

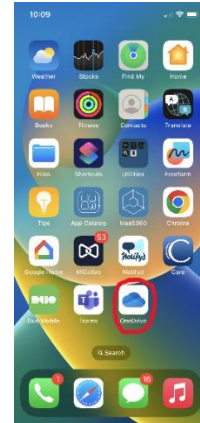
Uploading Photos/Videos to OneDrive from your Agency Cellphone

NOTES: You must be at one of HCRS' locations for this to work.

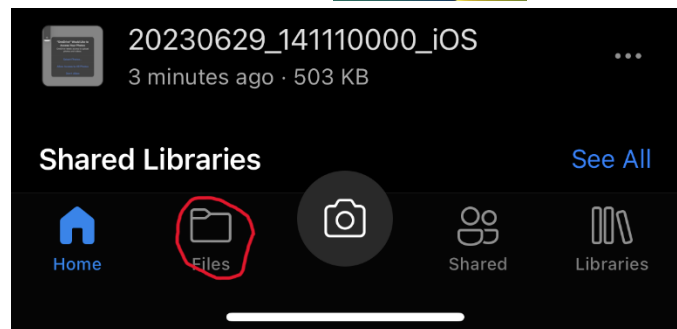
Your iPhone must be updated to at least iOS 15 for OneDrive to install.

Locate the OneDrive app on your agency cell phone. Open it.

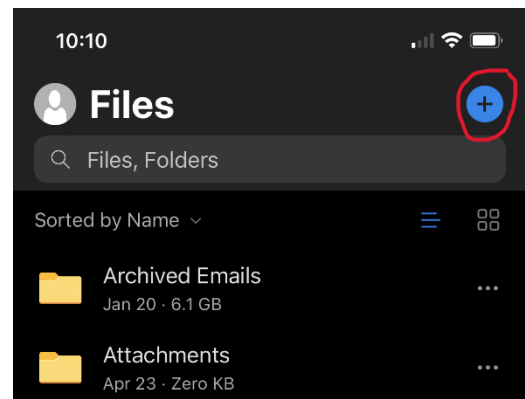
It should automatically sign you in.



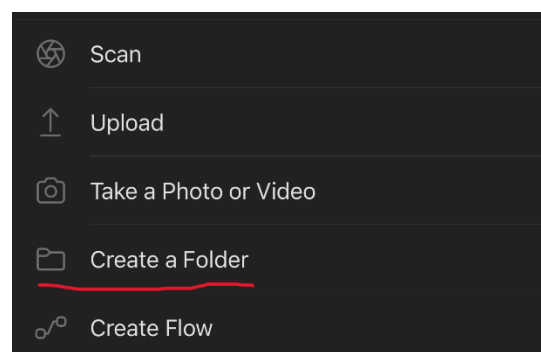
Once opened select Files from the bottom options.



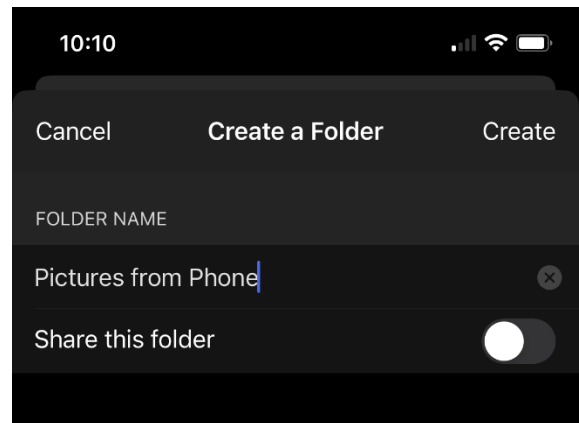
Click the Plus (+) sign in the top right corner.



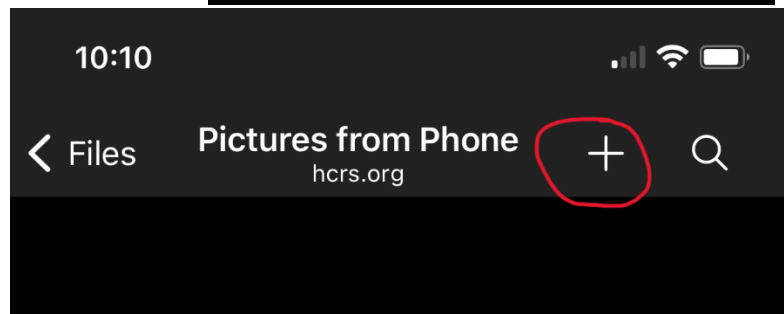
Click on Create a Folder.



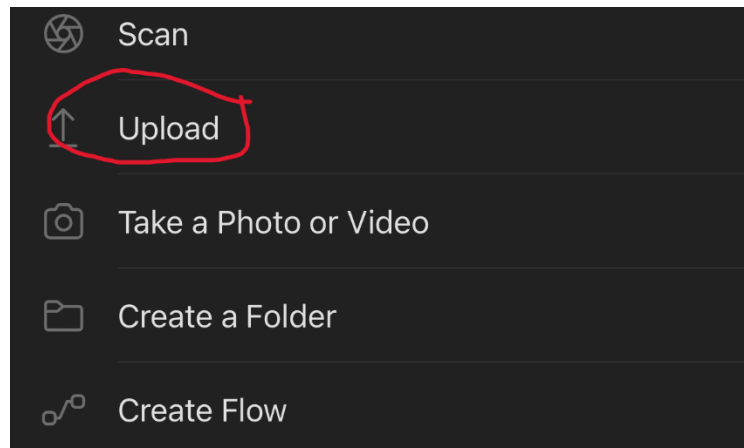
Create the folder, make sure to give it a distinguishable name.



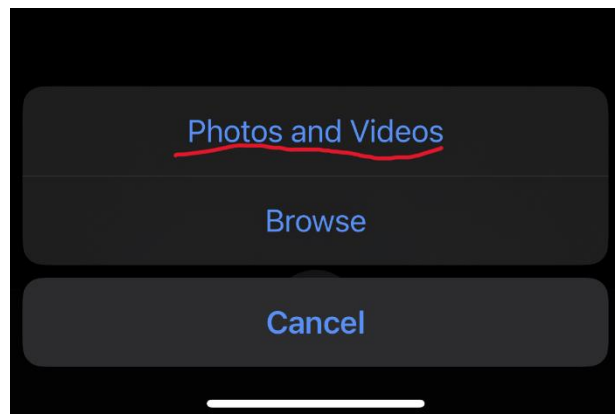
With the folder created, open the folder up. Once opened click on the Plus (+) sign in the top right corner.



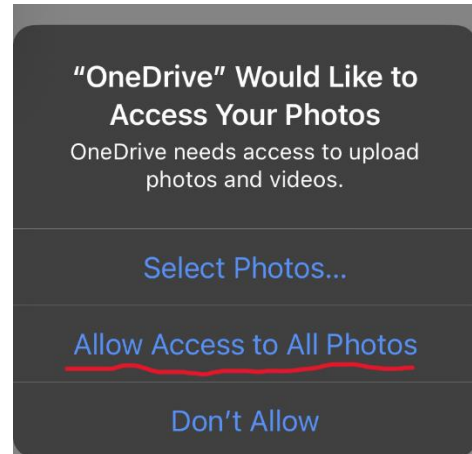
Select Upload.



Select Photos and Videos.



Allow OneDrive access to All Photos.



Select the photos you would like to save and click done. Once this is complete, your photos/videos will be uploaded to OneDrive.

