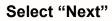
One Drive is already installed on your laptop, you just need find and open the application and log in.

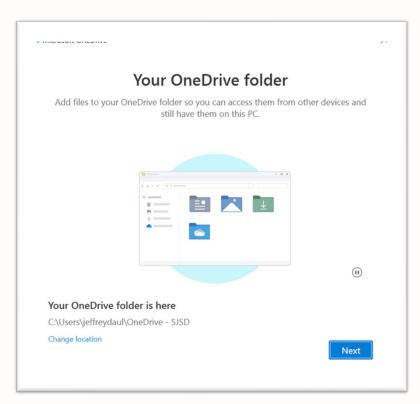
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Enter your email address and Sign in

Set up OneDrive	
Put your files in OneDrive to get them from any device.	
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Enter your email address	
Create account Sign in	

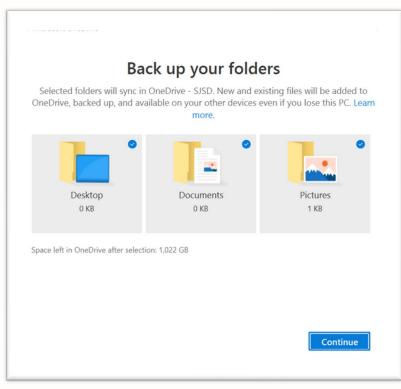




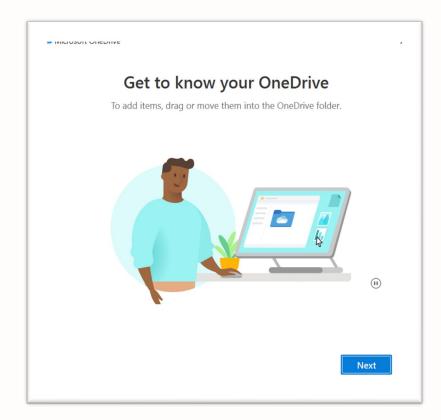


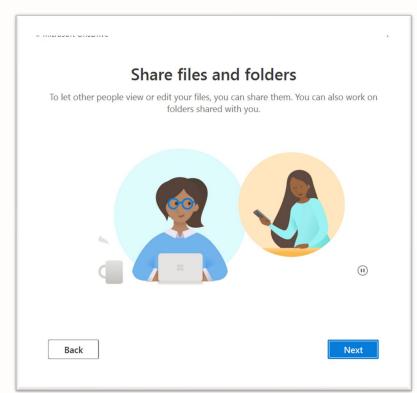
Keep default settings and Continue

Select "Next" on the following screens

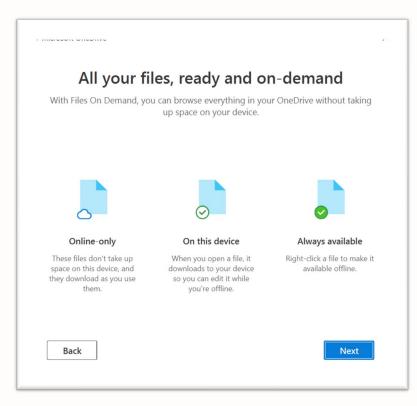










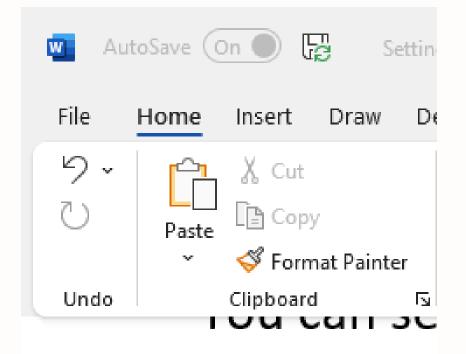


You can select "Later" on this screen

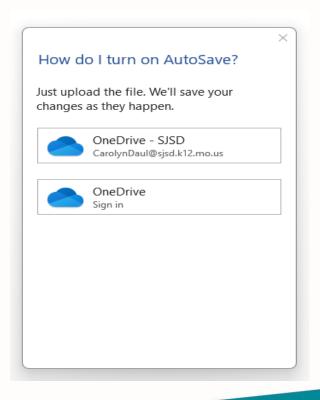
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	Get th	e mobile app			
To work on you	To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.				
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Back		Get the mobile app	Later		



When you open a document in Word, Powerpoint, Excel, make sure AutoSave is turned on in the upper left corner



You'll be asked where to save and just select your OneDrive





Name the document

	×		
How do I turn on AutoSave?			
Just upload the file changes as they ha	-		
Document Name	×		
Name your docum	ent:		
Document5			
	OK Cancel		

It's now visible in your OneDrive in File Explorer



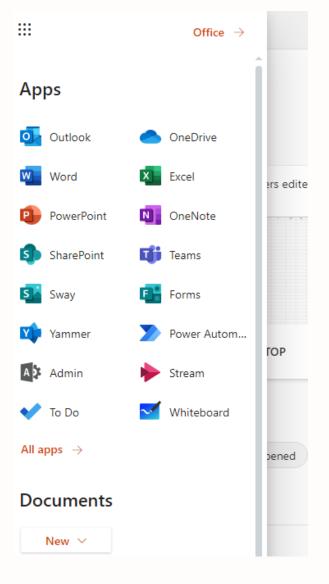
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You can also view and access your OneDrive files from a browser. Go to portal.office.com and log in. Click on the App Launcher in the upper left corner.





Select OneDrive





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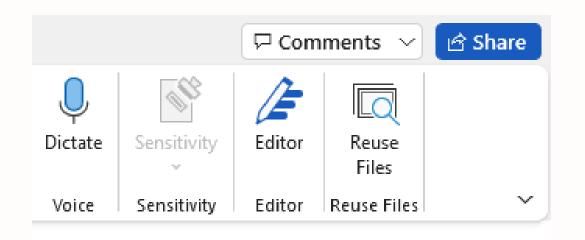
You'll see the document in My files

You can open the file from the browser or file explorer. You can edit it in the browser or in the Word application.

You can move files to a folder in the browser by right clicking and selecting "Move to" or you can copy/paste or drag and drop in File explorer.

You can share with others by selecting Share in the upper right corner of the open document





Enter the users email address and choose if you want them to be able to edit or not. Or you can copy the link to paste into a message.

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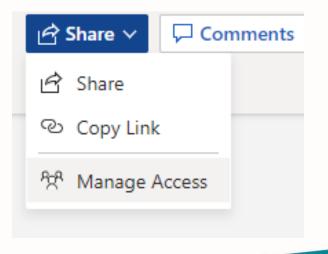


When you send or copy the link, you can choose specific settings for that link by clicking on "Anyone with the link can edit" and you'll see these options:

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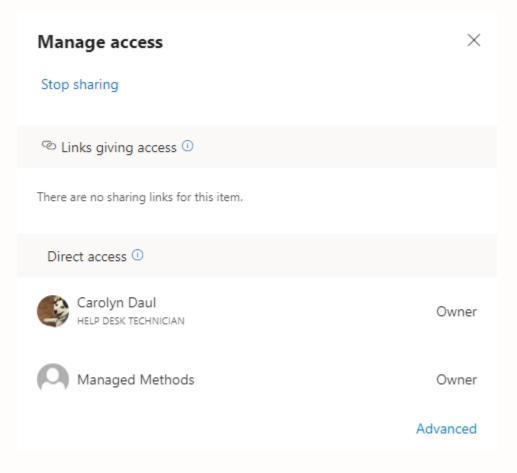
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	Set expiration date	×			
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You can select "Manage Access" to see who has access to the doc





On all documents in OneDrive, you'll see a user called Managed Methods as an Owner.



ManagedMethods is an enterprise-grade cloud security platform built specifically for K-12 school districts. It protects sensitive student, parent/guardian, and staff data stored in Google Workspace and Microsoft 365 from accidental loss and malicious theft. So you will see them as an owner on all of your OneDrive documents.

