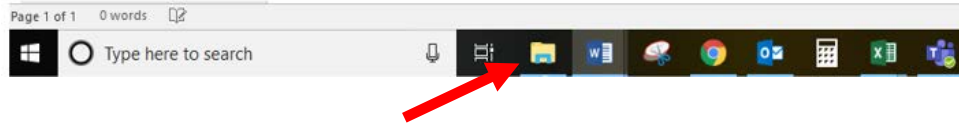
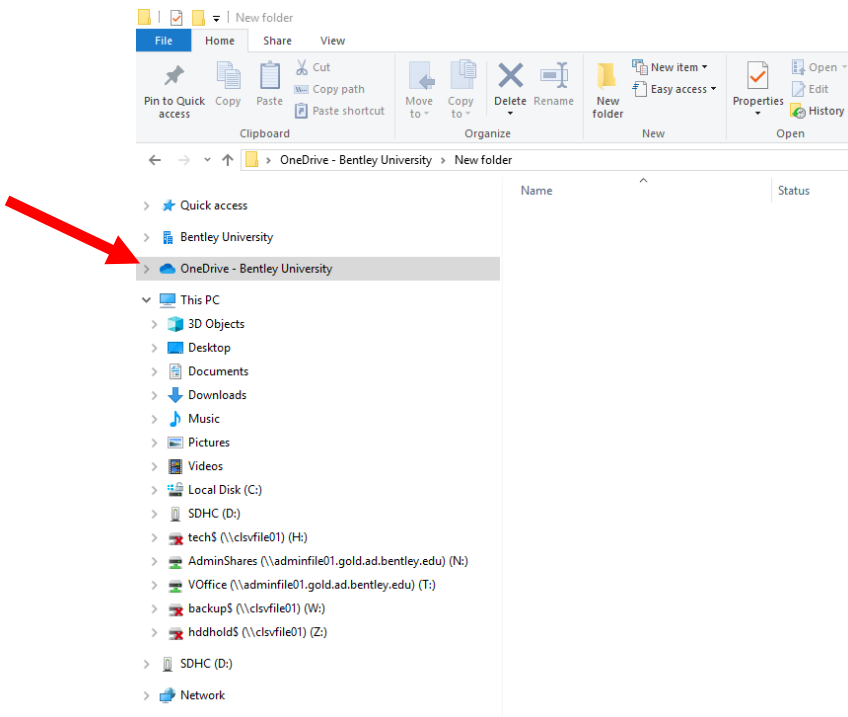


Save files to Your Bentley OneDrive (Windows)

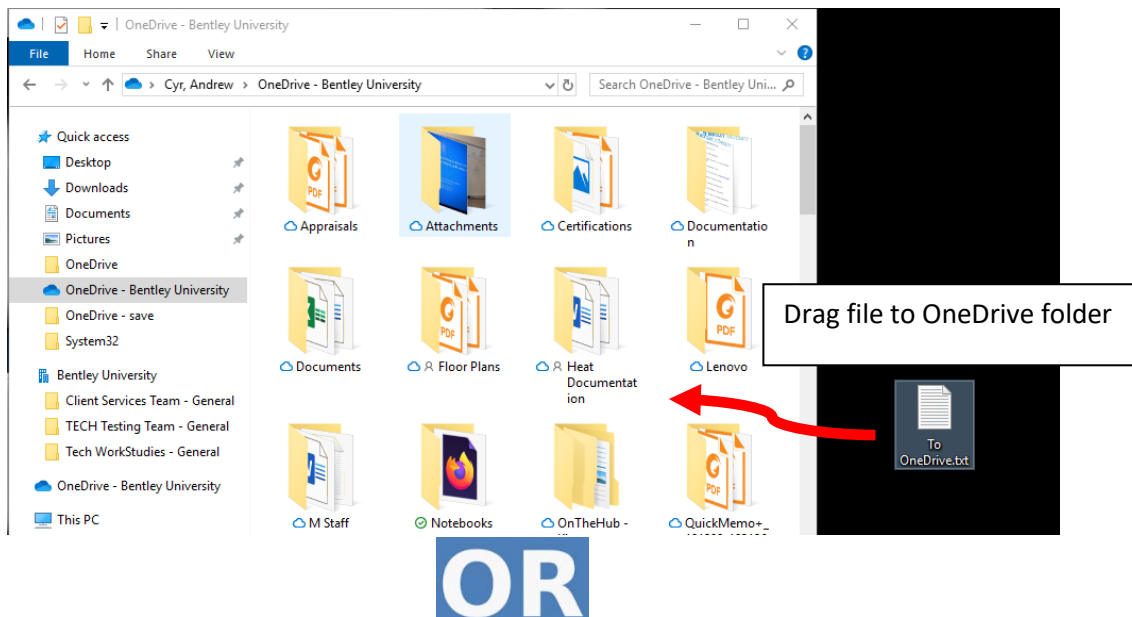
1. Click on the Windows Explorer icon in your task tray (It looks like a Folder icon)

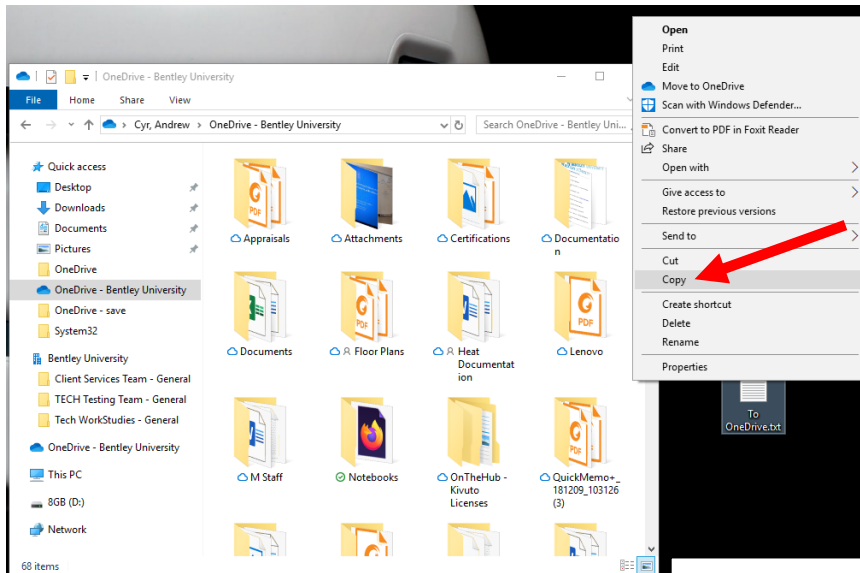


2. Now click on your OneDrive - Bentley University folder



3. Now you can drag and drop files and folders into the OneDrive folder OR copy and paste them





Right click the file, copy – then right click in the folder, paste

