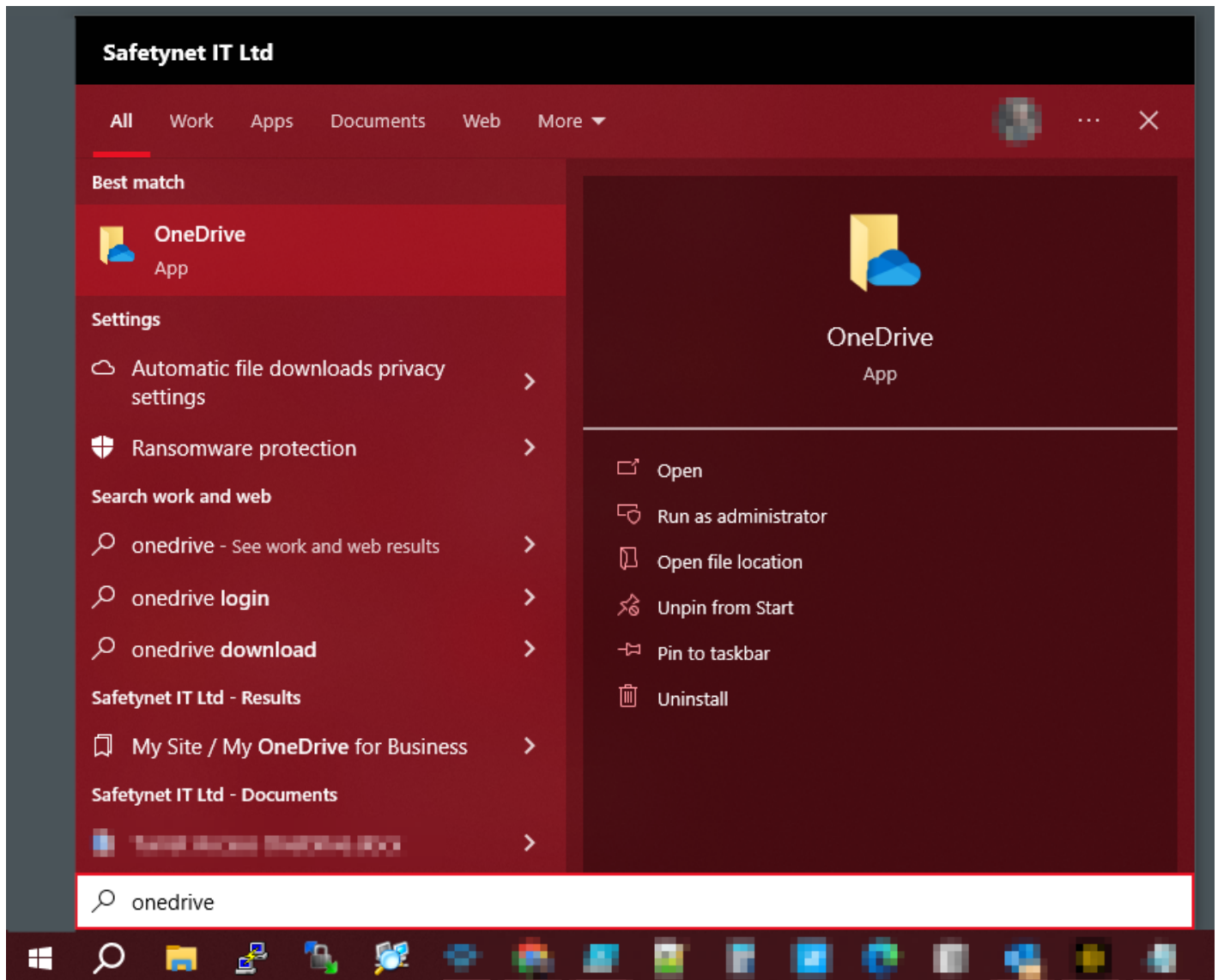


Sign into Ondrive


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.


 Microsoft OneDrive



Set up OneDrive

Put your files in OneDrive to get them from any device.





Email address

Create account

Sign in

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

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