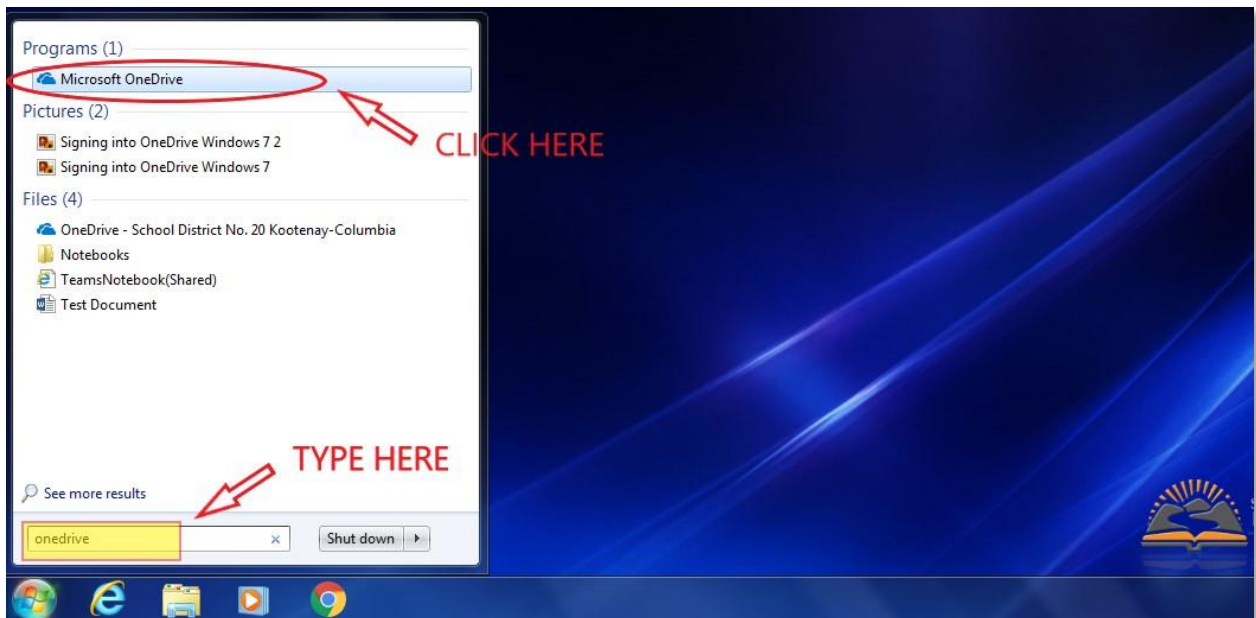


# How to access your OneDrive on Windows 7

1.) Click on the Start button  (bottom left)



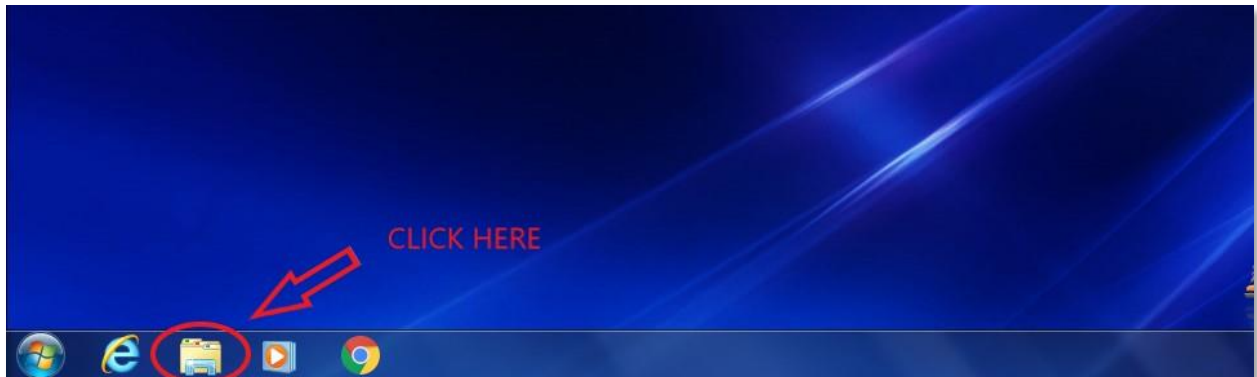
2.) Type "onedrive" into the search field. Click on the "Microsoft OneDrive" program.



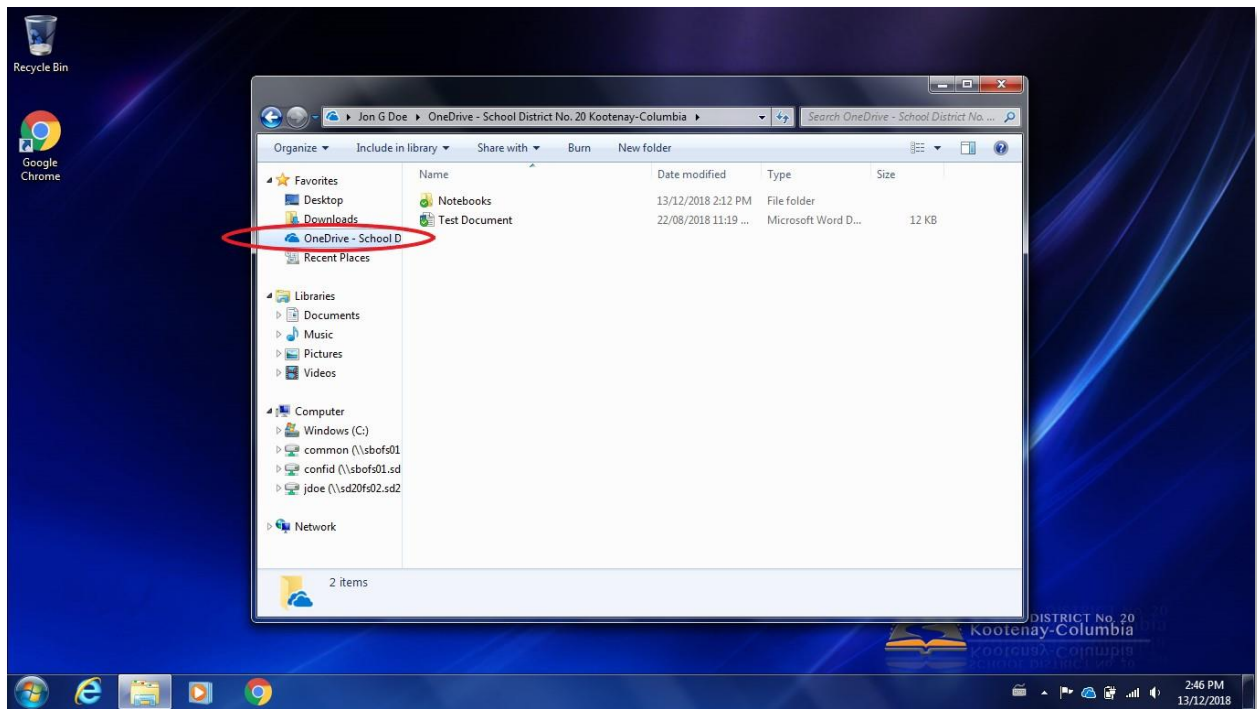
- 3.) This will initiate OneDrive. You will see the OneDrive cloud  (bottom right). It will initially be grey and then it will turn to blue  once it is synced and ready. This could take 5-10 minutes.



- 4.) With OneDrive Synced and ready - Click on your File Explorer  which is on the Taskbar on your desktop



5.) With your File Explorer open you will see your OneDrive listed



6.) Your OneDrive folder has a very high storage capacity and you can access it from any computer even whether you are inside or outside of the SD20 network (As long as you have OneDrive installed). You can organize your OneDrive by creating folders within it. A good practice is to create folders that you are already familiar with like Documents, Pictures, Downloads, and Videos. You can do this by right-clicking on your OneDrive and then selecting New > Folder.