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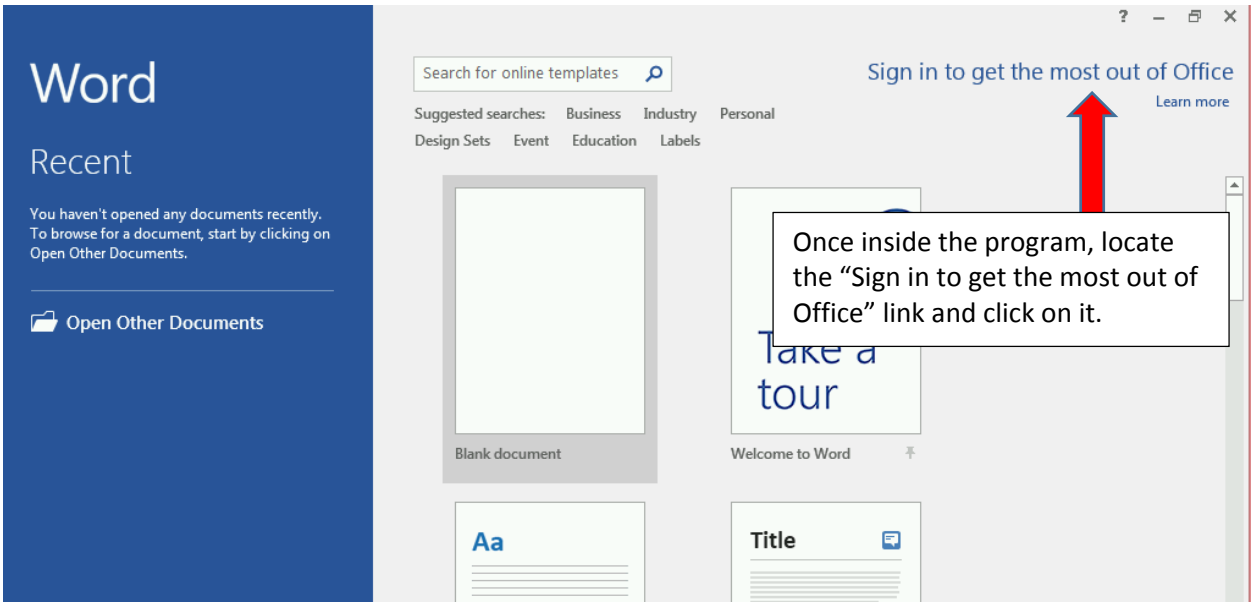
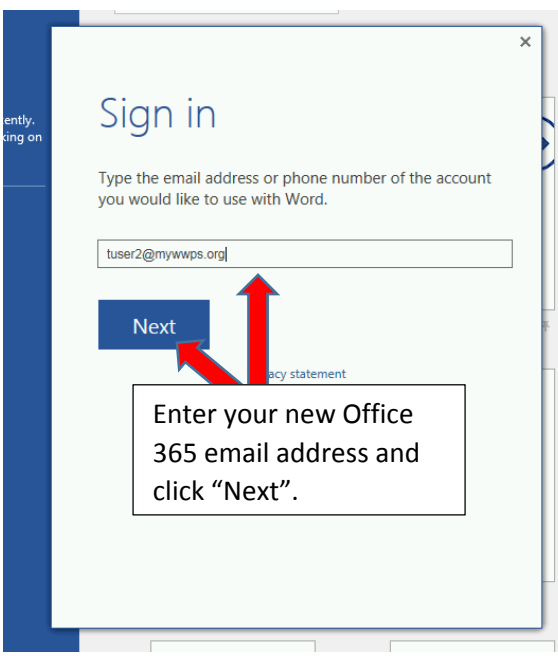
To sign-in to OneDrive from within the Microsoft Office programs loaded on the district computers, simply open one of the programs such as MS Word, Excel, etc.





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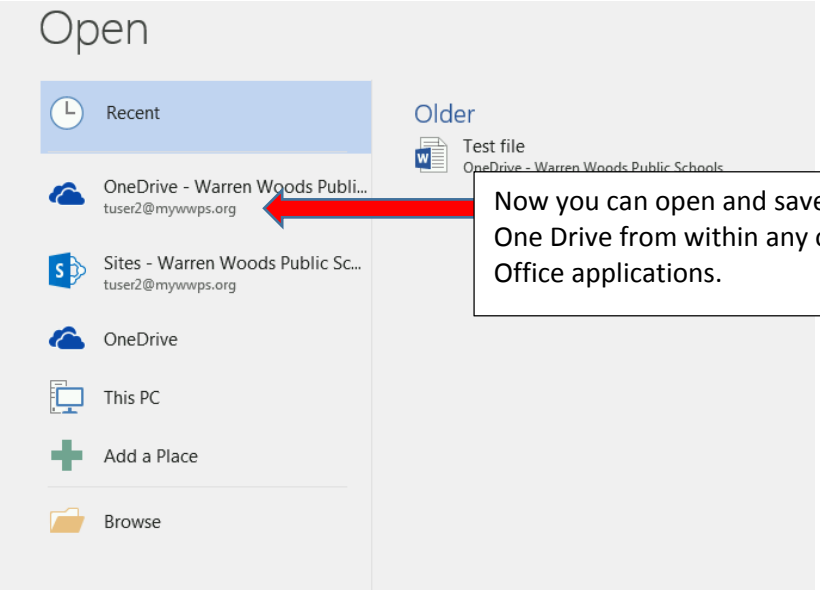
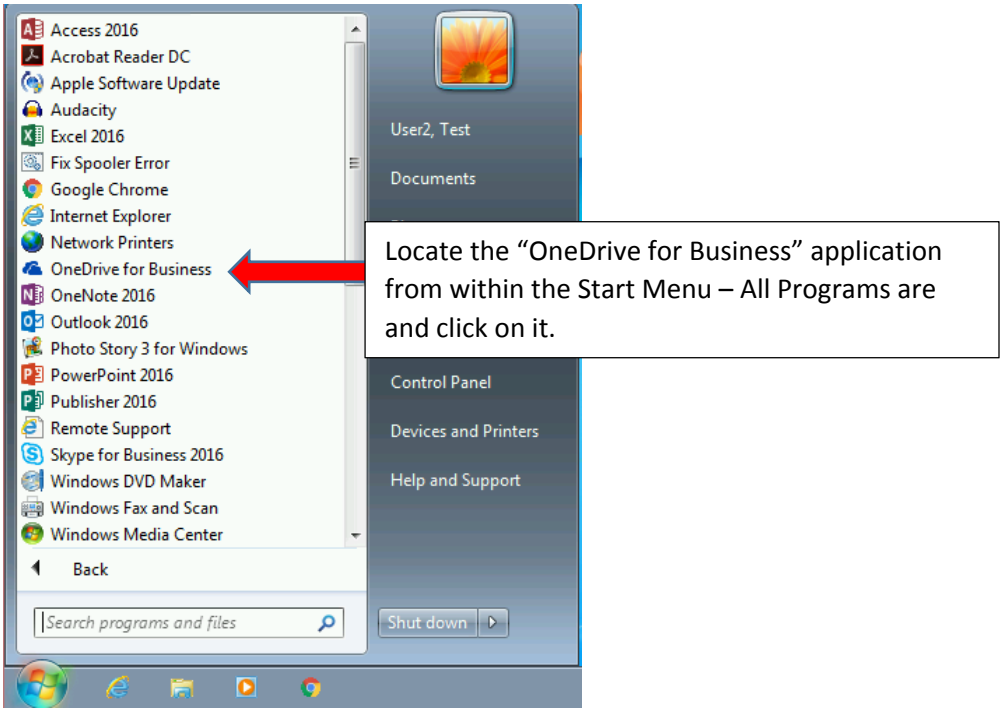


If you'd like to be able to access your OneDrive from within the Windows Explorer or non-Microsoft Office applications, you will need to setup the OneDrive for Business application on your district PC. **Note: You must sign into OneDrive from within one of the Microsoft Office applications as depicted above prior to doing this.**



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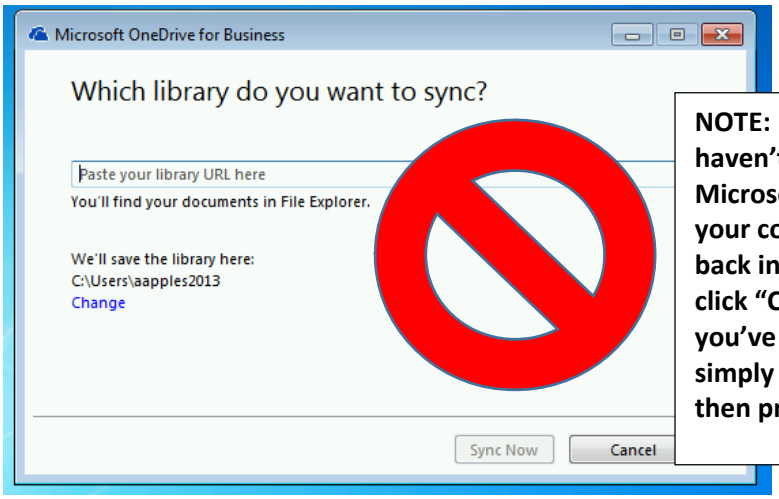
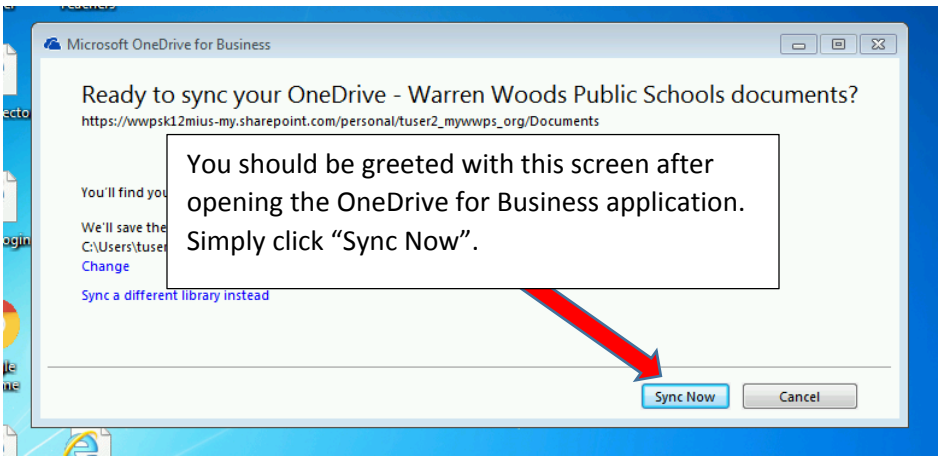
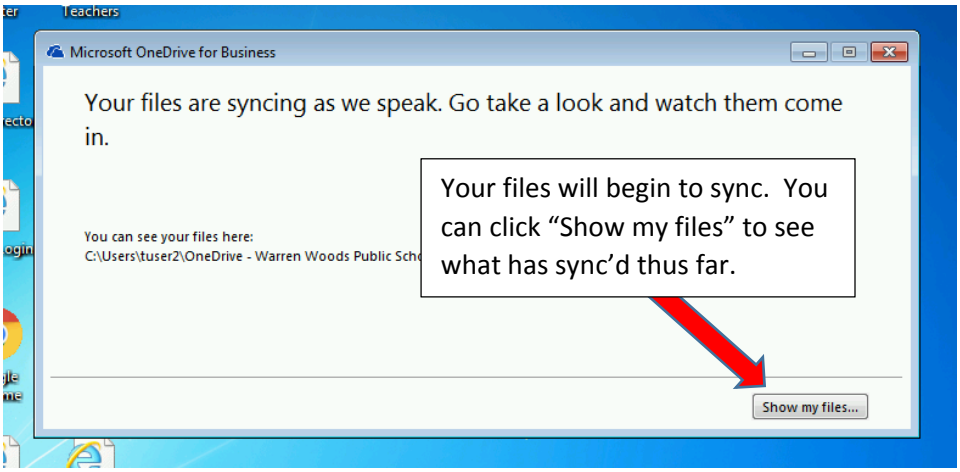


NOTE: If you see a screen like this - you either haven't signed into OneDrive from within one of the Microsoft Office applications as shown on page 1 or your computer needs to be logged out and logged back in to finalize the Sign in. If you see this screen, click "Cancel" and follow the procedure on page 1. If you've already completed the procedure on page 1, simply sign out of your computer and sign back in, then proceed with these directions.





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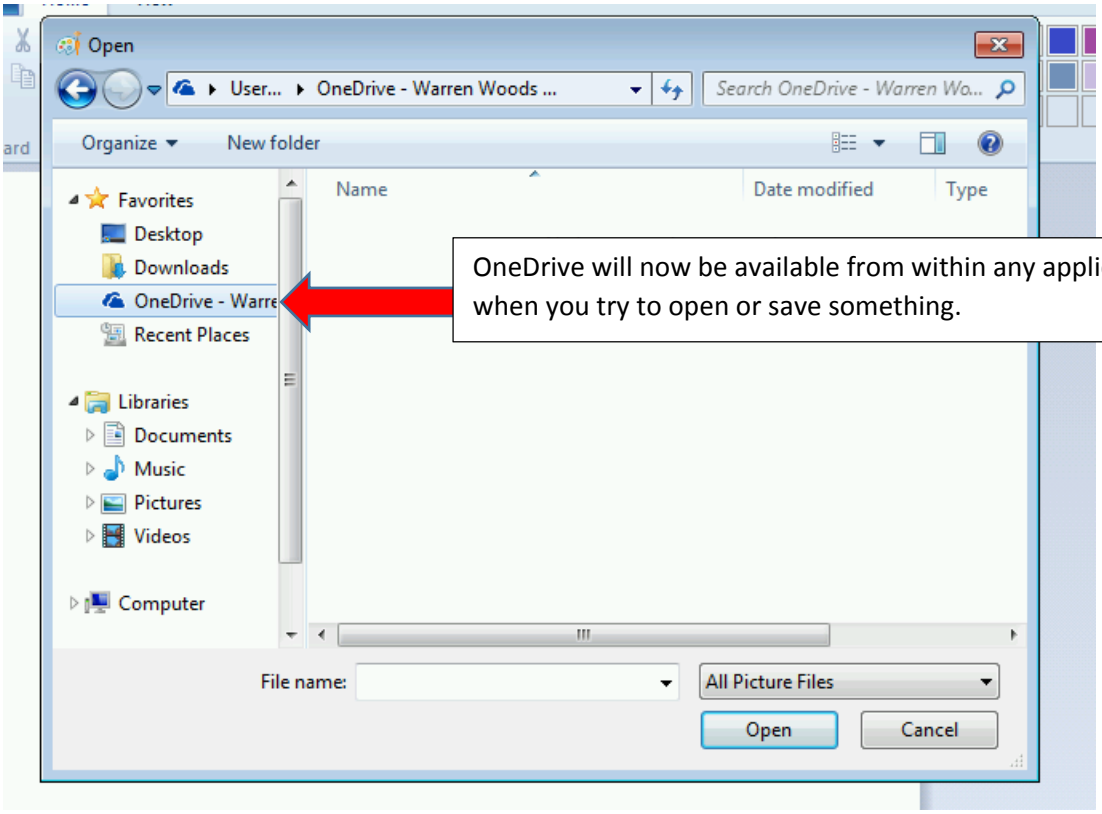
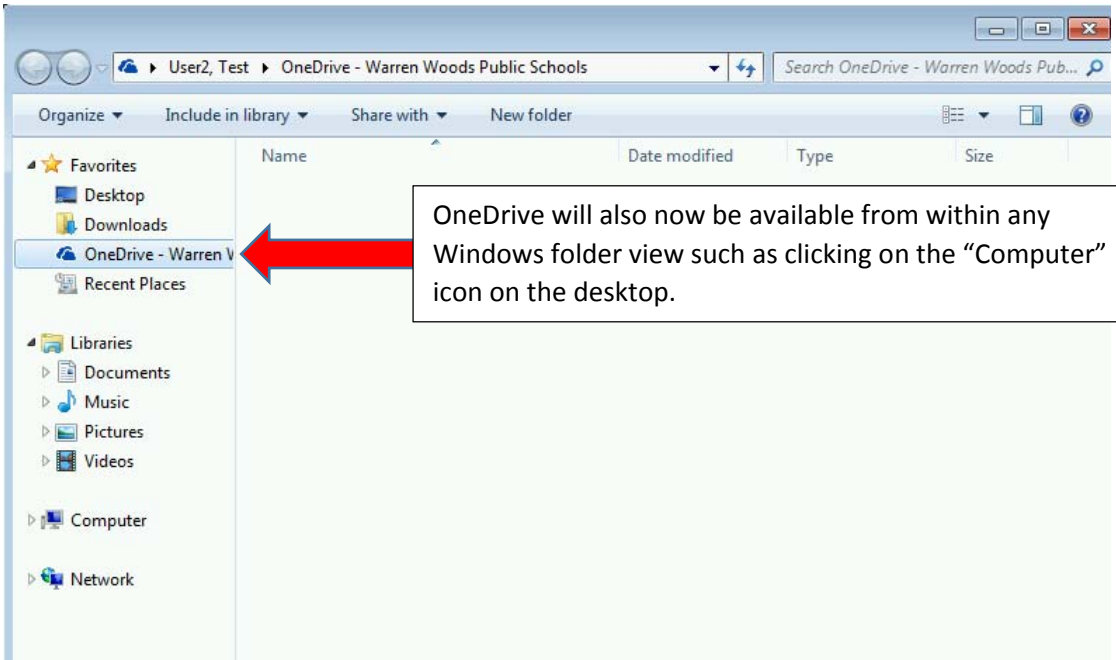


OneDrive will now be available from within any application when you try to open or save something.



OneDrive will also now be available from within any Windows folder view such as clicking on the “Computer” icon on the desktop.