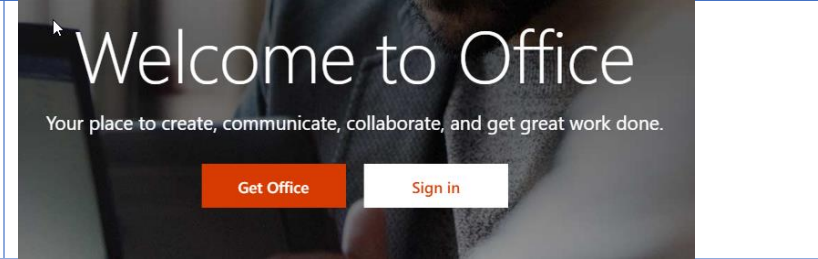
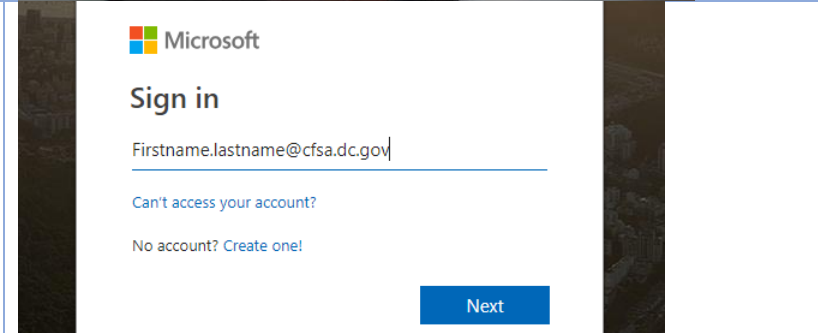
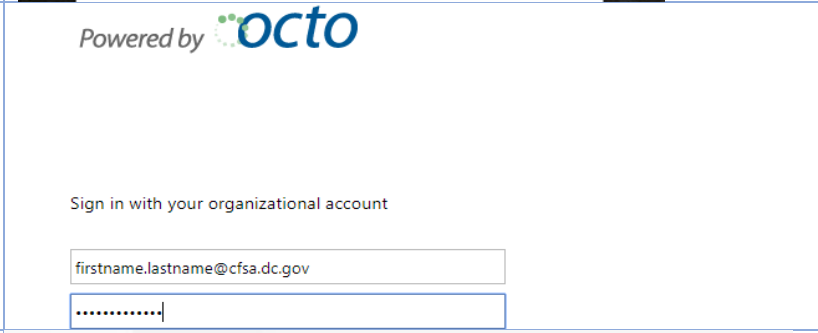
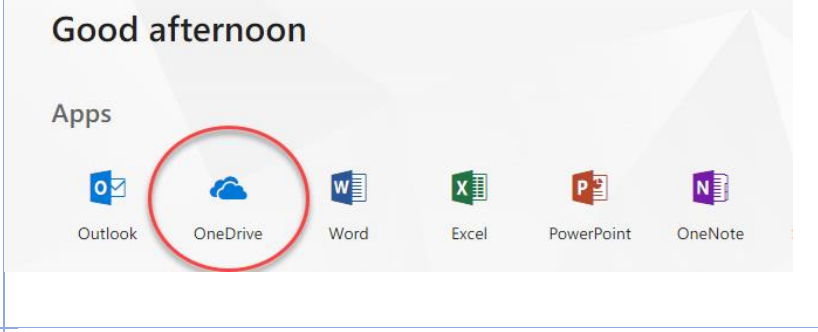
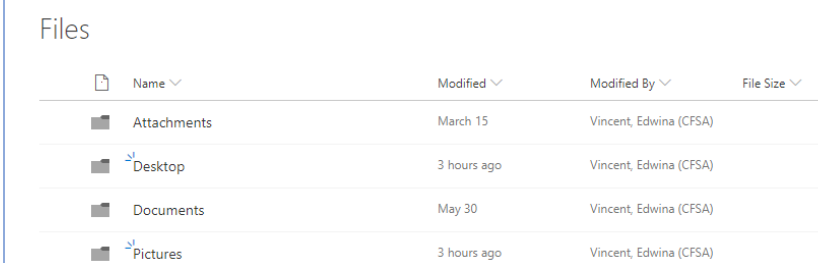
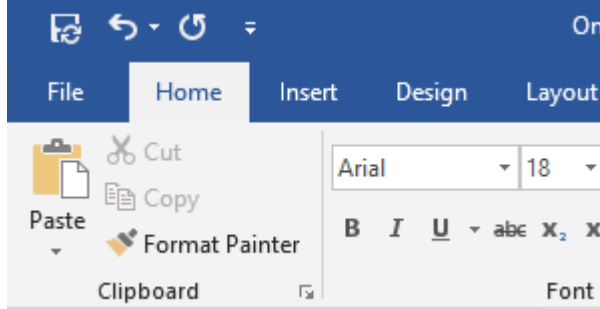


One Drive Users Guide

One Drive Online																					
Go to office.com																					
Login Username: Email@cfsa.dc.gov																					
Password: your laptop password																					
Under "Apps" Click One Drive																					
That how you access One Drive files online	 <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> <th>Modified By</th> <th>File Size</th> </tr> </thead> <tbody> <tr> <td>Attachments</td> <td>March 15</td> <td>Vincent, Edwina (CFSA)</td> <td></td> </tr> <tr> <td>Desktop</td> <td>3 hours ago</td> <td>Vincent, Edwina (CFSA)</td> <td></td> </tr> <tr> <td>Documents</td> <td>May 30</td> <td>Vincent, Edwina (CFSA)</td> <td></td> </tr> <tr> <td>Pictures</td> <td>3 hours ago</td> <td>Vincent, Edwina (CFSA)</td> <td></td> </tr> </tbody> </table>	Name	Modified	Modified By	File Size	Attachments	March 15	Vincent, Edwina (CFSA)		Desktop	3 hours ago	Vincent, Edwina (CFSA)		Documents	May 30	Vincent, Edwina (CFSA)		Pictures	3 hours ago	Vincent, Edwina (CFSA)	
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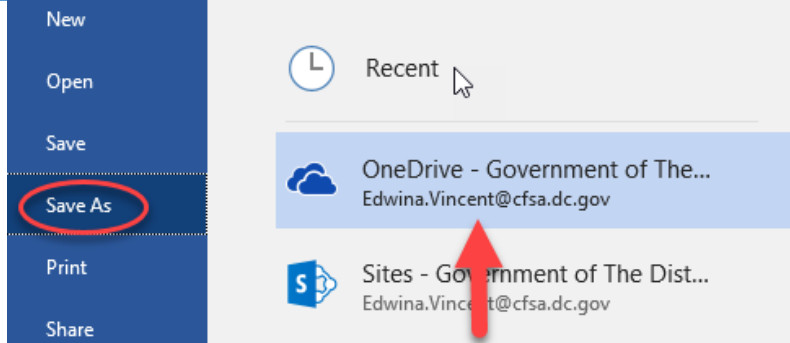
How to save documents in One Drive

Click: File

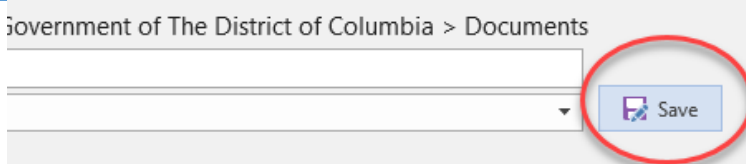


Select: Save As

Click: One Drive



Hit save

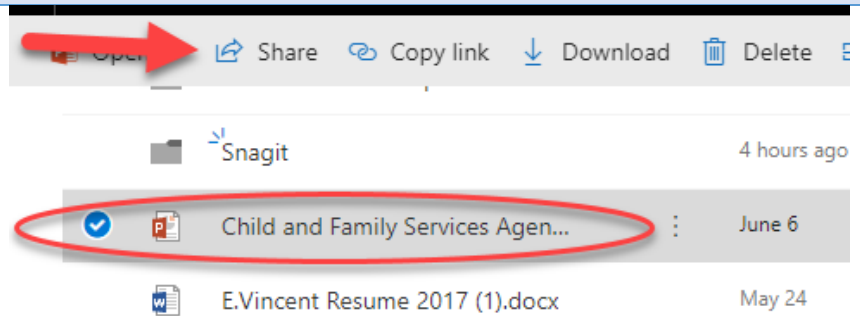


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To share in the web browser

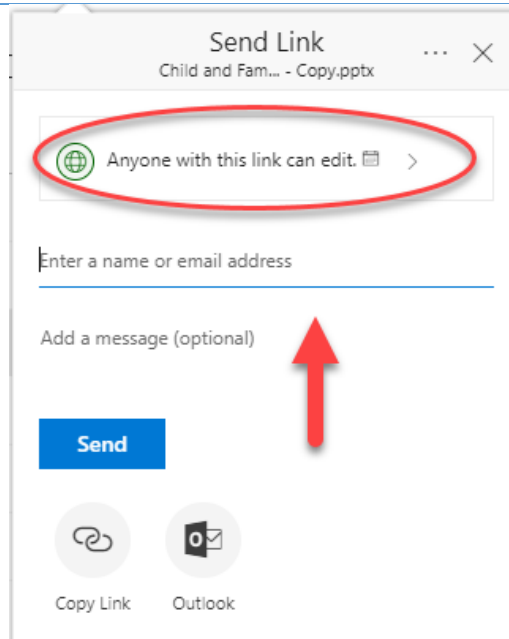
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