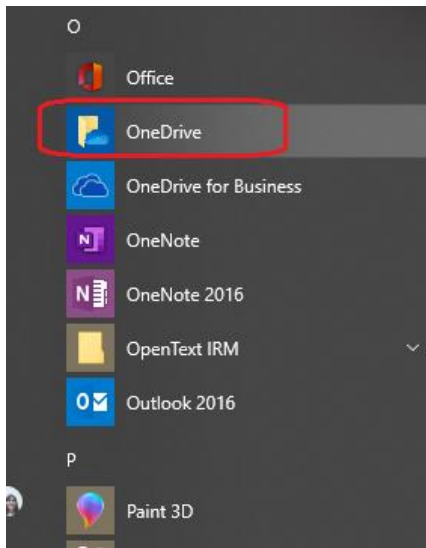
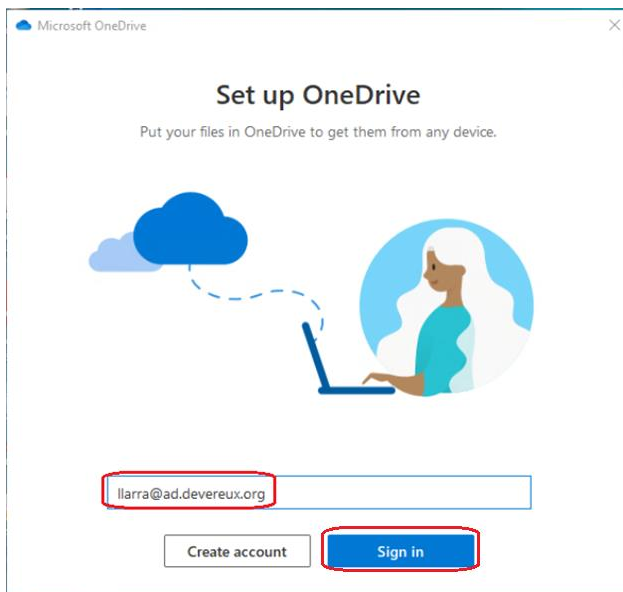


How to set up OneDrive on your computer

Click on the Start button and scroll to the 'O' section, then click on the OneDrive icon:



On the window that opens, enter your Devereux email in the format of your network name (JSMITH) followed by @ad.devereux.org (no spaces) and click on Sign In:




Since you are already logged in to your computer, it will 'know' your password.

On the screens that follow, continue clicking on Next:

Microsoft OneDrive

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



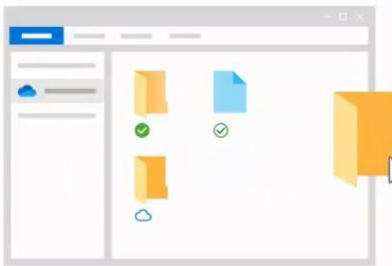
Your OneDrive folder is here
C:\Users\Iarra\OneDrive - Devereux
[Change location](#)

Next

Microsoft OneDrive

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

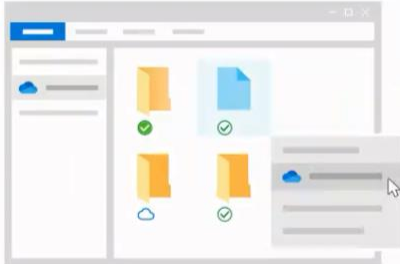


Next

Microsoft OneDrive

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



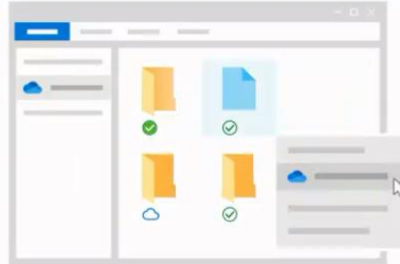
Back

Next

Microsoft OneDrive

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



Back


Next

When you get to this page, click on Later:

Microsoft OneDrive

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

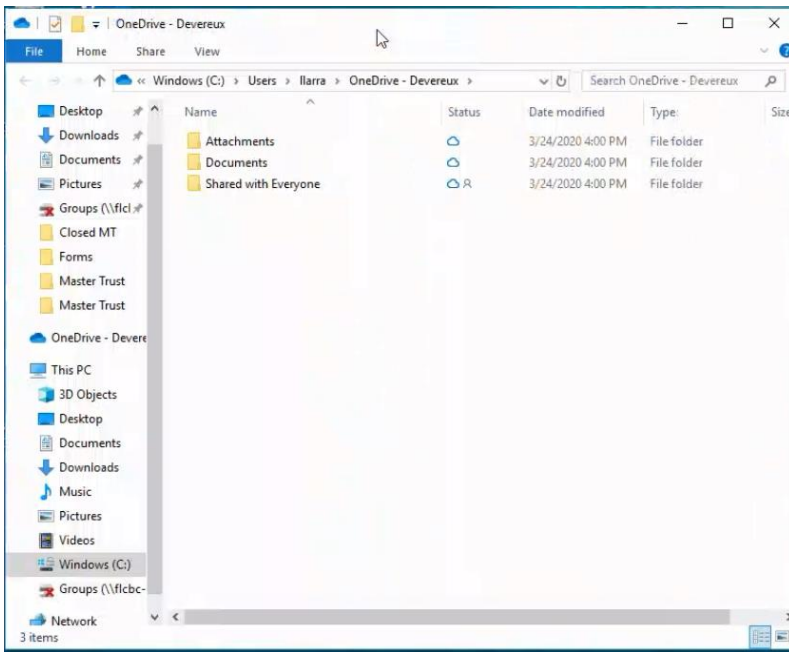
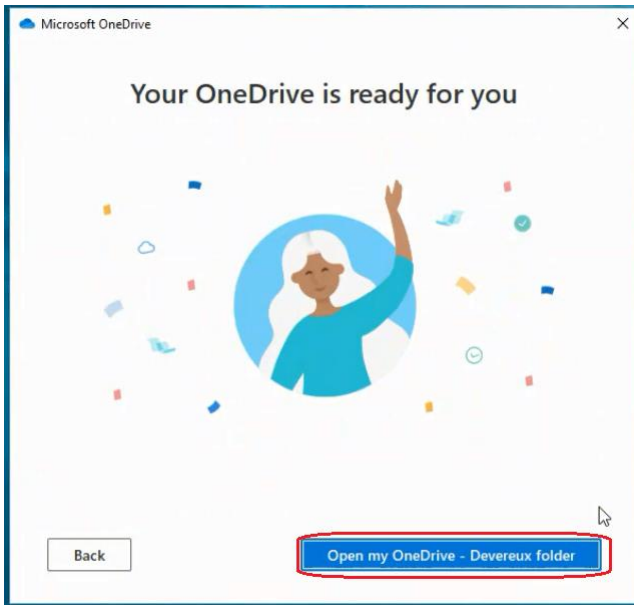


Back

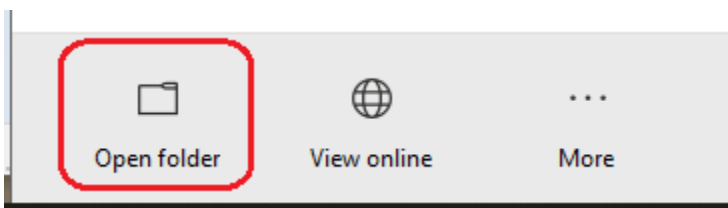
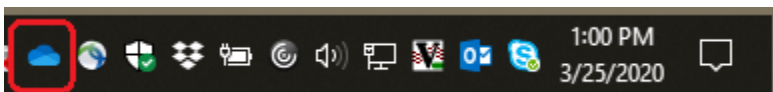
Get the mobile app

Later

Then click on the button to open the OneDrive folder on your computer:



This folder can now be accessed whether or not your computer is 'online'. To get to the folder, click on the cloud icon located on your system tray:



Your OneDrive folder can now be accessed inside FL Citrix or Corporate Citrix, inside the folder options (G: or M: Drive for FL Citrix, Windows Explorer for Corporate Citrix). Please refer to the how to guide for Citrix for those instructions.