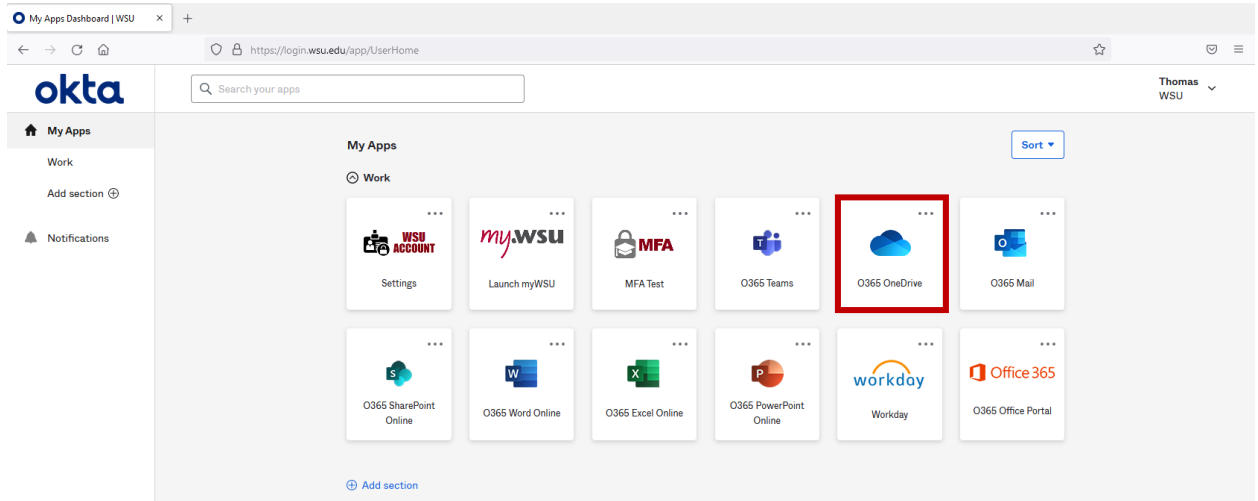
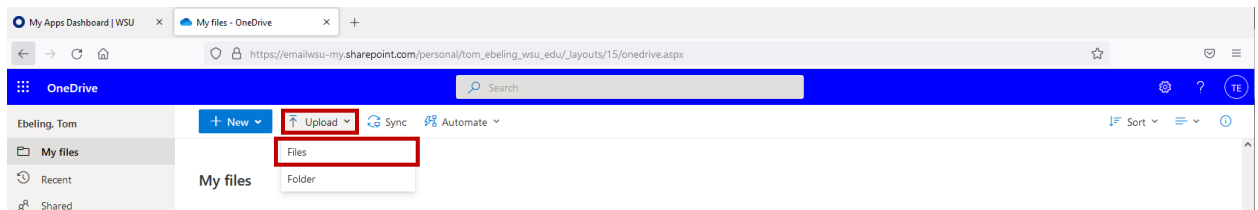


INSTRUCTIONS: Sending Laboratory Signage Spreadsheet Using OneDrive

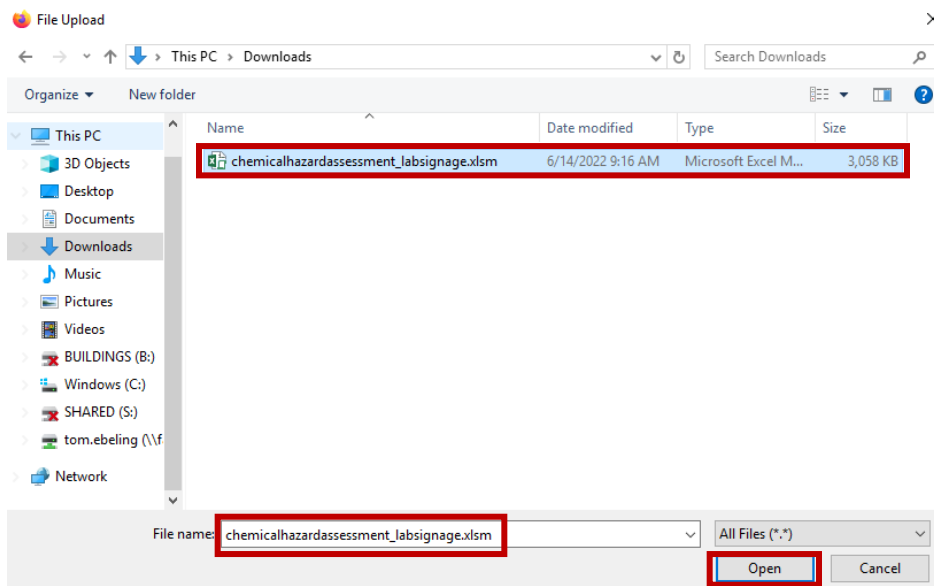
1. Sign-in at <https://login.wsu.edu>
2. Click on “O365 OneDrive”



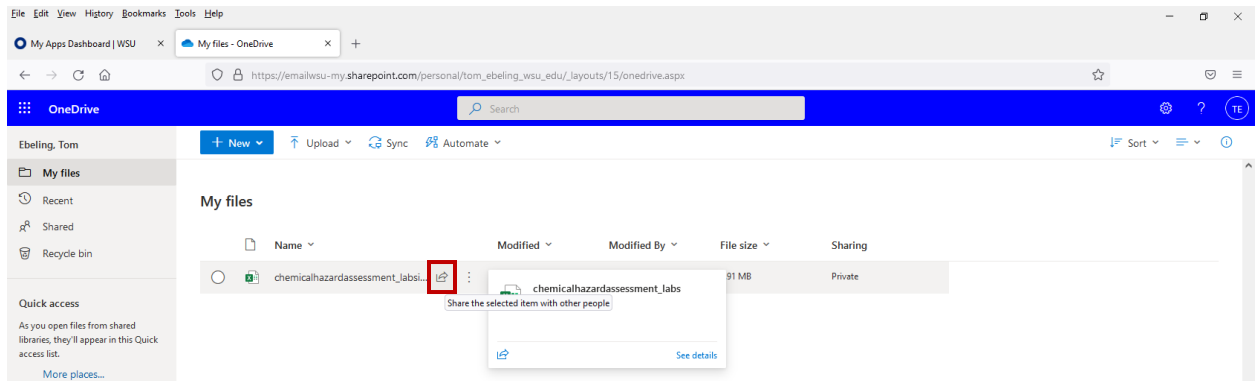
3. Click on “Upload” at the Top of the page, then select “Files” from the options that appear



4. Select your completed lab signage spreadsheet file and click “Open” to upload the file



5. Click the “Share” icon next to the uploaded completed lab signage spreadsheet file, or click the circle to the left of the file name to select it then select “Share” from the top of the screen



6. Specify recipient as Tom Ebeling (tom.ebeling@wsu.edu), add a message, then click “Send”

