

This document outlines the steps for how to upload files to One Drive.

Upload a File

- 1. Go to <u>www.express.tntech.edu</u>.
- 2. Login using your TN Tech username and password.

IDme				
Username Username only no @Intech.edu) Password New Student? Log in to TechExpress for the first time. New Employee? Follow these instructions	A NESSON			
Login				
Forgot Passw	<u>vord</u>			
Need help? We have videos for logging in to TechExpress	and resetting your password.			
We also have a <u>self-help guide</u> .				
This system may contain Government, University or Student information, which is restricted to authorized users ONL contained herein or in transit toffrem this system constitutes a violation of state and federal laws including, but not lin and Civil prevailies pursuant to Tife 20, United States Code, Sections 7213(a), 7213(b) (the Taspayer Brewing Protein	.Y. Unauthorized access, use, misure, or modification of this computer system or of the data reliad to Tile 18, United States Code, Section 1030, and may subject the individual to Criminal clion Act), and 7431.			
This system and equipment are subject to monitoring, Such monitoring may result in the acquisition, recording and a user. If monitoring reveals possible evidence of misuse or criminal activity, such evidence may be provided to appropriate the subject of the su	analysis of all data being communicated, transmitted, processed or stored in this system by a priate officials including but not limited to law enforcement personnel.			
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING and HAS NO EXPECTATION system.	OF PRIVACY for any activity, access, use or information stored or communicated via this			

3. Select **OneDrive** from the *Quicklinks* toolbar.



a. If *OneDrive* is not in the toolbar, select the **Gear** in the top right-hand corner.



b. Locate **OneDrive** then drag and drop it onto the toolbar.



- c. Select the red **unlock** button to lock the toolbar and make the gear appear.
- 4. Once on OneDrive, select **Upload.**

iii OneDrive				
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🗈 My files			_	

5. Select either File or Folder.

	OneDrive				
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Ð	My files		Files		
\odot	Recent	My files	Folder		

6. Locate the File or Folder you want added to OneDrive on your computer, select it, then select **Open.**

File name:	onedrive ~]	All files 🗸 🗸	
		ĺ	Open	Cancel