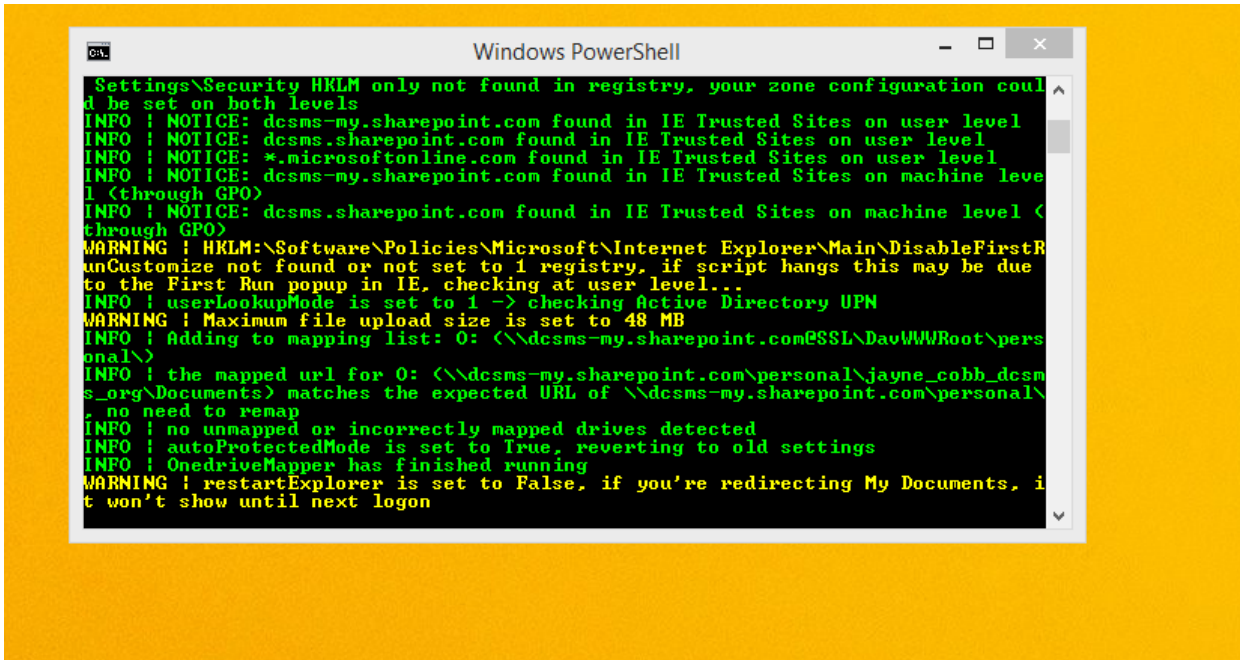


OneDrive Instructions

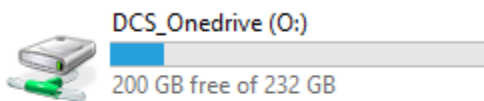
Beginning Monday, we will be rolling out a new feature to replace Home Folders. You will have a new mapped drive on your pc pointing to your OneDrive folder. Upon logging in you will see a few new items appear on your computer screen. First will be a box like the picture below.



It will require no interaction from you and will disappear when completed. Soon after the first box appearing a second box like the one below will appear.



You will need to enter the password for your email in the box and click login. This is only required during the first login. After this process ends you will have a new mapped drive point to your OneDrive account.



**** Instructional Videos (not DRM content) should be stored on Learn360 for use. ****

**** Contact Tina Streeter to have these items uploaded to Learn360 site. ****

Items to store in your District OneDrive

- Class Notes
- Test
- Seating charts
- Document storage (Excel, Word, PowerPoint, PDF, etc.)

Items to store on your school server (G-Drive)

- Smart Notebooks
- Promethean Flipcharts
- Class materials from a publisher
- Pictures or Videos of your class or club
- Anything furnished by the school district for use in your class

Items **NOT to be store on District OneDrive or School Server**

- Personal Pictures
- Tax Forms and Returns
- Bank Statements
- Personal Music
- DRM/Copyrighted Materials

If you have any questions about the instructions or where to save your files, please contact your school tech or instructional coach. Push the red button.