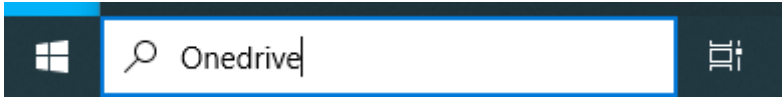
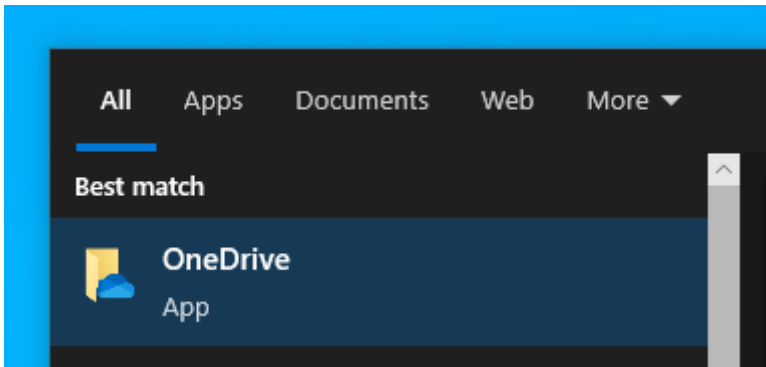


Login to OneDrive

1. First Search [OneDrive](#) on your windows search bar.



2. "**CLICK**" on the OneDrive application that appears on the result.



3. [OneDrive](#) login page will appear. Now you need to enter your company email address and password.

Set up OneDrive

Put your files in OneDrive to get them from any device.

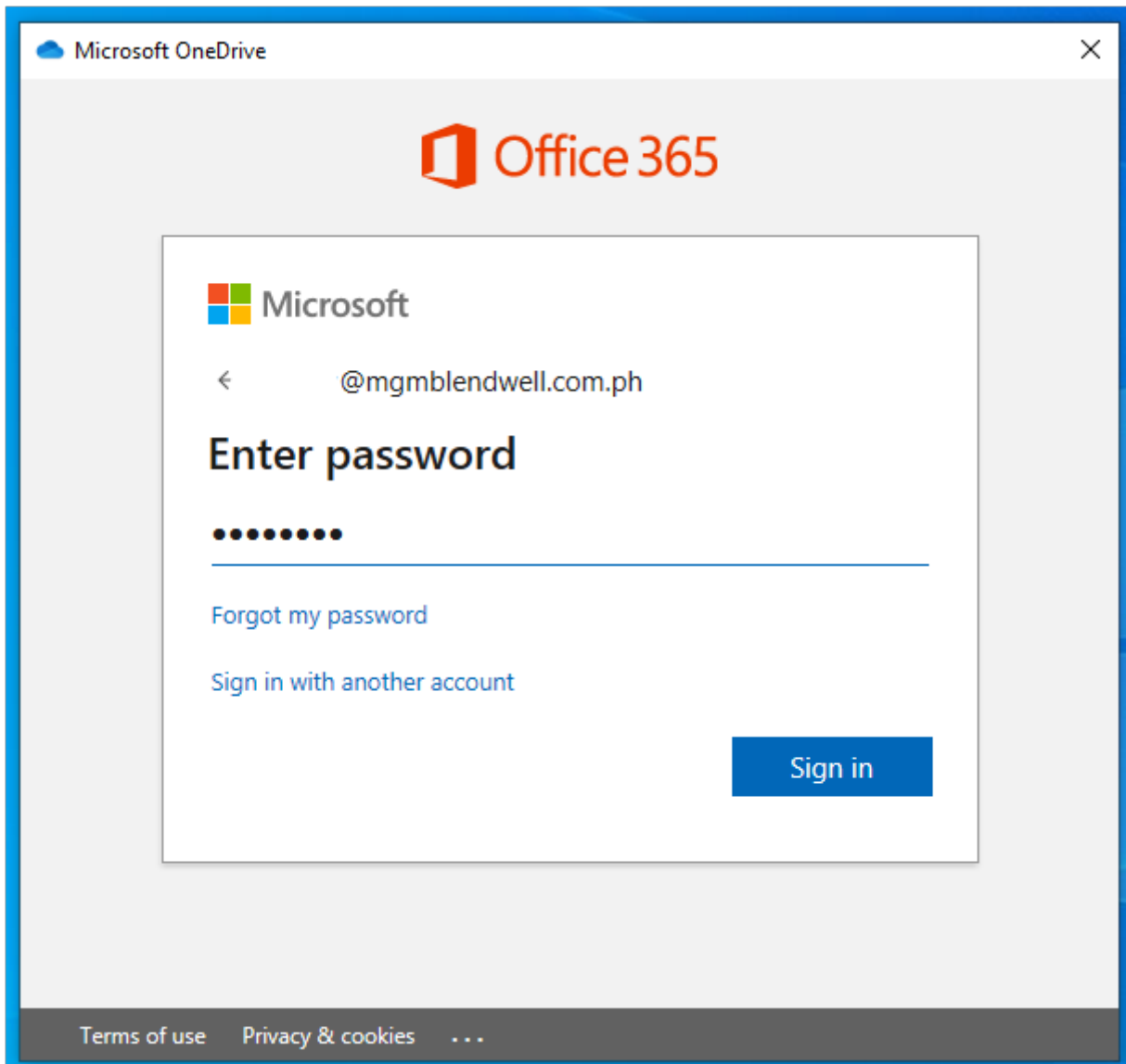


Email address

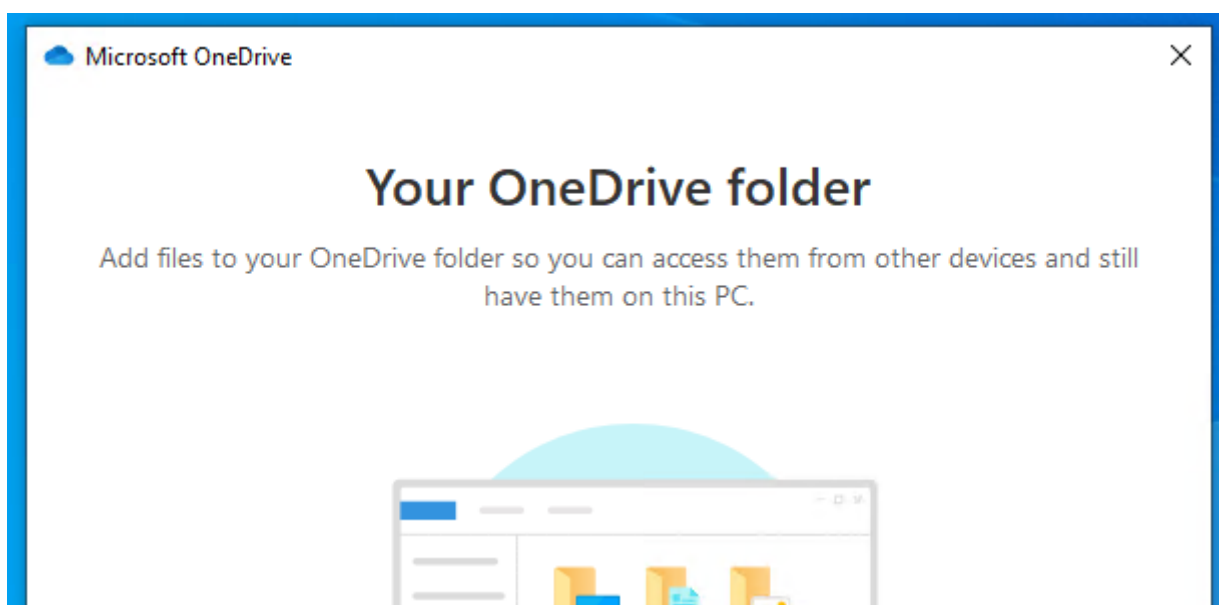
Create account

Sign in

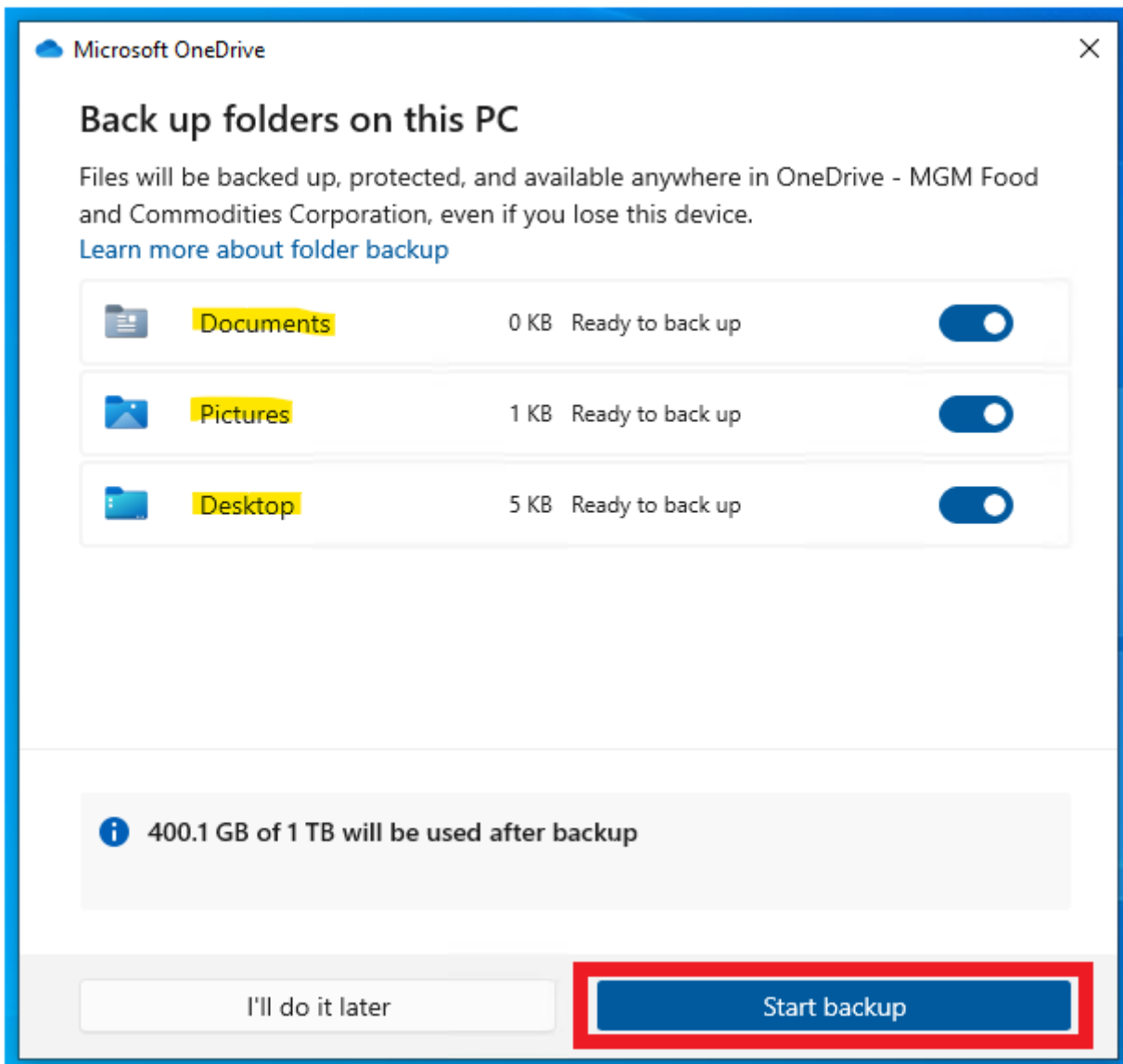
Enter your password



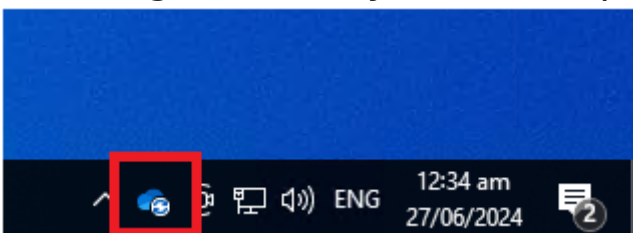
Then "CLICK" Next



4. Make sure you selected these three folders for your backup. All the files you save inside these folders will be automatically backed up to your **OneDrive** cloud. Then **Click** Start Backup.



5. Your **OneDrive** is now active. You will see its **blue** icon in the lower right side of your desktop, and it will begin **syncing**.



Updated 28 June 2024 09:00:42 by IT Admin