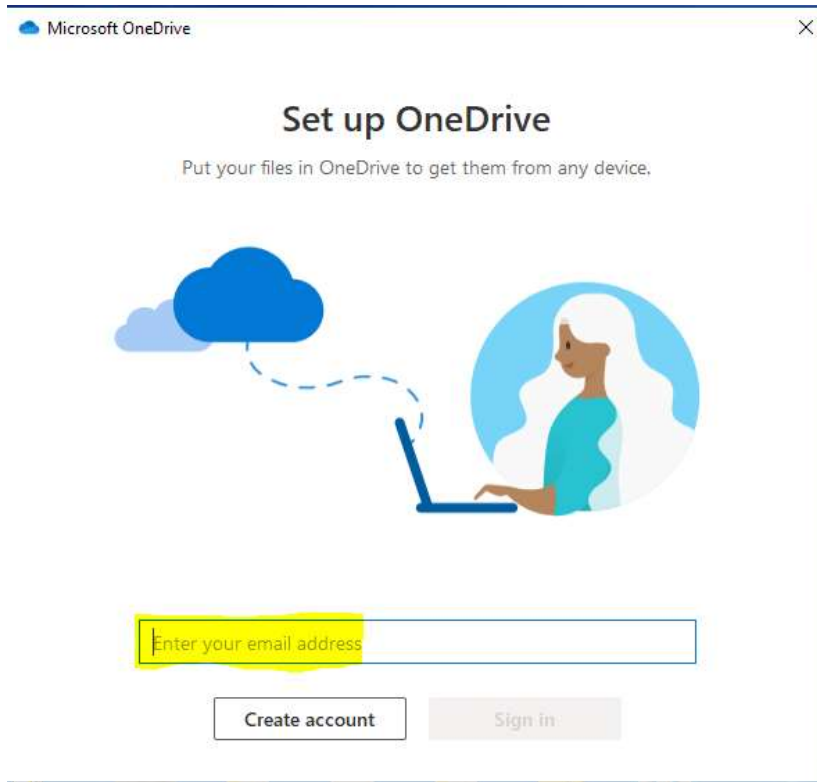


## How to Activate Your OneDrive and Access it:

1. Go to **Start** and locate **OneDrive** or click on the cloud in the system tray in the lower corner by the clock.
2. Enter your Office365 account into the highlighted field.



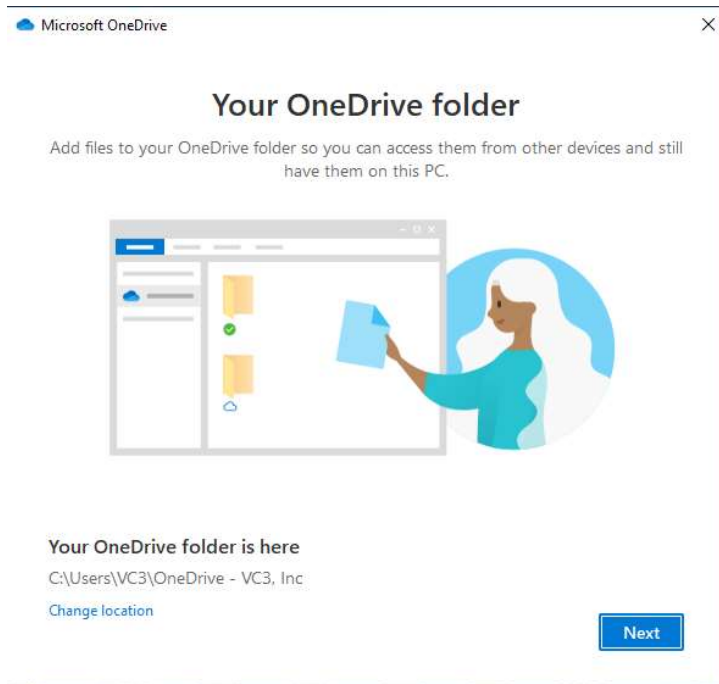
If you see this pop up, select **Work or School**.



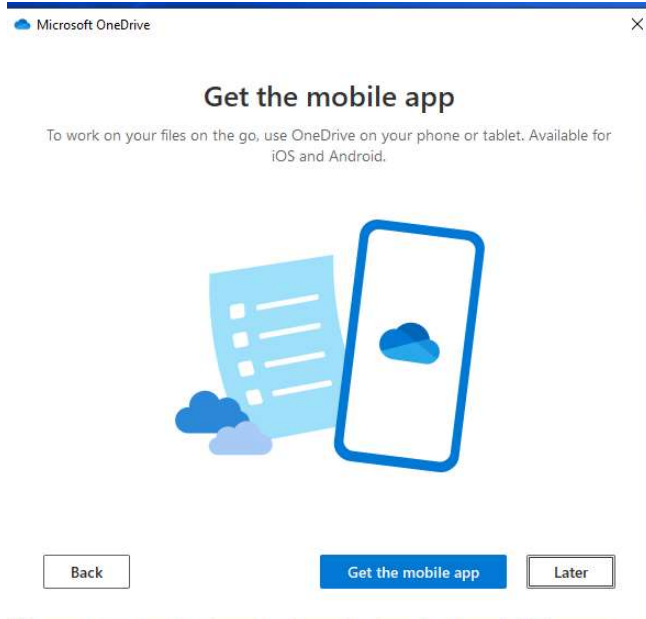
There was a problem connecting to OneDrive



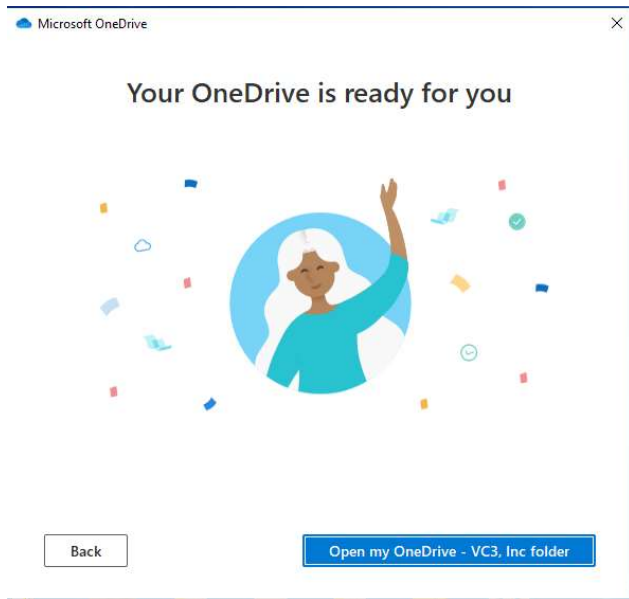
3. Once you have signed, you will then see this screen. Click **Next**.



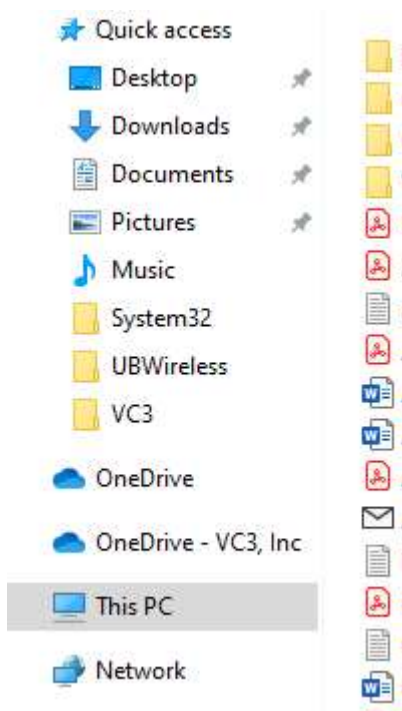
4. Click Next on the next three screens that introduce OneDrive and its features until you see this screen. Click **Later**.



5. Click on **Open my OneDrive - %name% Folder.**



This will open Windows File Explorer and show your OneDrive folder on the left.

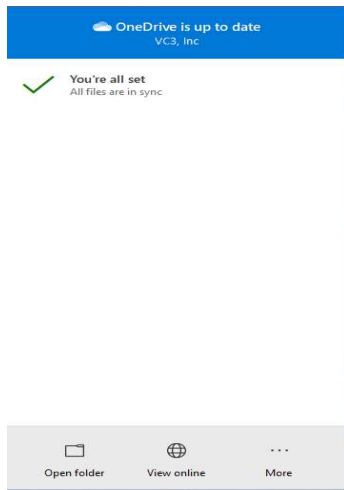


## To Access your OneDrive:

1. Left click on the Blue Cloud icon (in some cases you may need to press the up (highlighted) arrow to find the Icon)



2. Click on “Open Folder”



This will bring up your OneDrive folder and show you your files and folders.