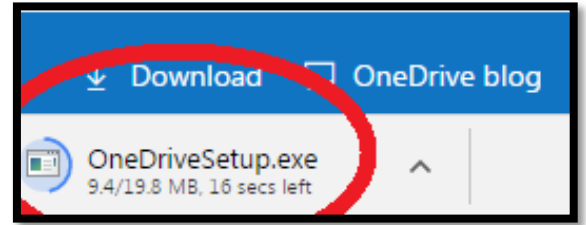
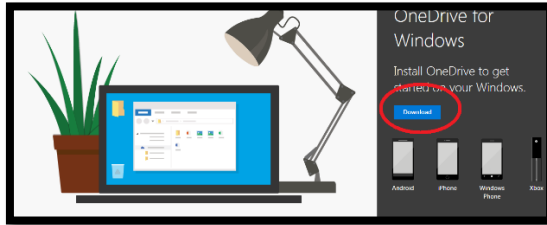


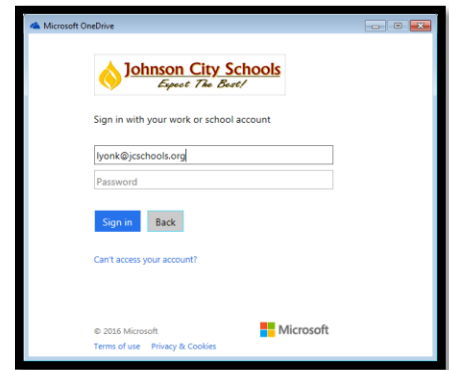
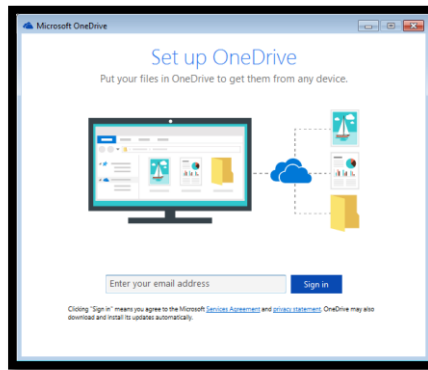
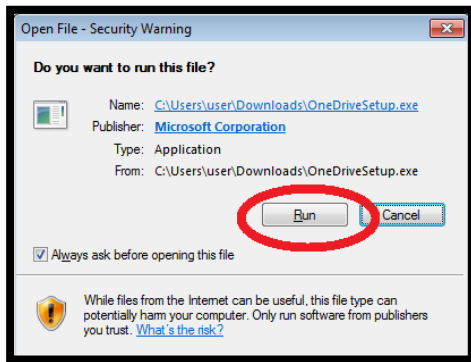


How to use OneDrive to back-up/store your files.

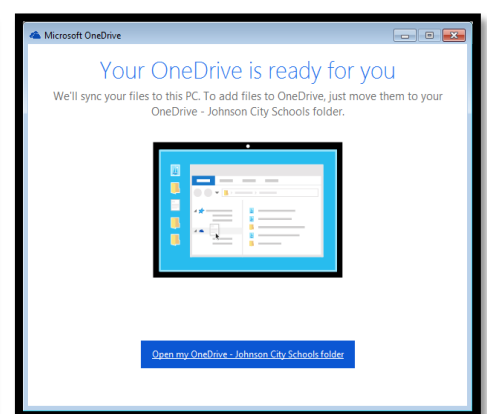
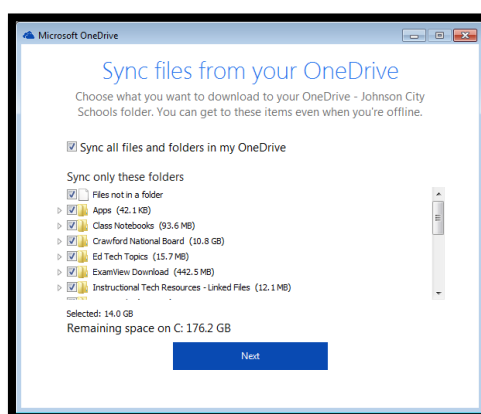
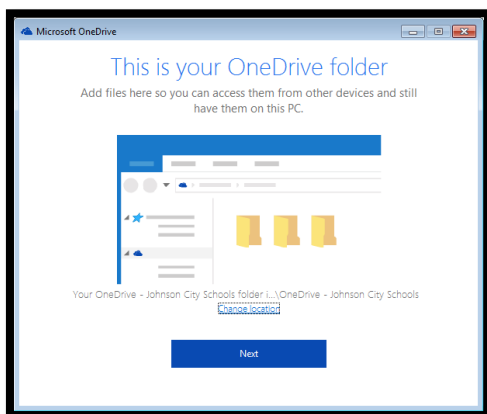
1. Log into Office365, click GET THE ONEDRIVE APPS (bottom left of screen)
2. Click DOWNLOAD
3. Run OneDriveSetup.exe



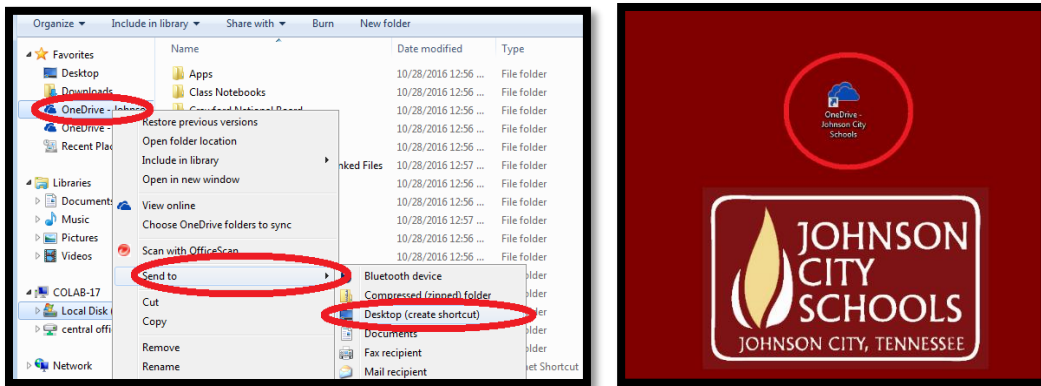
4. Follow instructions to install the OneDrive App
 - a. Run
 - b. Enter email address
 - c. After redirect, enter password



5. Follow steps to install your OneDrive for Johnson City Schools folder



6. Make a shortcut to your OneDrive for Johnson City Schools folder on your desktop
 - a. RIGHT click OneDrive for Johnson City Schools folder in File Explorer
 - b. Send to
 - c. Desktop (create shortcut)



NOW, Any files or folders you drag into OneDrive for Johnson City Schools will immediately sync to the online folder and can be retrieved from virtually ANY internet connect device (laptop, phone, tablet, etc.). The copy of these documents still exist on the local machine as well.