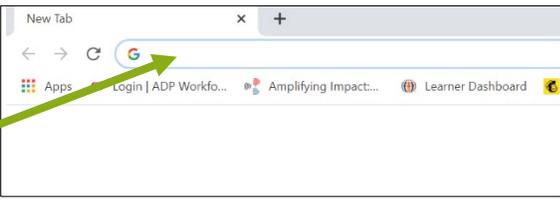
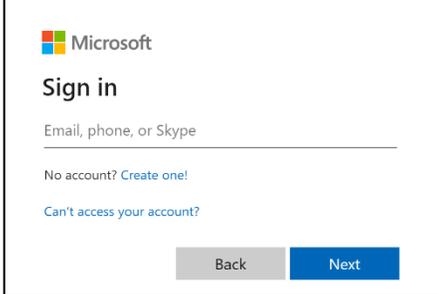
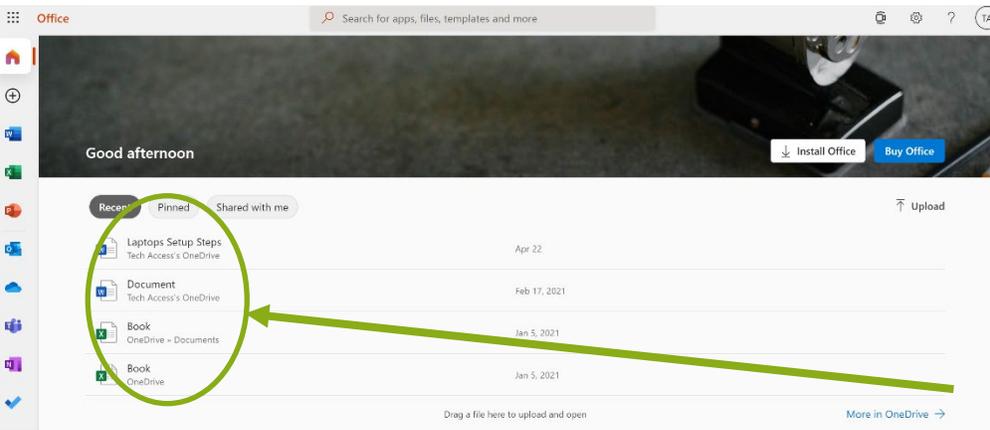


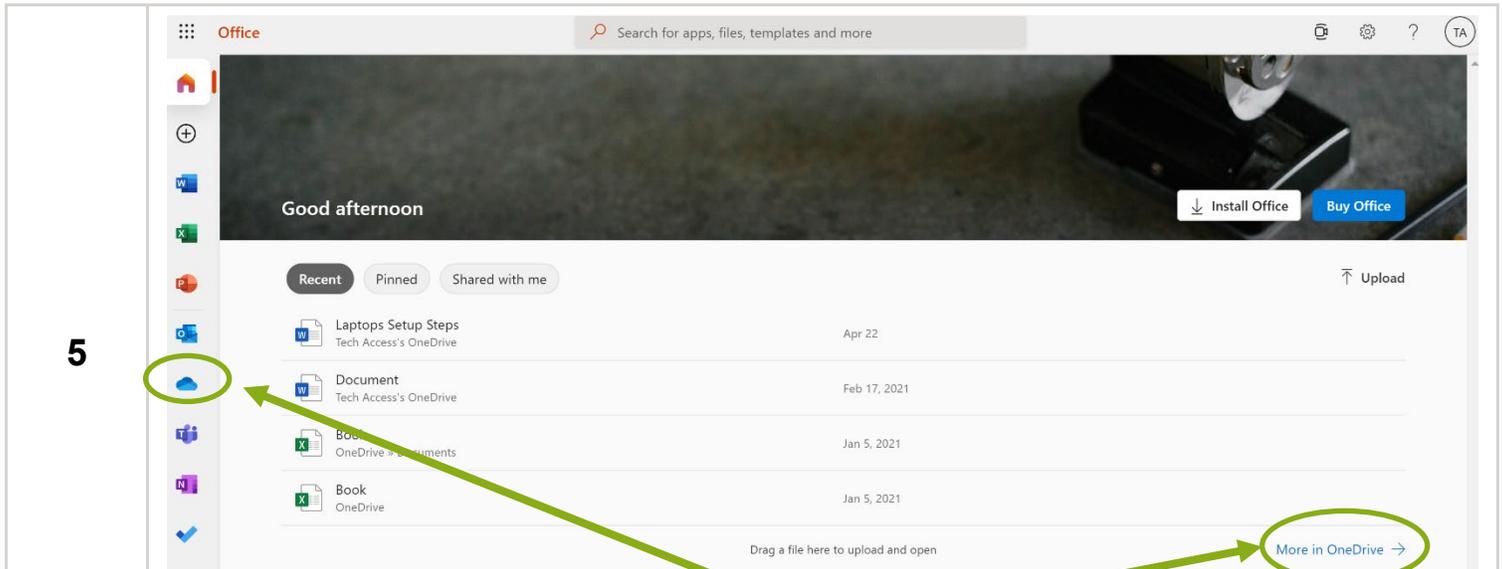
How to...

Use Cloud Storage (Microsoft OneDrive)

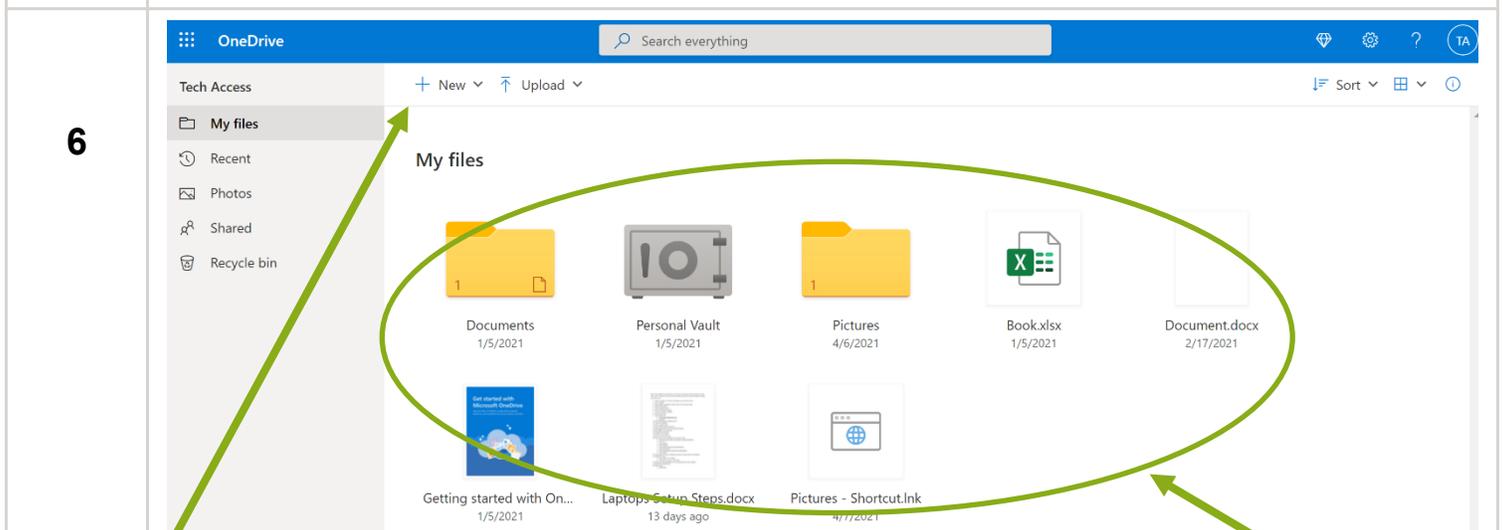
1	Open the internet with the browser of your choice.	
2	Type office.com into the search bar near the top of your browser window then press the “Enter” button your keyboard.	
3	Find and click the “Sign In” button.	
4	Log into your Microsoft account. Use the same email and password you use to log into your email account.	
5		 <p>Once you are logged in, all your most recent documents are listed. Click on the one you want to edit, and it will open.</p>

How to...

Use Cloud Storage (Microsoft OneDrive)



If you do not see the document you are trying to find, click either “More in OneDrive” or the blue cloud-shaped icon from the menu options on the left.



Once you have clicked the icon or link to open OneDrive, all your documents and folders will appear. Single click a file to open and edit it. Double click a folder to open it and view the contents.

To create a new document, select +New and your file will automatically be saved in your OneDrive cloud storage account.