# How to get One-Drive On your PC

**Microsoft OneDrive is cloud storage that you can get to from anywhere. It helps you stay organized, access your important documents, photos, and other files from any device, and share those files**

The easiest way to get started is to drag and drop files into OneDrive. After you install the app, find the OneDrive folder on your PC or Mac. Or visit OneDrive.com and drag files into the browser window
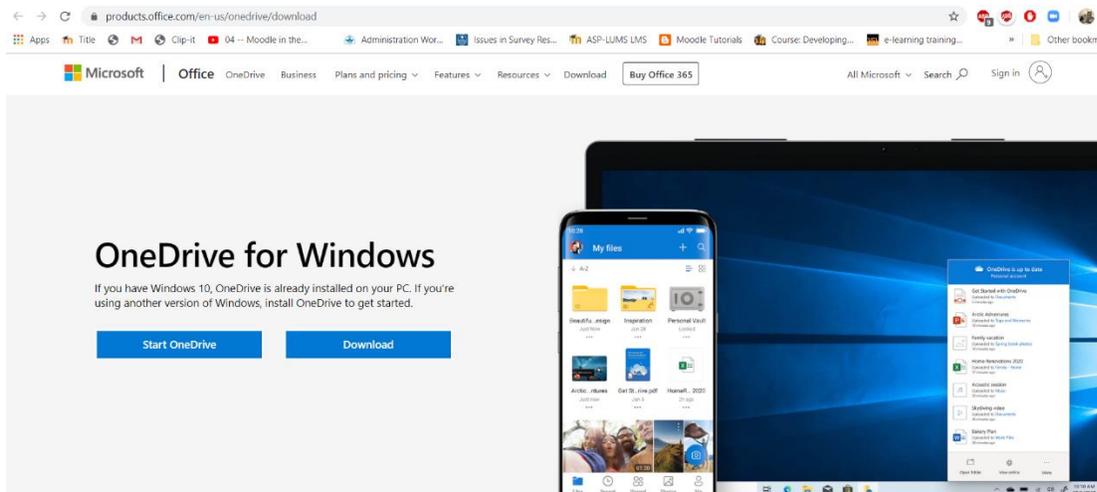


- Once the setup download completes, it will create a Drive on your systems as shown in below image
- To save the Zoom file on the drive, browse for the One-Drive folder where you want to save the file, alternately you can also drag and drop the file on to the One-Drive.
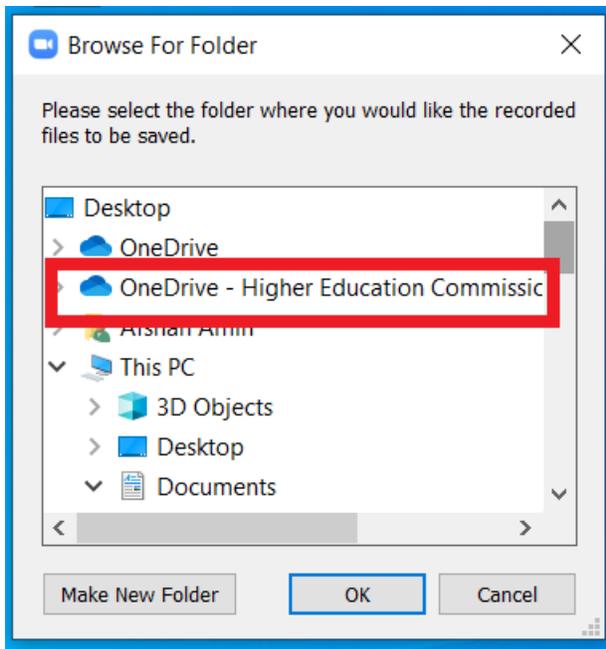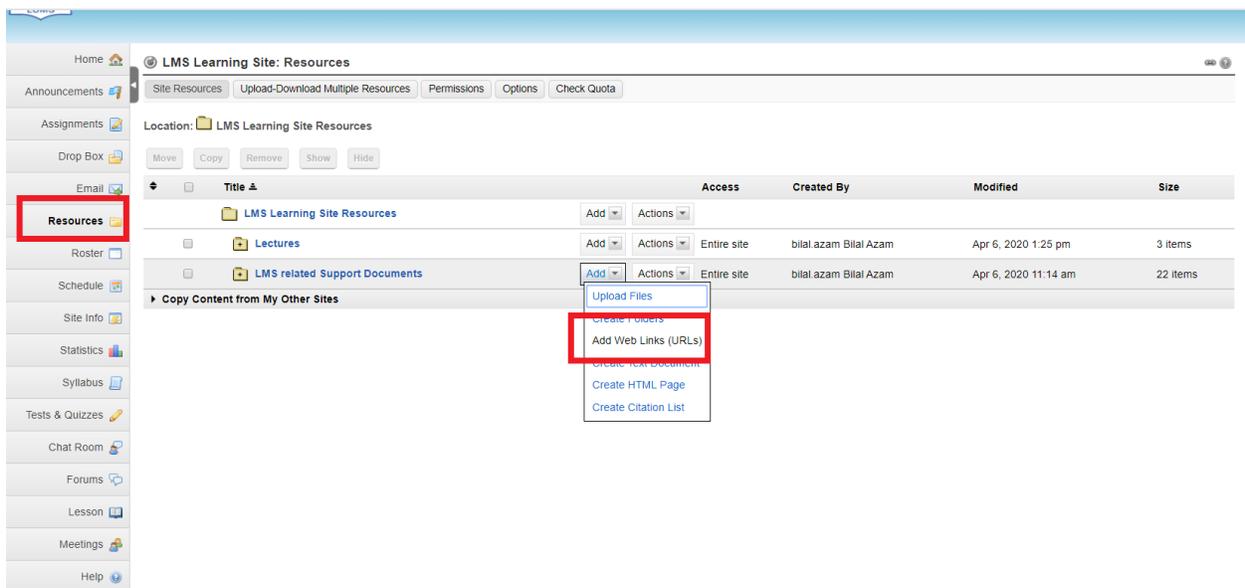
- After copying the file, right click on the file to be shared with students.
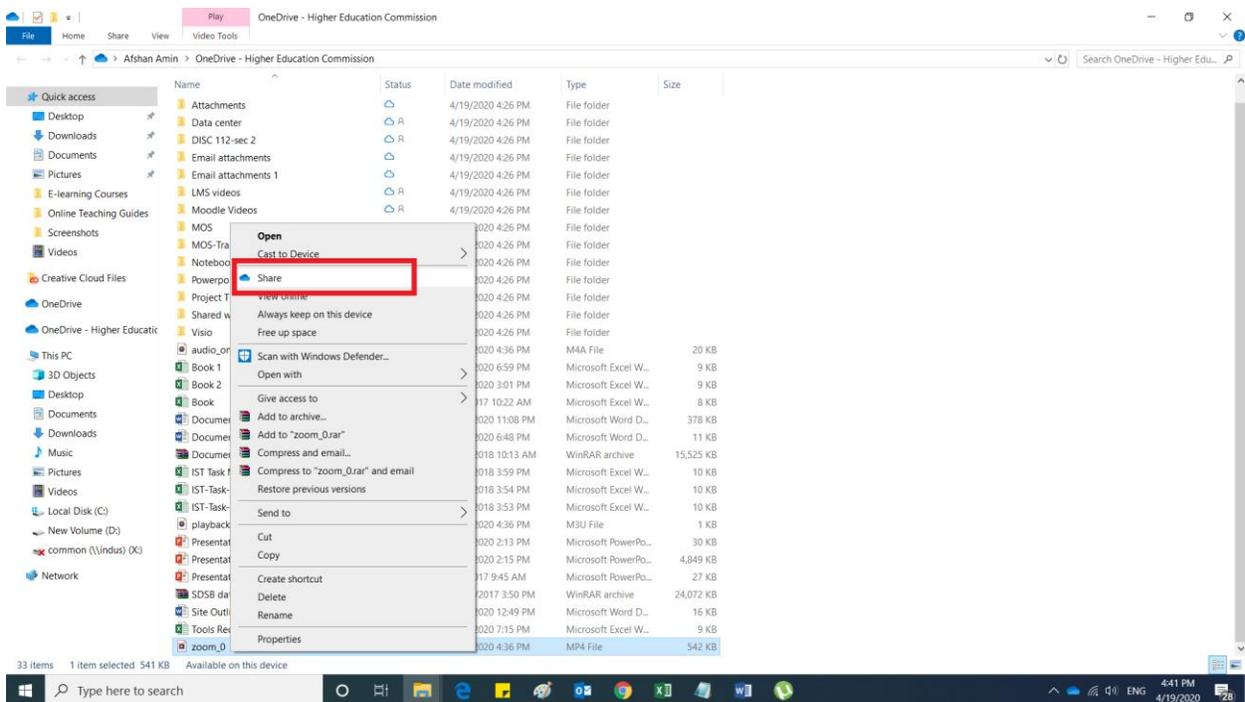


- A link will appear for sharing with participants, Copy the link and share the same link on LMS resources.
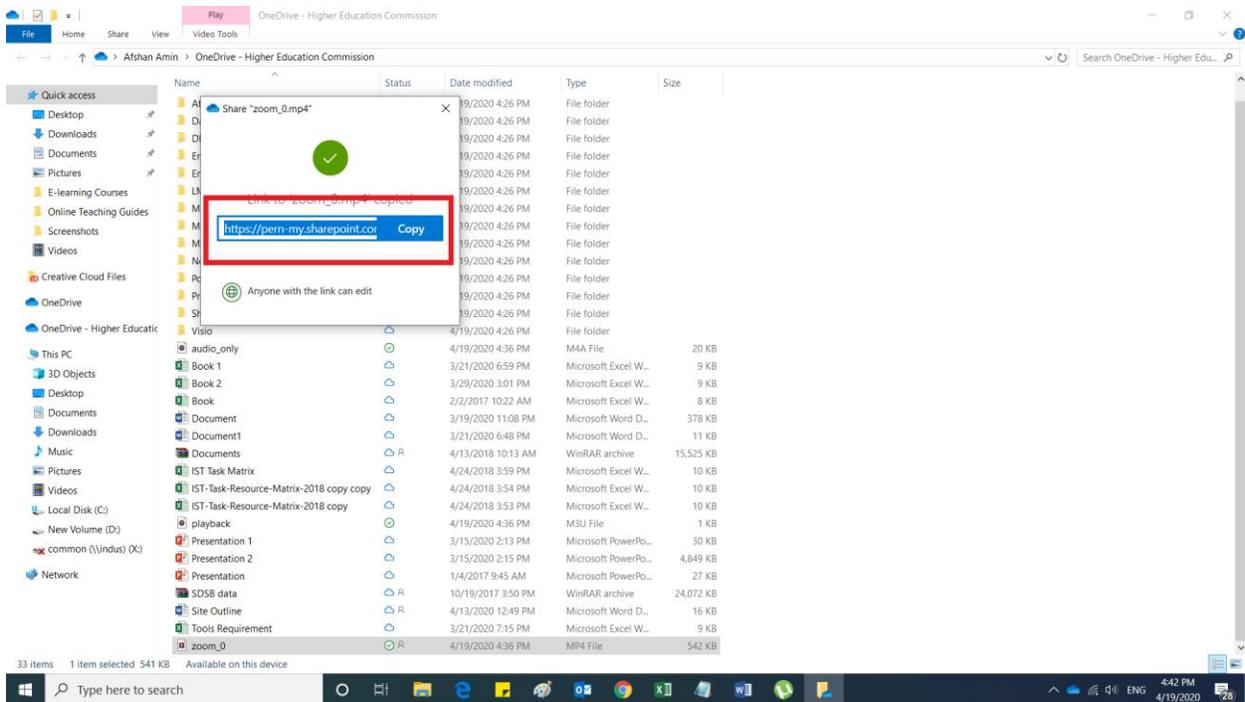
- Login to LMS and access the desired course tab Resources
- Click the Add Web Links (URLs) option



- Paste the URL in Web Address (URL) text box.
- In Website Name text box, a suitable title for sharing video can be written.

- Click Add Web Links Now button.
- In LMS resources shared web link will appear.
- By clicking on this a new tab will be opened to play the shared video.