Microsoft has provided some OneDrive video tutorials that answer questions and provide info such as...

What is OneDrive?

How to set it up on your phone or tablet

Some Basic Info

How to Upload Files

How to Create Files

How to Share Files

Please click on this link to access this information: https://support.office.com/en-us/article/What-is-OneDrive-for-Business-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde?ui=en-US&rs=en-US&ad=US

Note: To access the ORS OneDrive site go to the Online@ORS tab from the ortn.edu homepage. You may also go directly by typing this address into your web browser: ortn.edu/o365

https://www.ortn.edu/district/technology/help/tech-tips/information-onedrive-business/