

Accessing Office 365's OneDrive Online

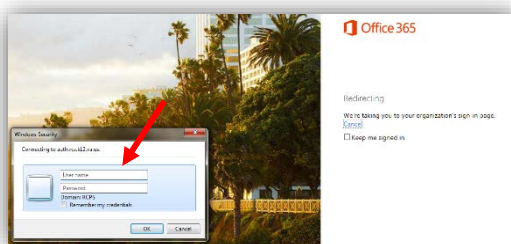
Open Internet Explorer and go to <http://portal.office.com>.

Or go to our school website>**Staff Resources**>**Office 365**.

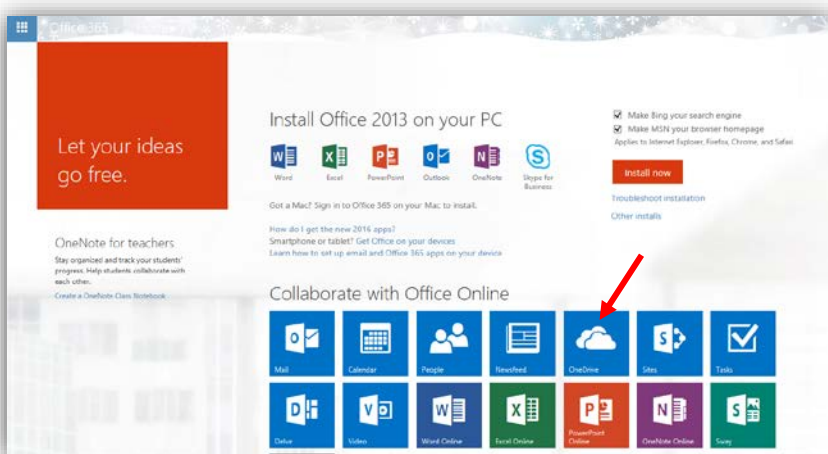
Login with your email address and password.

Type full email, click “Sign in”

Type username/password

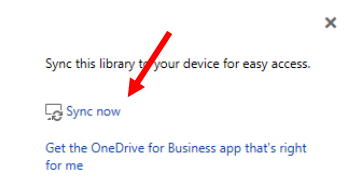
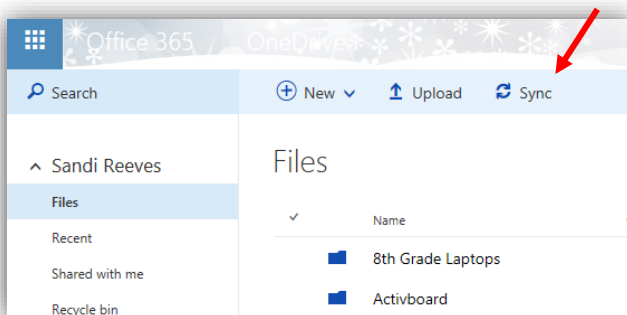



Select OneDrive



Select “Sync”

then “Sync now”



Setting up syncing will place a blue cloud  on your task bar.

- If you already had files in OneDrive, they will automatically begin to synchronize.
- If not, you will need to begin transferring files and folders to OneDrive
 - See the “Transferring Folders and Files” document