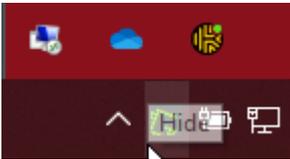
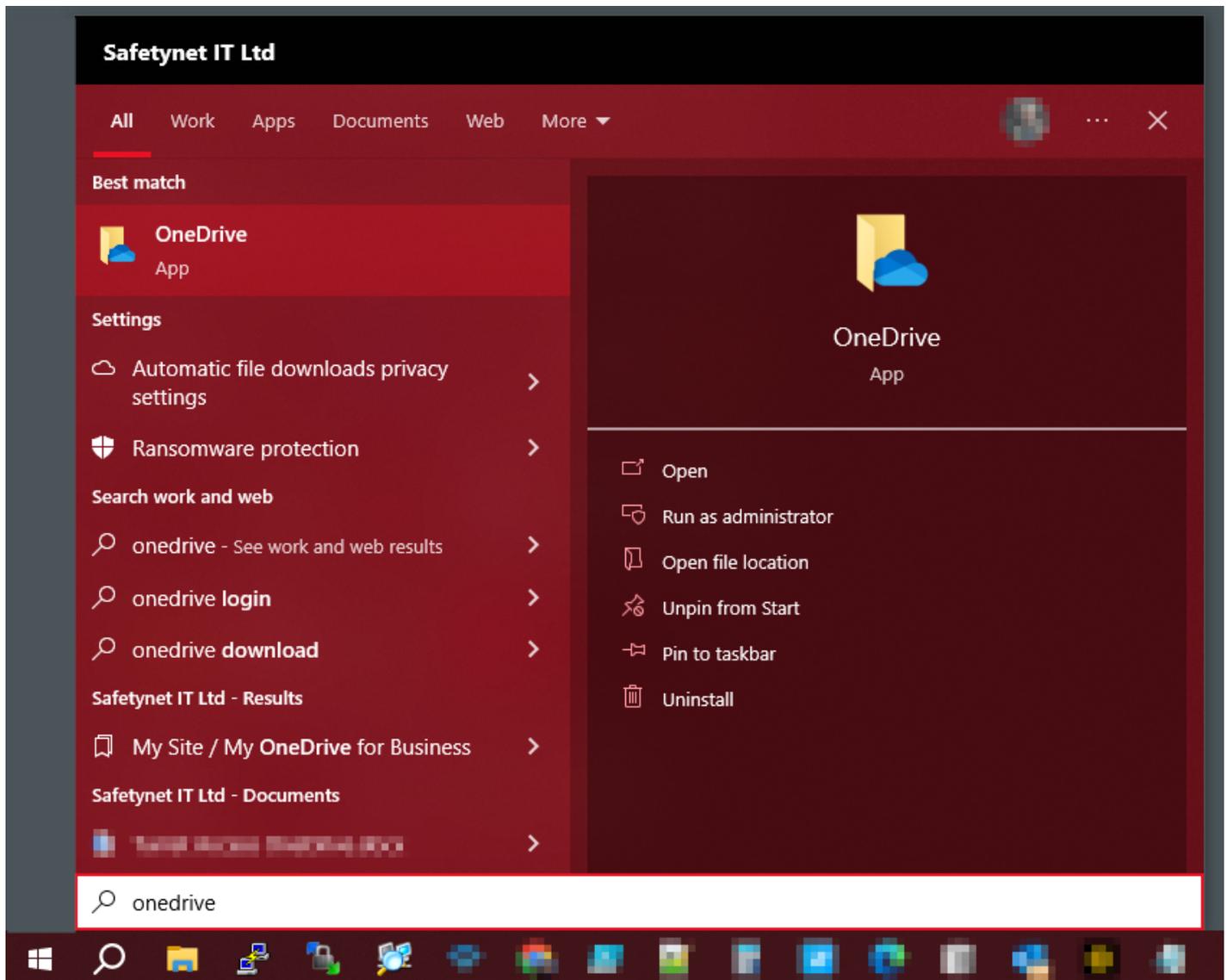


Sign into Ondrive

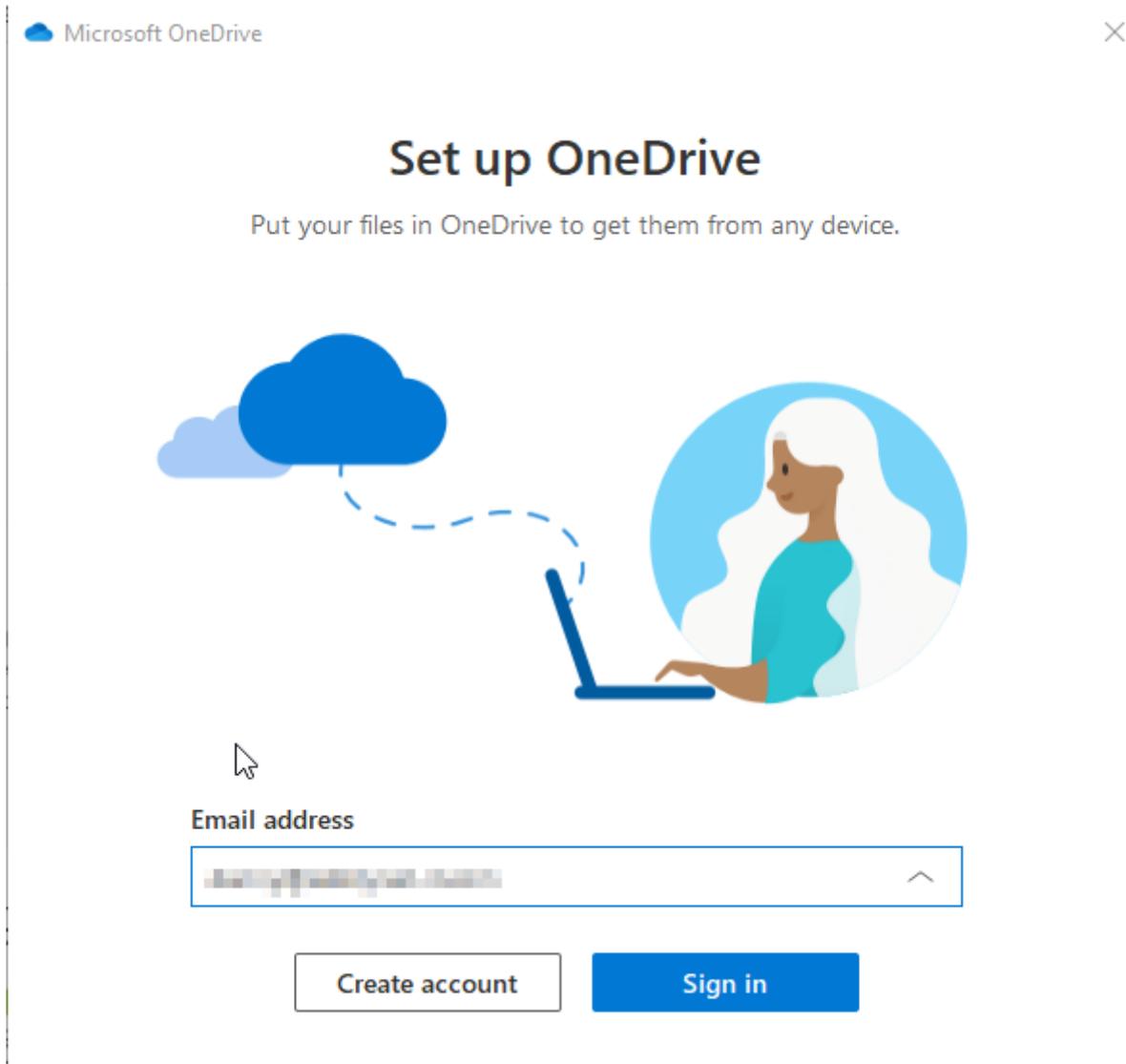
Open the **OneDrive App**, it should be a blue (or gray if not signed in) cloud in the bottom right of your task bar.



If you do not see it please search for it in the start menu, else if you need to install it as it is not there please do so at <https://www.microsoft.com/en-gb/microsoft-365/onedrive/download>



You will then be asked to sign in, this is your work email and password. And if asked please choose "**work or school**" not personal.



The screenshot shows the Microsoft OneDrive sign-in interface. At the top left is the Microsoft OneDrive logo, and at the top right is a close button (X). The main heading is "Set up OneDrive" in a large, bold font. Below it is the subtext "Put your files in OneDrive to get them from any device." An illustration depicts a blue cloud connected by a dashed line to a laptop, with a circular profile of a woman with long white hair sitting at the laptop. Below the illustration is a mouse cursor pointing to an "Email address" input field. The input field contains a blurred email address and a small upward-pointing arrow on the right. Below the input field are two buttons: a white "Create account" button and a blue "Sign in" button.

Then just hit **next** or **done** until the prompts have all disappeared.

Revision #1

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