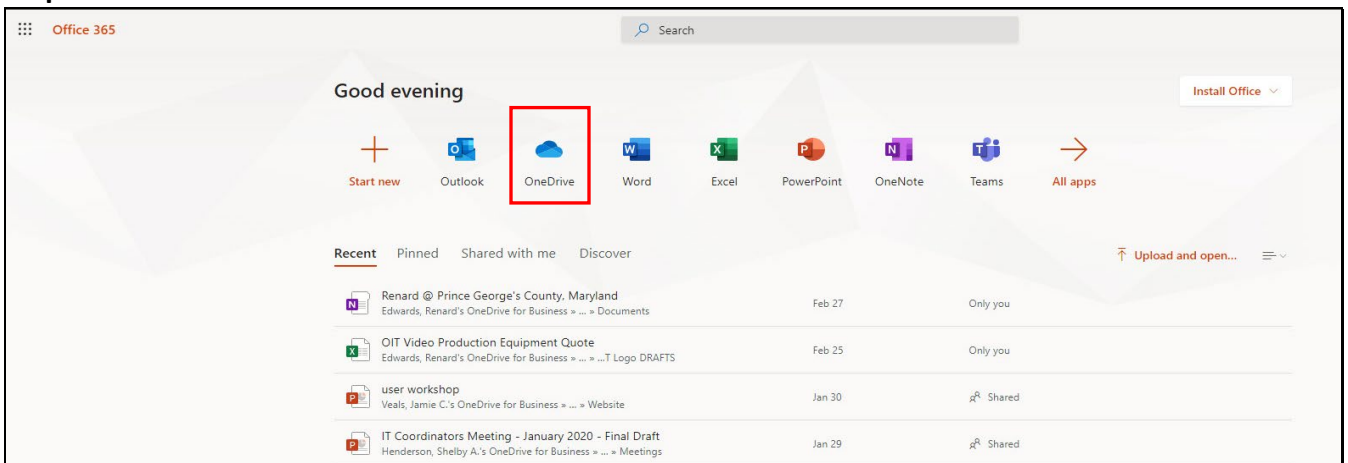


Step 1:



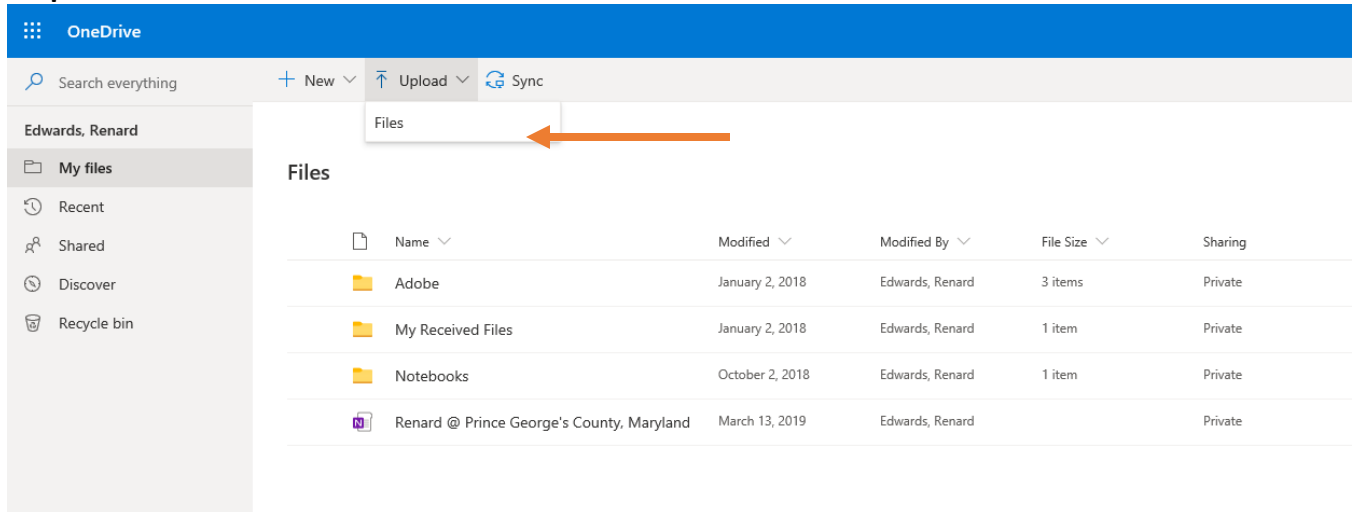
Go to portal.office.com and **sign in** to Outlook using your county email and password.

Step 2:



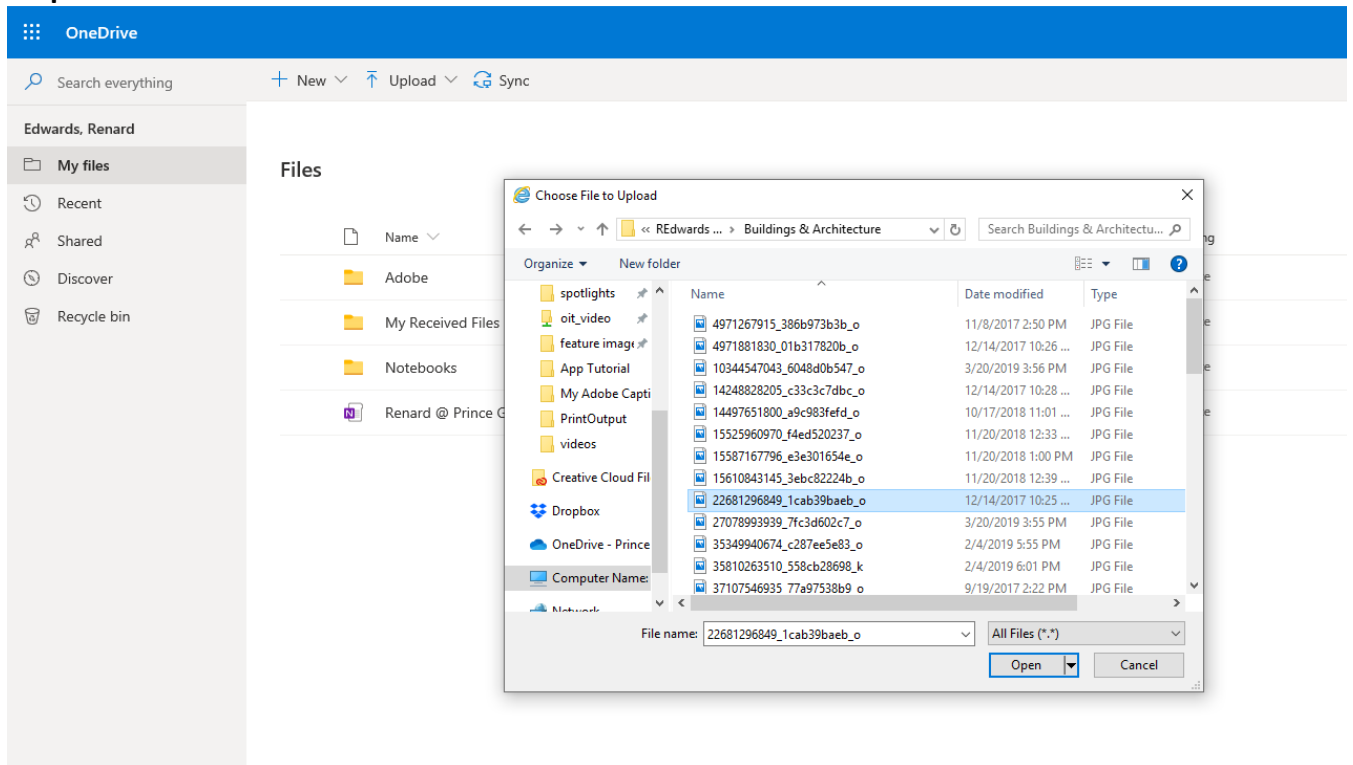
Click **OneDrive** icon to access files.

Step 3:



Select Upload > Files.

Step 4:



Select the files you want to upload and select **Open**.

****DO NOT upload folders, only files. Make sure to only upload files that are being worked on currently.****