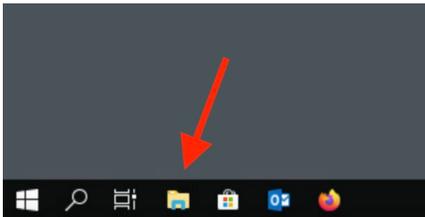


Setting Up Microsoft OneDrive on Windows 10

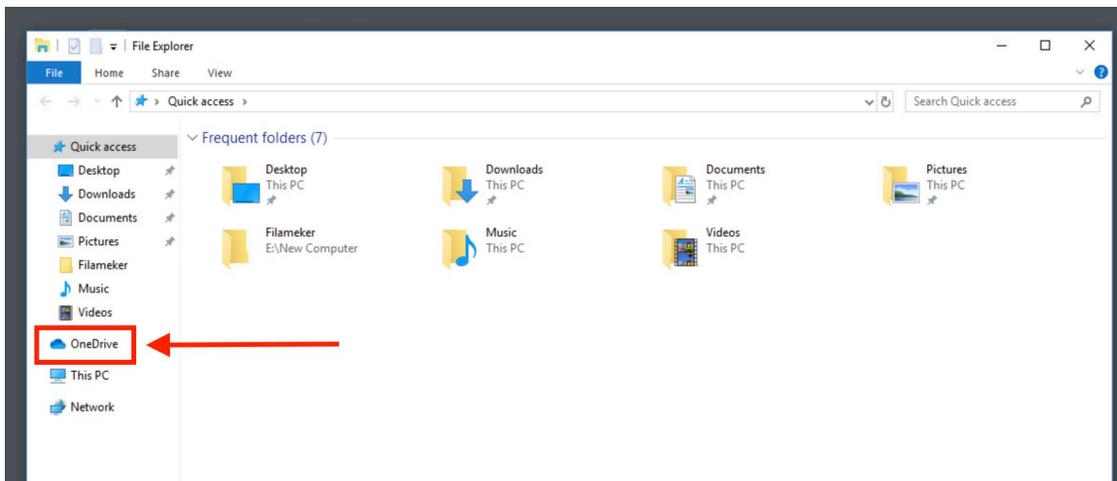
OneDrive is a part of Office 365 and provides an easy way for you to access and share files remotely. This will give you a quick and easy way to setup OneDrive so you can access your files from any computer. Any files that you put into the OneDrive directory on your computer will be automatically synced to your OneDrive folder online and vice versa.

If you need to work on files while at home that are currently on the SCOE file server, you can just copy those files to the OneDrive directory to make a new copy of those files. Please note that those are copies and any changes that you make to those files will be saved to OneDrive and will NOT automatically change the files on the SCOE server. However once you copy files over to OneDrive you can use that to access and edit them in the future instead of having to log into SCOE's VPN system.

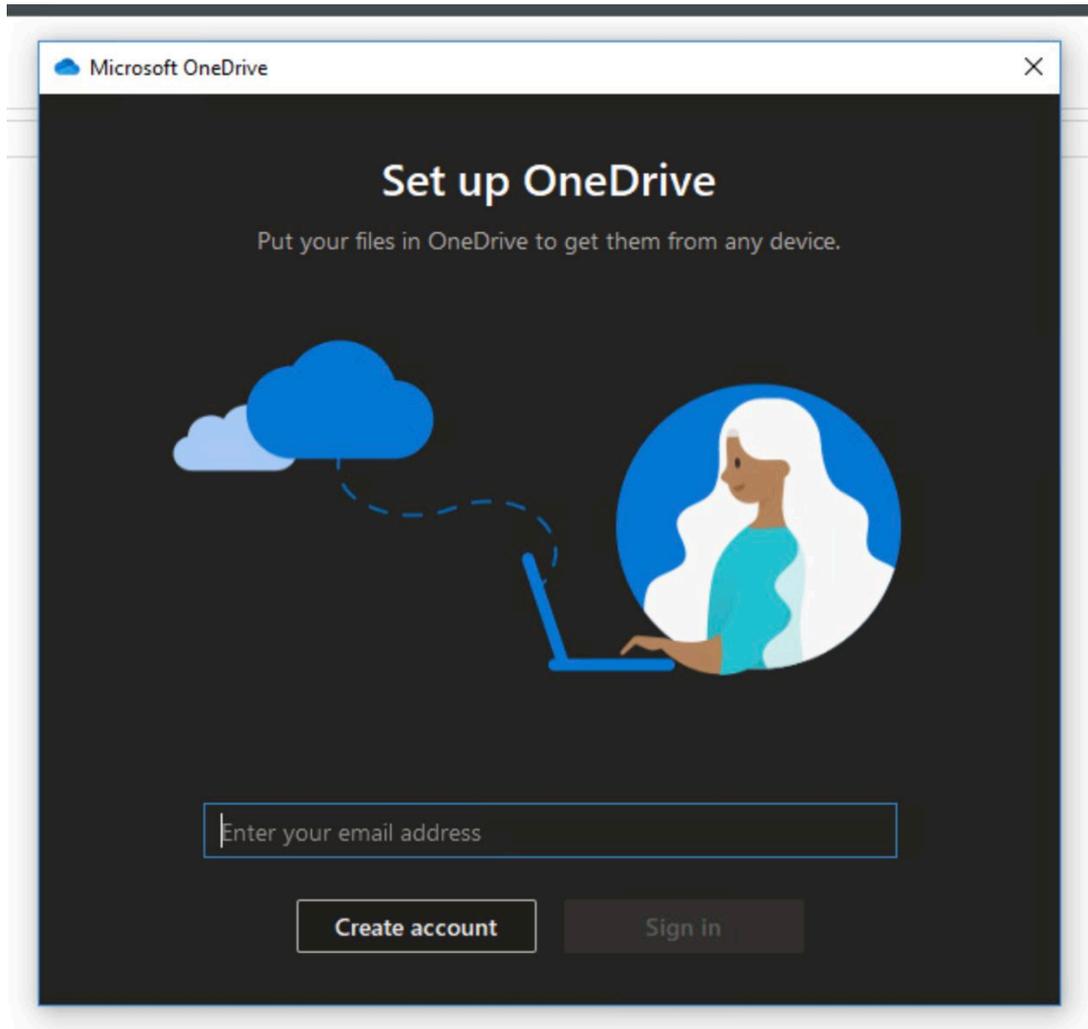
1. Close any windows that you might have open so the only thing that shows is your desktop.
2. Click on the folder icon that will displayed by the start menu. (If you don't see this icon you can hold down the Windows key and then tap the E key to open up an explorer window)



3. Once you click on that folder you should see an explorer window pop up.
4. On the left-hand side of that window you should see an icon for OneDrive. Go ahead and click on it.



6. Once you click on the icon you should see a login window pop up in the middle of your screen or on the bottom right hand corner near the clock.



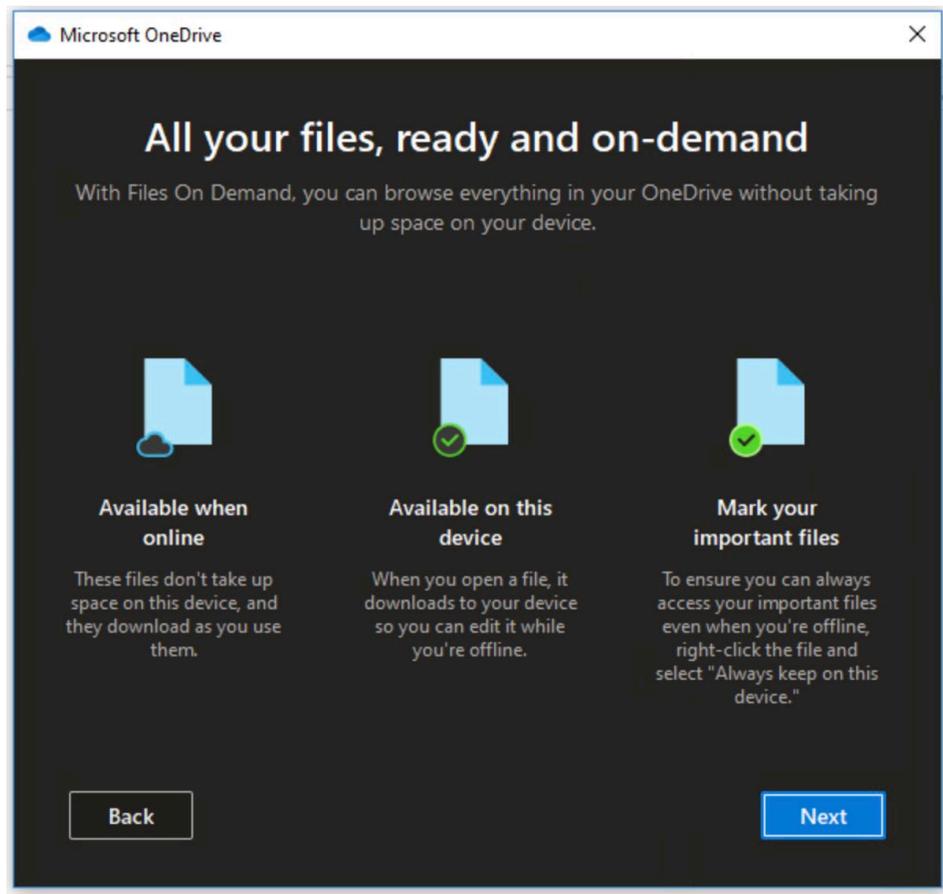
7. Enter your email address and click the sign in button. If you are already signed into other Office Applications on your computer, you will not get the 2-Factor authentication screen. If you do get that screen, please do your 2-Factor authentication like you normally do and you will be taken to the next screen.

8. The next screen is titled "Your OneDrive Folder" and you do not need to change anything on this screen so you can just click on the Next button.

9. The next screen will be the "Get to know your OneDrive screen." It provides some quick information on how to use one drive. Once you are done reading it just click the Next button.

10. The next screen will give some information about sharing files with OneDrive. Click next once you're done reading.

11. The “All your files, ready and on-demand” screen gives you information on what each of the file maker icons mean. Click Next once you're done reading this screen.



12. On the “Get the mobile app” screen just click on the Later button. If you are interested in using the mobile OneDrive app on your phone or tablet, it can be downloaded from either the Apple App Store or the Google Play Store.

13. The Next screen should display the “Your OneDrive is ready for you” screen. You can click on the Open my OneDrive button at the bottom of that screen.

13. Now when you click on the OneDrive on the left side of your explorer window it should show you any files that you might have had in the Web version of OneDrive. If you are new to OneDrive, then you might not have anything in that folder. You can treat this OneDrive folder like you would any other folder on your computer. You can drag and drop files or folders into it and have them all synced to the cloud automatically. If you make any changes to the files, they also get re-synced.

14. Remember, any files you copy to your OneDrive folder will appear in the “Web” version of your Office 365 OneDrive account, and any file you copy to the Web version of OneDrive will appear on your local computer’s OneDrive folder.