

How to Guide: Access OneDrive



OneDrive

Business Plans Download How-to Buy Office 365

2 Click on 'download'

Save your files and photos to OneDrive and
access them from any device, anywhere

See plans

Sign up for free



OneDrive

Install OneDrive to get started

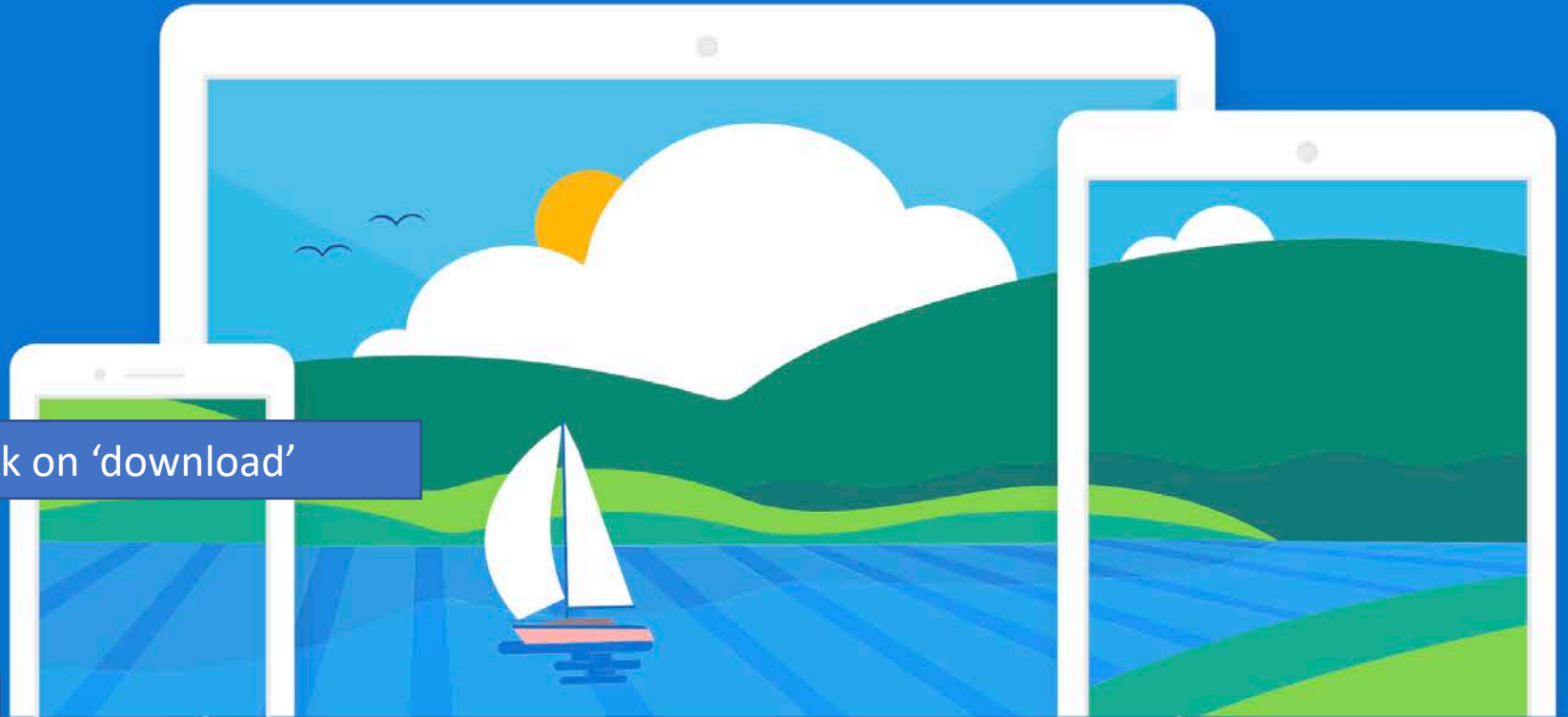
Download

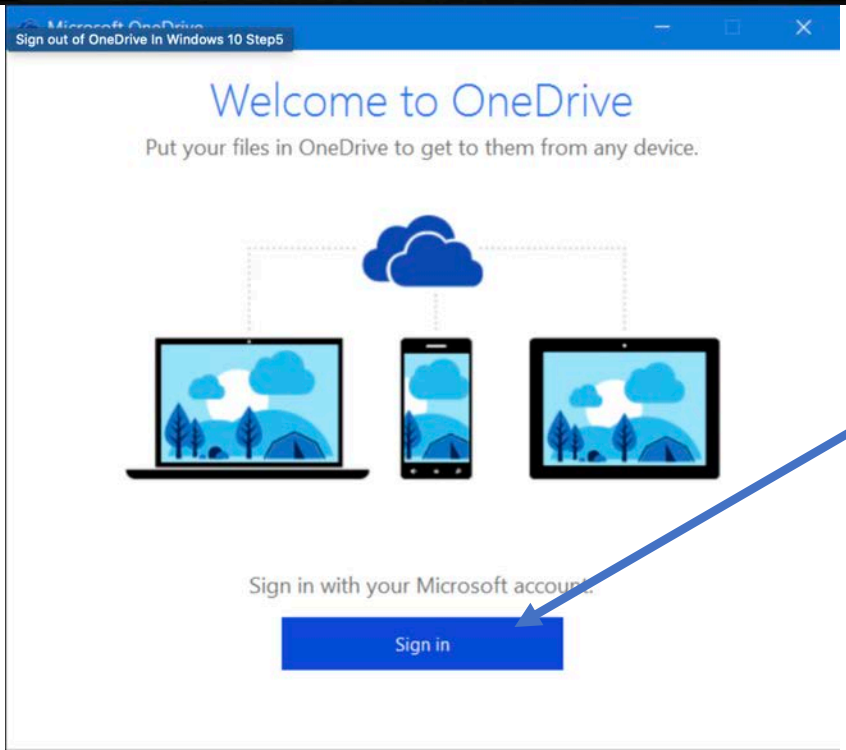
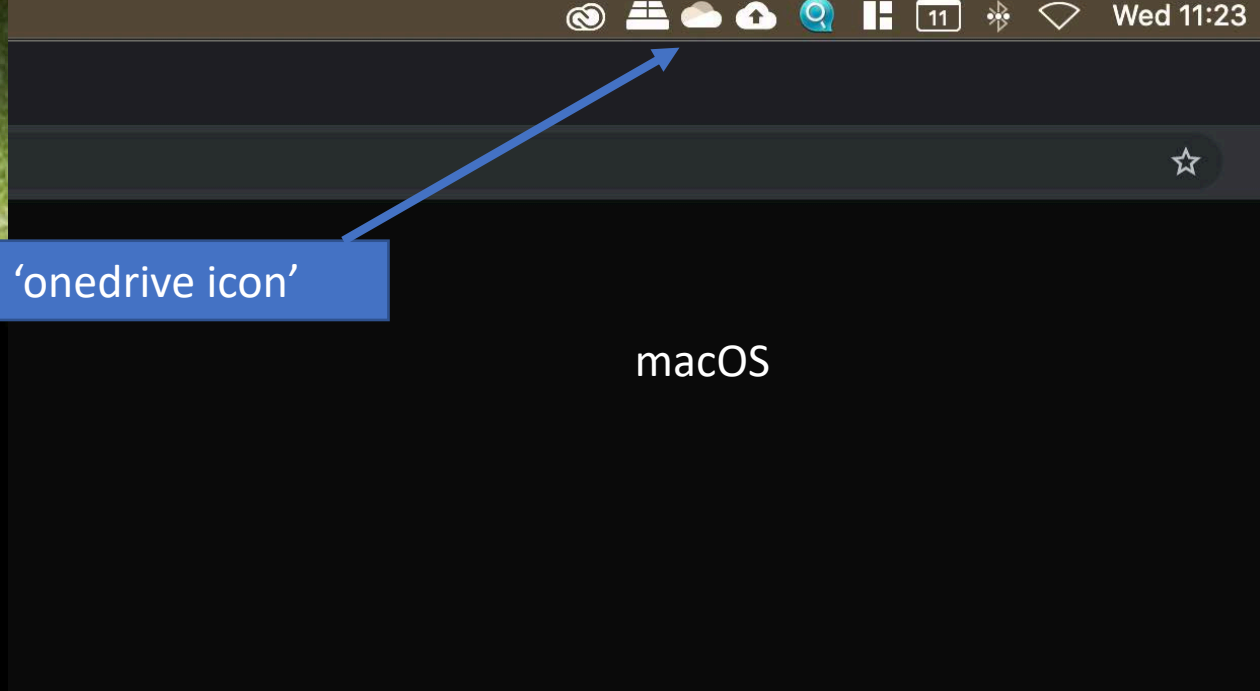
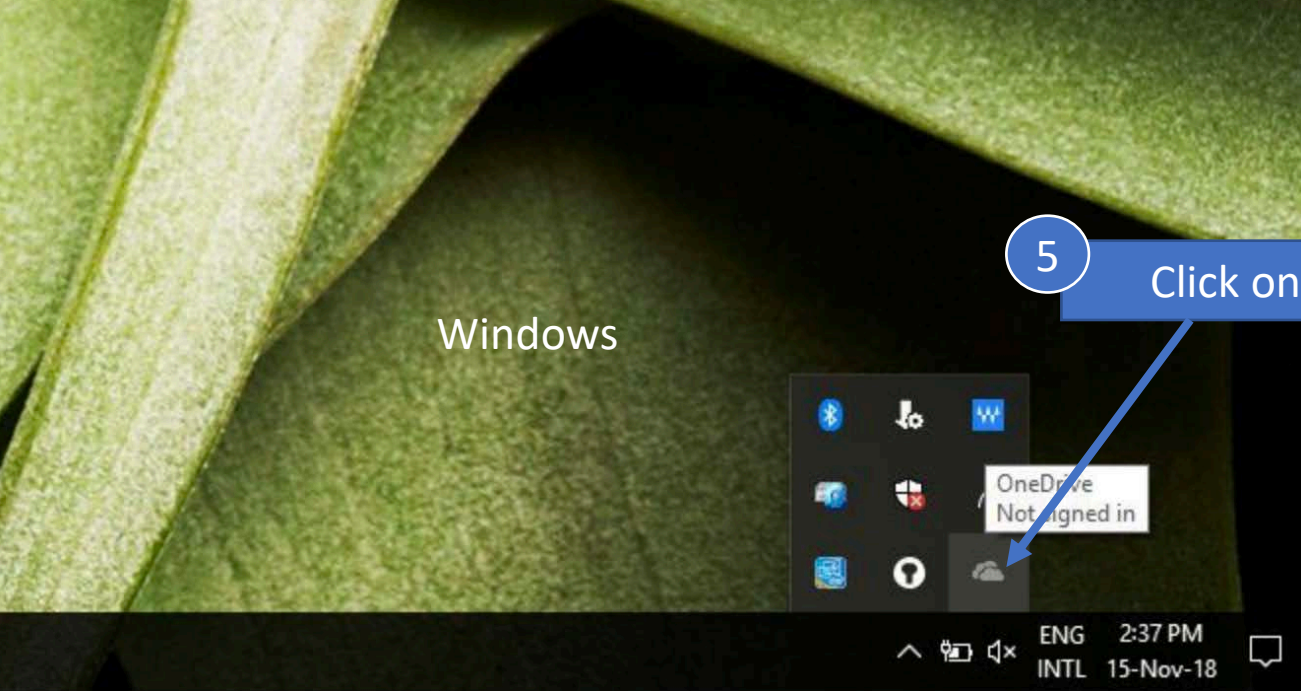
3

Click on 'download'

4

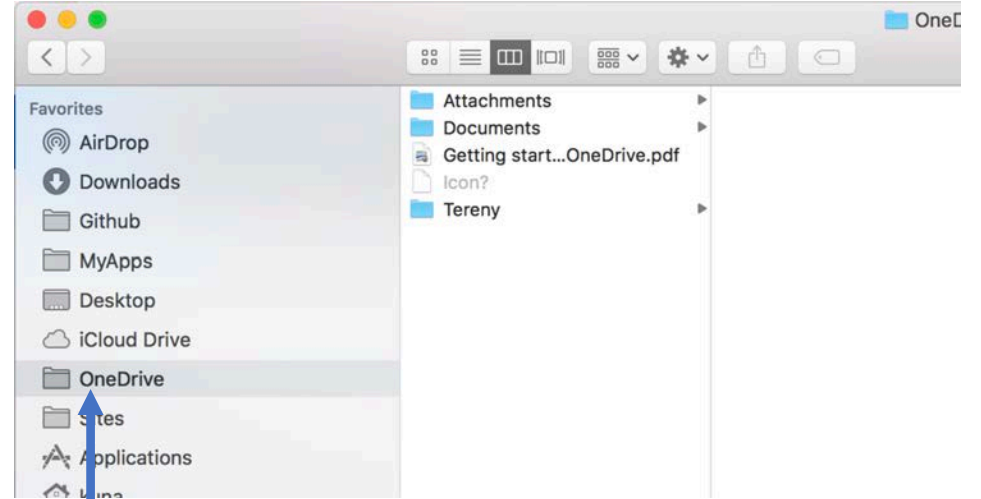
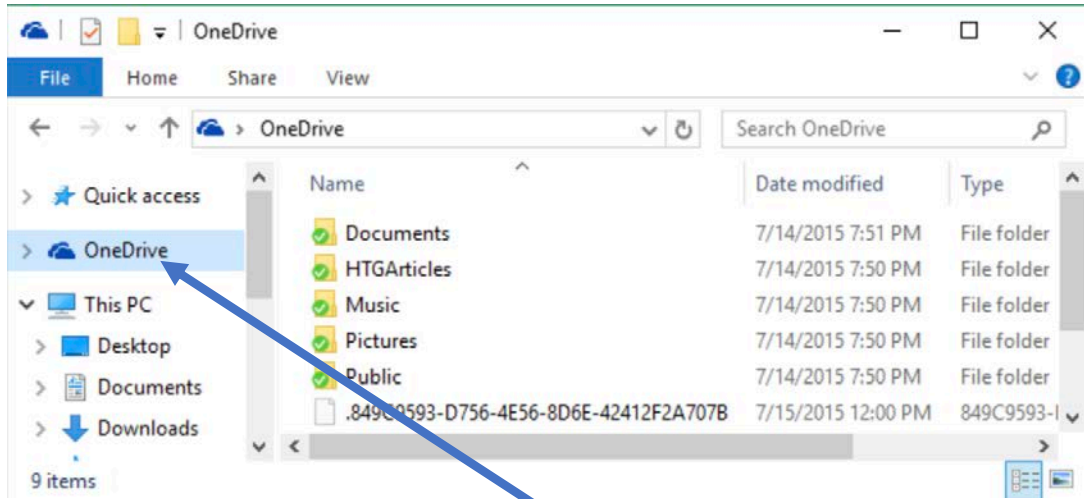
Click to install





6 Click on 'Sign In'

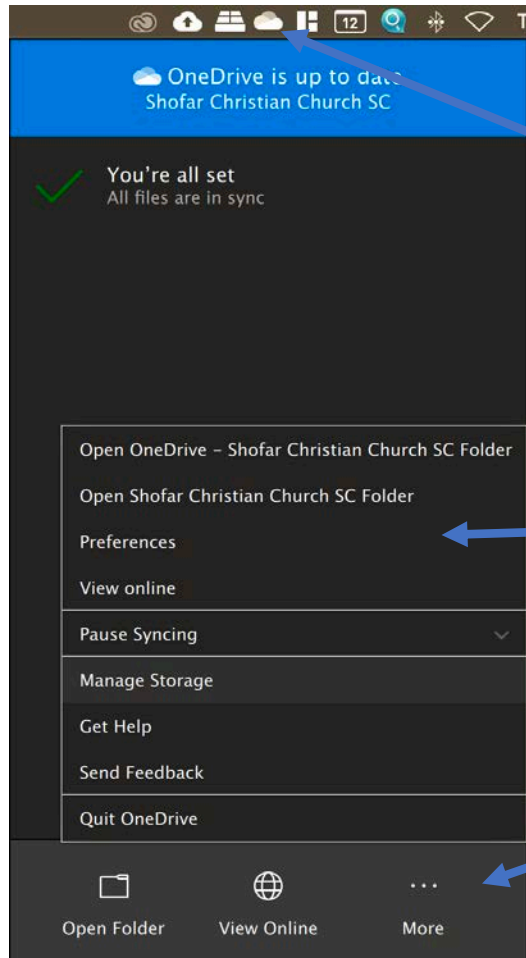
Your login is your personal shofar email address and email password: john.doe@shofaronline.org



7 New OneDrive folder



Some Onedrive settings / preferences



1

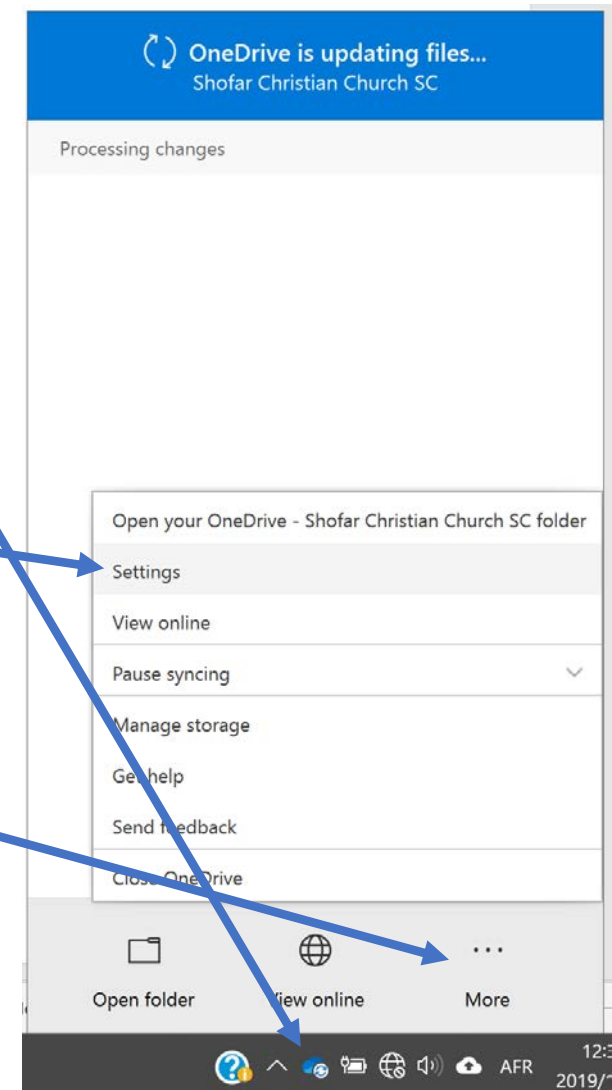
Click on 'OneDrive' icon

3

Click on 'Preferences' /
'Settings'

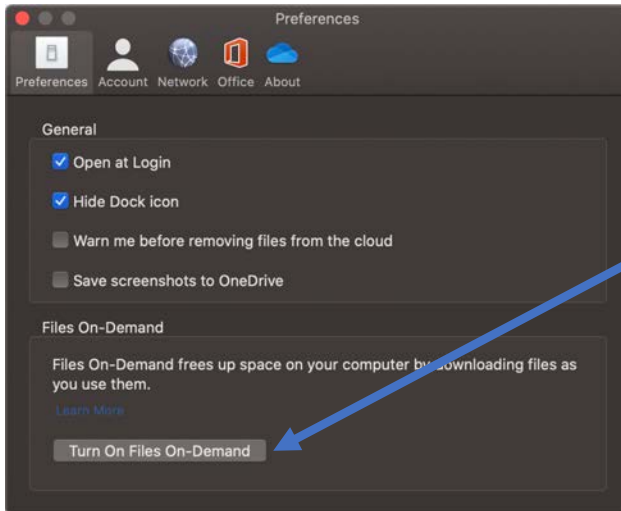
2

Click on 'more'





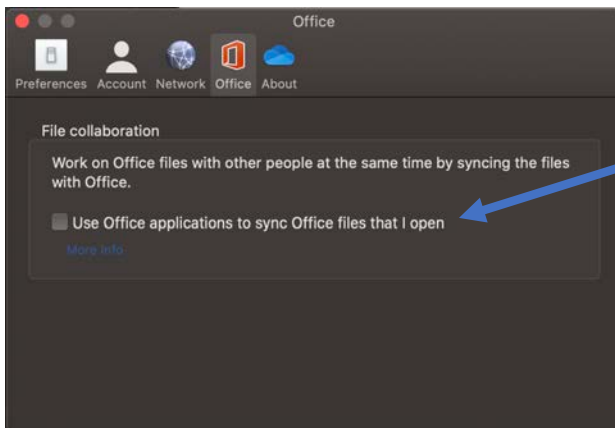
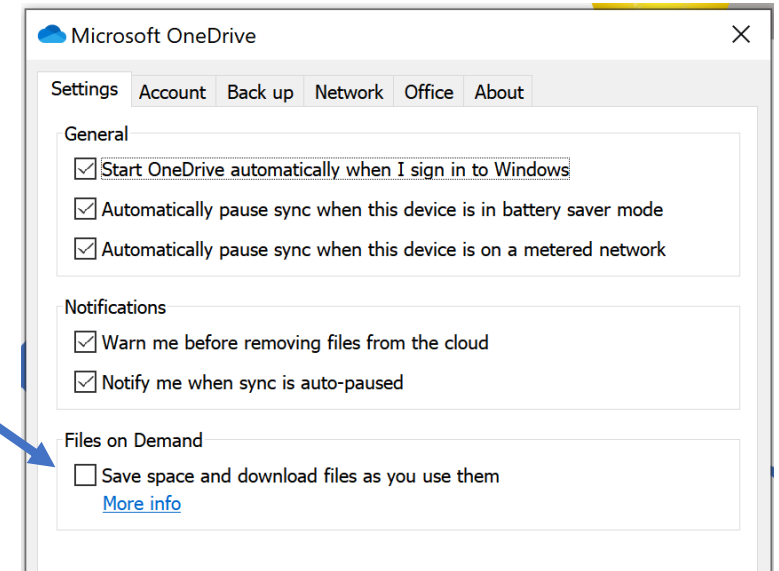
Some Onedrive settings / preferences



4

On demand files

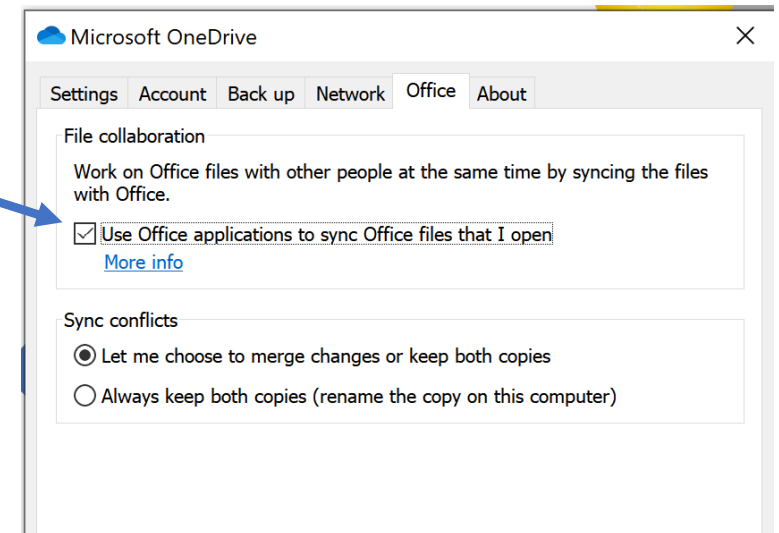
Turn this off to keep copies of your work files on your computer.



5

File Collaboration

Turn this off. It causes file save delays.





Onedrive on the web

1 Navigate to onedrive.live.com

2 Click on 'sign in'

Microsoft OneDrive

Office Windows Surface Xbox Deals Support More

Search Microsoft.com Sign in

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Save your files and photos to OneDrive and access them from any device, anywhere

See plans Sign up for free

Outlook



Sign in

to continue to Outlook

someone@example.com

[Can't access your account?](#)

Next

3 Enter your new shofaronline email address

Outlook

 Microsoft

← hanno.oostenbrink@shofaronline.org

Enter password

.....

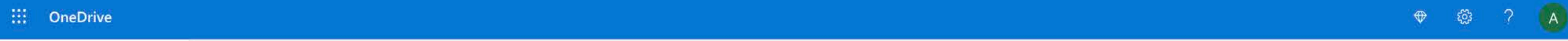
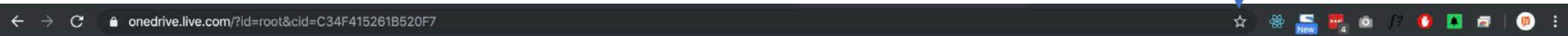
[Forgot my password](#)

Sign in

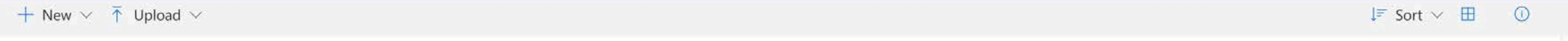
3 Enter your new shofaronline password



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- OneDrive
- Files
- Recent
- Photos
- Shared
- Recycle bin



Files



Documents
Apr 15



Personal Vault



Pictures
Apr 15

4

You will see all your online files





OneDrive for Mac

Install OneDrive to get started on your Mac.

Download

DONE!

