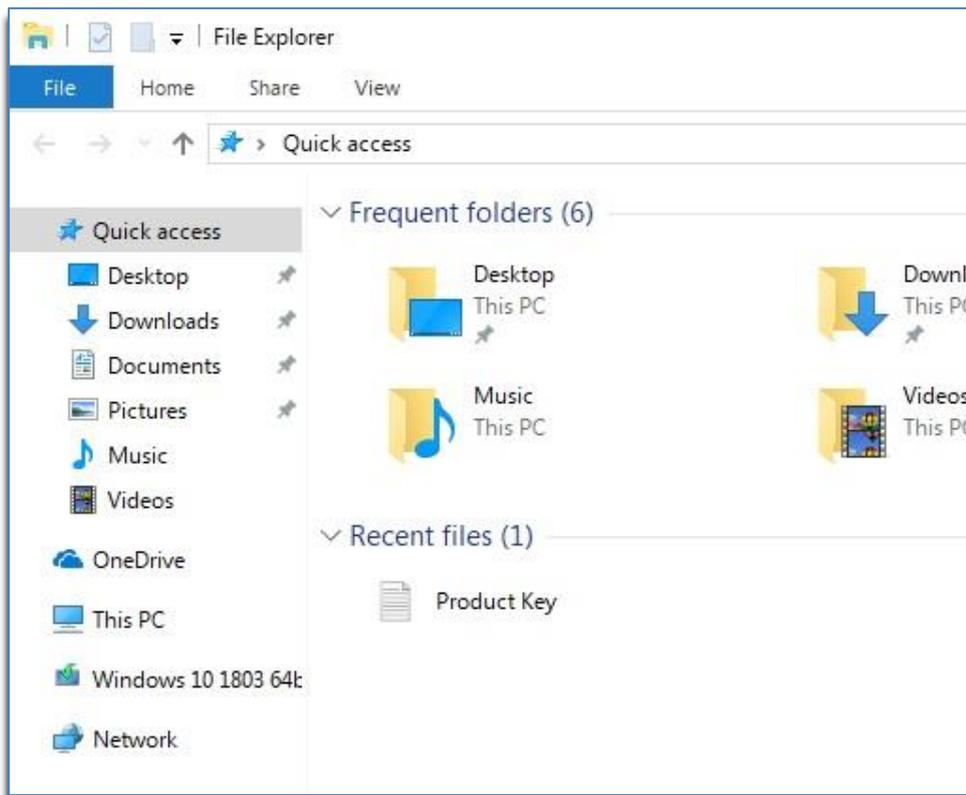


How To Guide: Configure OneDrive in Windows 10

Open File Explorer. The icon looks like this:



You will see on the left navigation page, the one drive section.

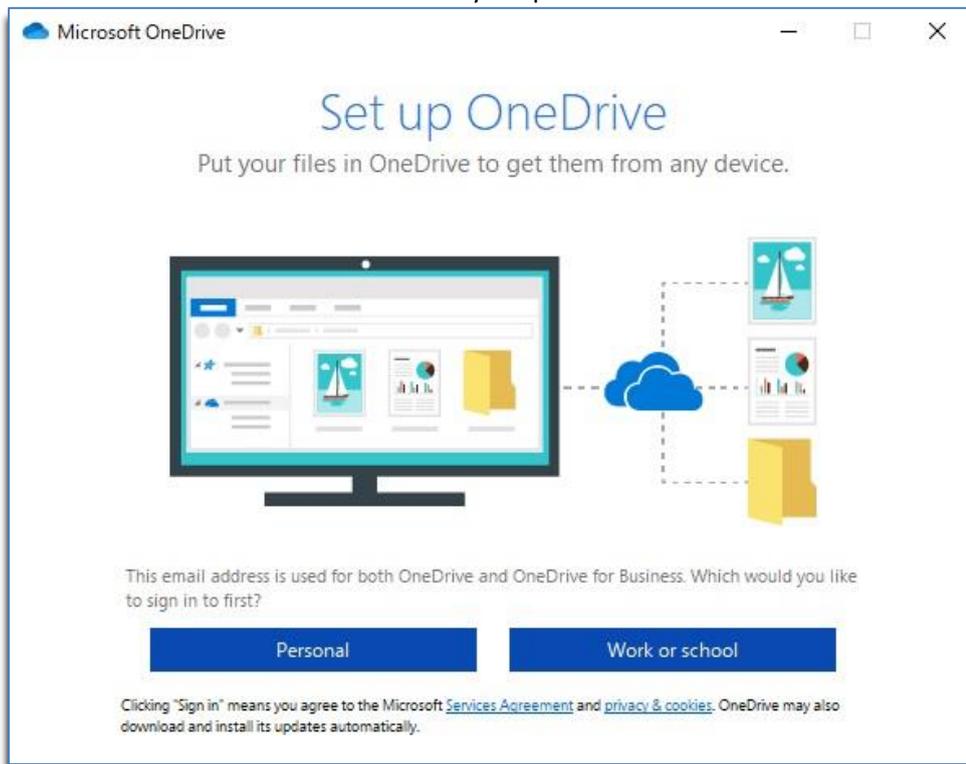


Click on the One Drive icon and you will be prompted to log in using your Office 365 email account. Please use the account the school has issued you.

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Click 'Work or School' button and enter your password.



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07961048378



01245 451196

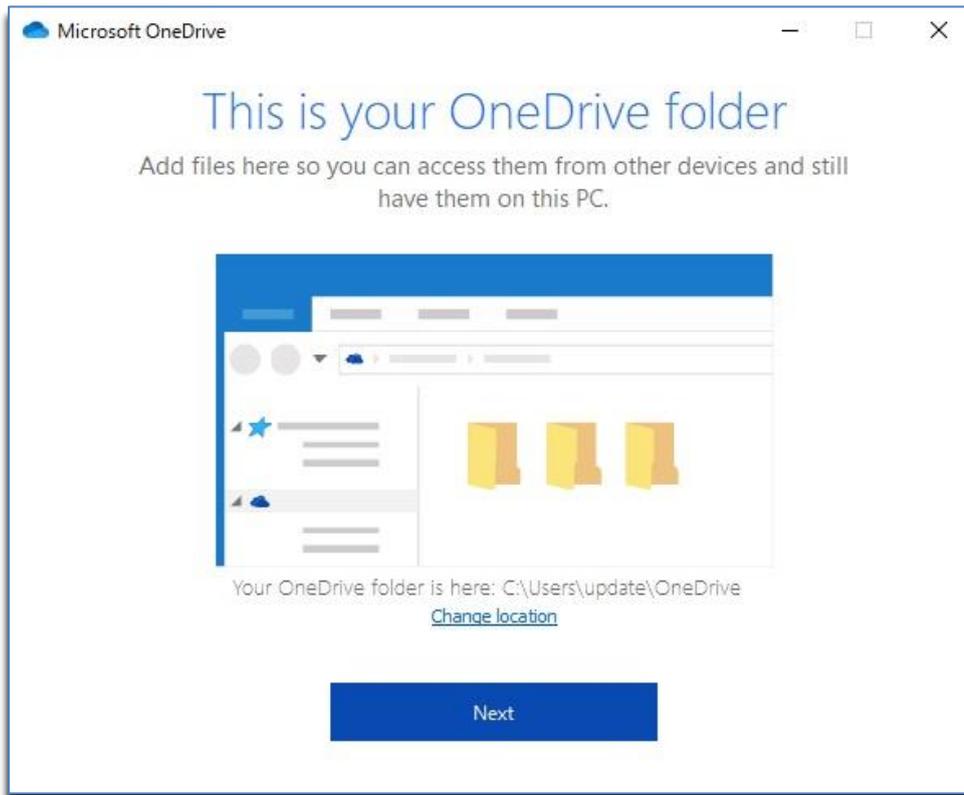


Dlagden@dlsolutions.net



www.dlsolutions.net

Once account has been added, it will show you the stored location of one drive. Click next until it says 'open your one drive'



Once this is done, your account has been added. You can now drag and drop items into your one drive folder from your home computer etc, and it will appear in your class computer (once you have logged in with one drive)

This is a preferred method of transferring files verses using traditional USB dongles.

However, please get permission from your Head Teacher before adding OneDrive to your Home PC as this may conflict with the GDPR policies for your school. You should be able to access OneDrive but not have an Offline store of it.

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