

# Getting Work and Pictures off the iPads Using OneDrive

## Note:

If you have any trouble with this, try using The Edge browser.



## Using OneDrive to move your photos to Office 365

1

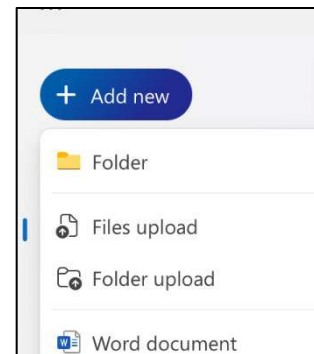
On your iPad, open **OneDrive** in a browser:

- Go to the Comox Valley School District Website [www.comoxvalleyschools.ca](http://www.comoxvalleyschools.ca)
- Click on **Office 365** (you will need to log in to your account using the same username and password that you use to log in to the school computers)
- Click on **OneDrive**



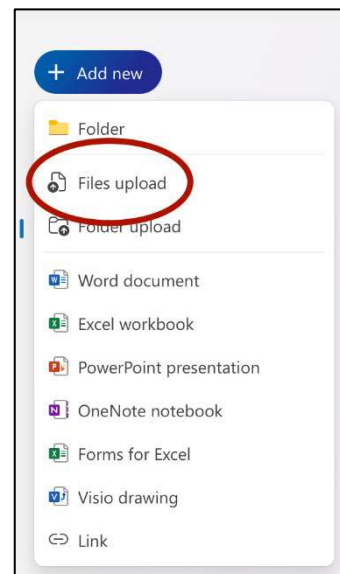
2

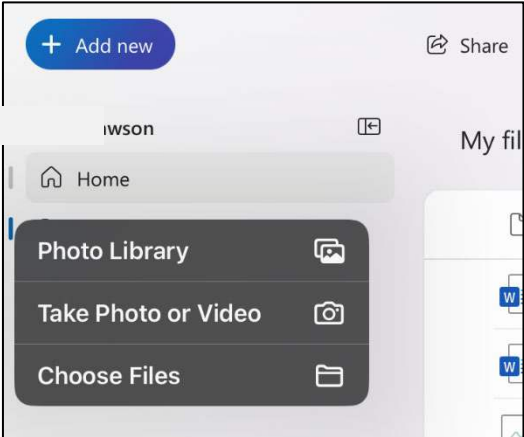
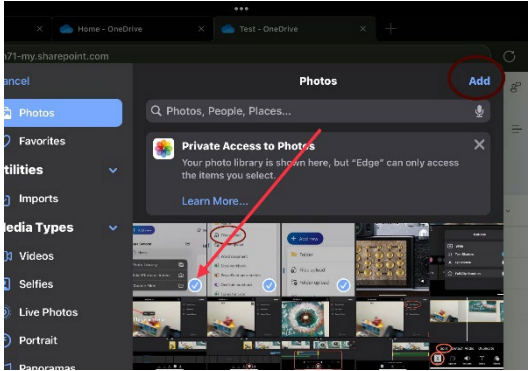
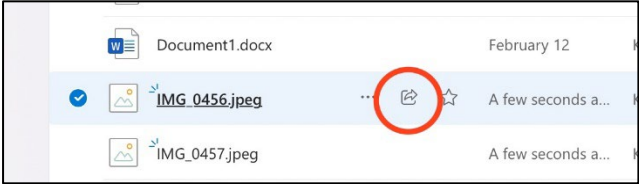
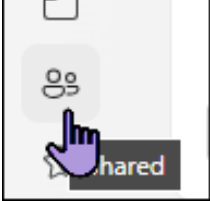
Either navigate to the folder that you would like to place your pictures in or create a new folder for them (Click on **+ Add New** and then **Folder** at the top left and name it).



3

Click on **+ Add New** and then **Files** or **Files Upload** at the top left of the screen.



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| <p>4</p> | <p>You can now take a photo and have it go straight into your <b>OneDrive</b> (click on <b>Take Photo or Video</b>) or click on <b>Photo Library</b> to get photos from your library.</p>   |     |
| <p>5</p> | <p>Navigate through your photo library and touch all the photos that you would like to move up to <b>OneDrive</b>. It will put a checkmark on all those pictures.</p> <p>When you are ready, press <b>Done</b>.</p>                     |     |
| <p>6</p> | <p>The photos that you selected will now be moved to the folder that you created or chose in <b>OneDrive</b> for you to open on any device anywhere and share.</p>  |   |
| <p>7</p> | <p>If you would like to share the folder with your class, click on the share icon to the right of the folder or image file that you would like to share.</p>  |   |
| <p>8</p> | <p>Now add the names of the students in your class that you would like to share the images with. They will receive an email with a link to open the pictures, or they can open <b>OneDrive</b> and click on the <b>Shared</b> icon.</p> |  |