

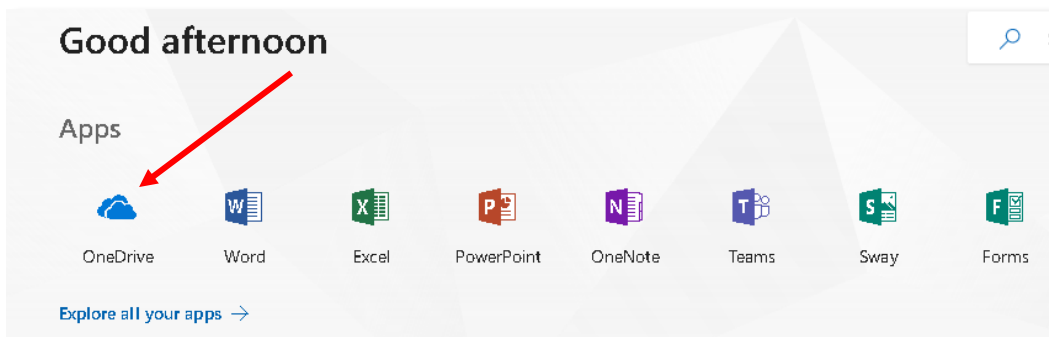
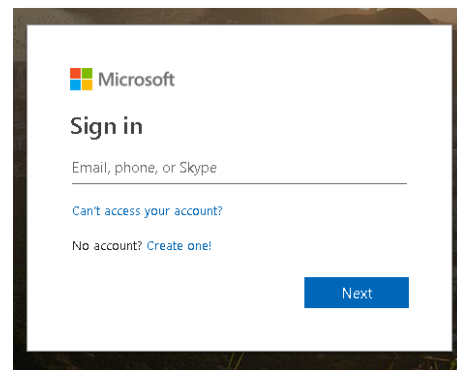
# IT Department

## How to use Microsoft OneDrive.

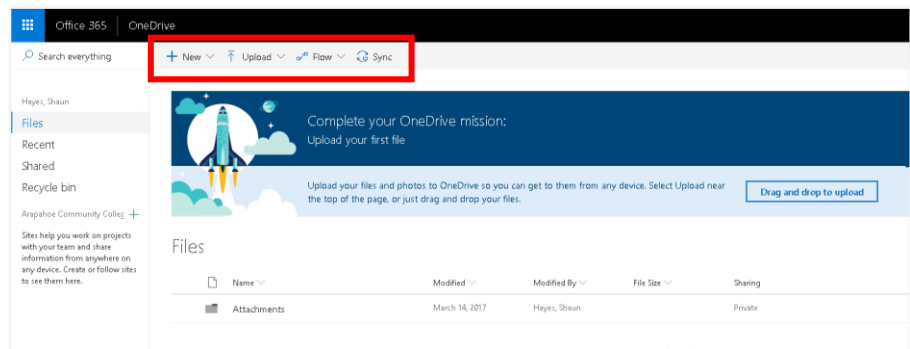
You can access Microsoft OneDrive in two ways. You can use Office 365 with an internet browser or install the desktop app.

Let's start by accessing OneDrive via an internet browser.

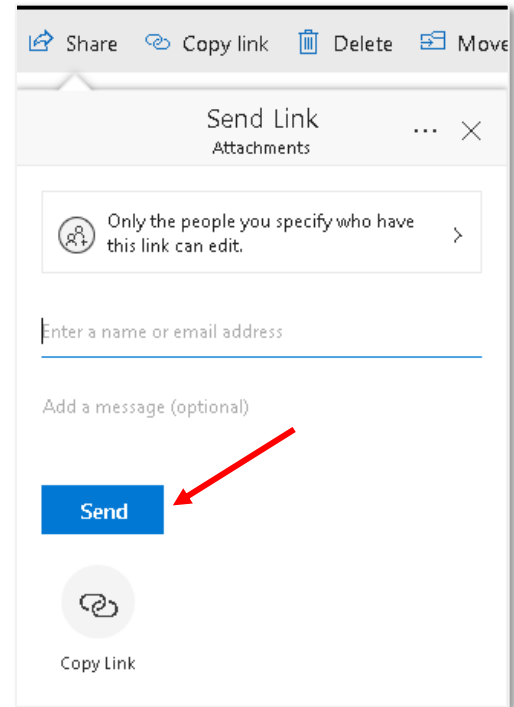
- In a browser go to <http://portal.office.com>
  - Login using your ACC Email and Network password
- In the main page, select the OneDrive shortcut.



- You can create a new folder or file in a few ways
  - Right clicking on the Files screen and choosing "New".
  - Click on the Upload option and browse to your folder or file that you want to upload.
  - Drag a file or folder to the screen

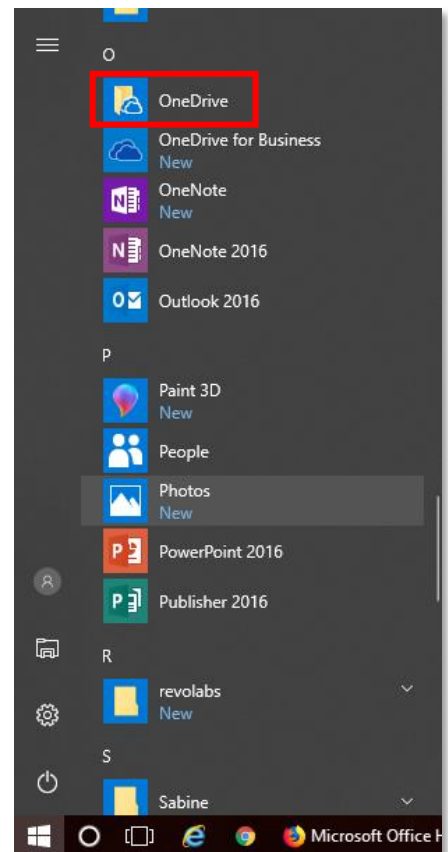


- After it uploads completely, you can share the folder or file by right clicking on it and choosing Share.
  - Type in the ACC email address of the person you wish to share the file or folder.
  - Insert Comment (Optional)
  - Then Click “Send”
- An email will be delivered to the person you shared with.
  - They can click the link to download the file or folder, or can work on it and save it within OneDrive.

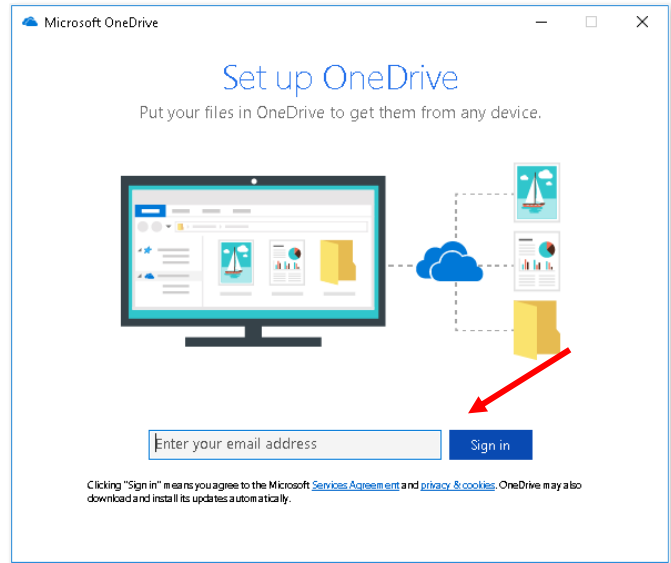
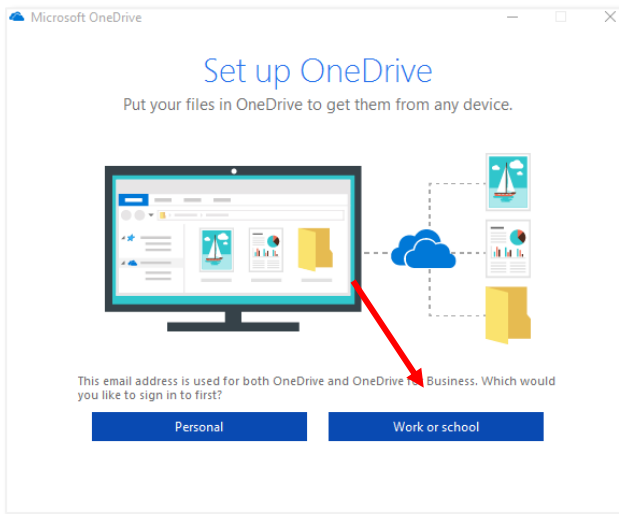


### How to set up the OneDrive App on you ACC owned device

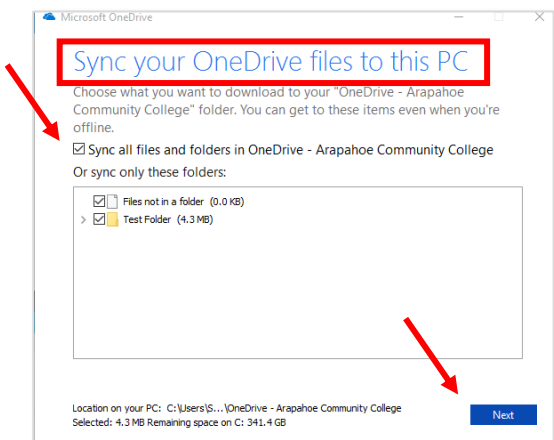
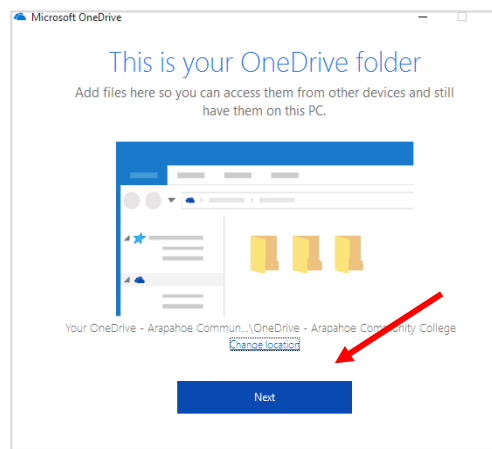
- On a Windows 10 PC OneDrive should already be installed.
- In the Start menu click on the “OneDrive” app (Note: Do not click the “OneDrive for Business” App if available.)
- If this is the first time you have used OneDrive, your computer may go through an installation process.
  - This is normal please allow the installation to continue



- In the Dialog box that opens
  - Login using your Email and Network Password
- You may be asked if you will be using this as a personal or a Work or School account
  - Select “Work or School”



- Once you have entered your network credentials, click next a few times to get to the “Sync your OneDrive files to this PC” window.
  - Select “Sync all files and folders...”
  - Select next



- You should now see your OneDrive in windows explorer, and you can use it just like any folder on your PC

