Upgrading Your Site Collection (if needed)

Anyone that was licensed early on during the Office 365 conversion may still have the 2010 version of Office 365, instead of the 2013 version. Upgrading is simple.

1. Navigate to your OneDrive for Business Documents page.
2. There will be a banner at the top of the page, which will walk you through the steps.
3. If you have dismissed the banner, upgrading can still occur. Click the Gear at the top of the page, then select Site Settings.
4. Select Site Collection Upgrade. If you are up to date, that information will be displayed.