

Confirm Operation of Microsoft OneDrive

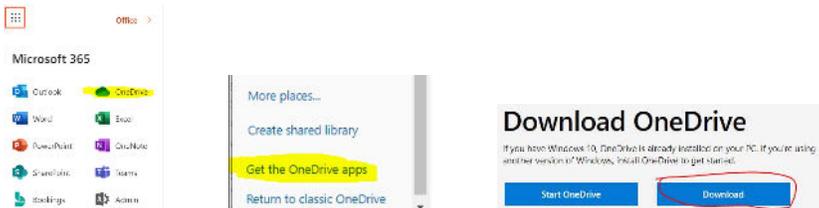
Step 1: Check to see if OneDrive is installed and signed-in

If you have OneDrive installed, a blue cloud icon will be on your TaskBar in the system tray near the clock. If OneDrive is not signed-in to your Microsoft 365 account, the icon will show gray. If OneDrive is installed and you are signed-in, go to Step 4 below.



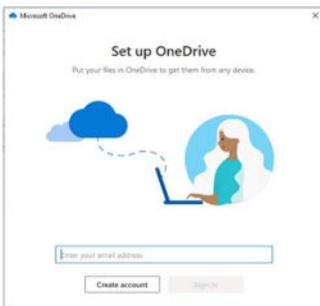
Step 2: Install OneDrive

Sign in to your M365 account at <https://office.com>, click the 3x3 dot menu and choose OneDrive, scroll down to the bottom left and click 'Get the OneDrive apps'. Click Download button.



Step 3: Sign in to OneDrive

After the download completes, click to open/launch the OneDrive installer and step-through the prompts. When asked to sign-in, use your same M365 account credentials from Step 1 above.



You can also right-click the OneDrive icon and choose Sign-in

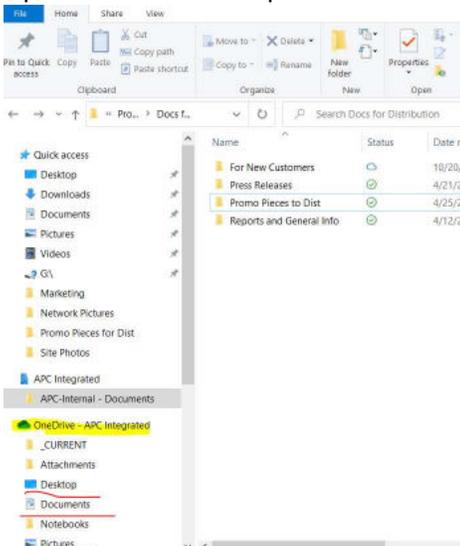


Step 4: Confirm Backup of Desktop, Documents and Photos

Open Windows File Explorer



to verify your Desktop, Documents, and Pictures folders are being synced.



Cloud Solutions Provider (CSP)

70 Quincy Ave., Quincy, MA 02169

<https://apcintegrated.com>