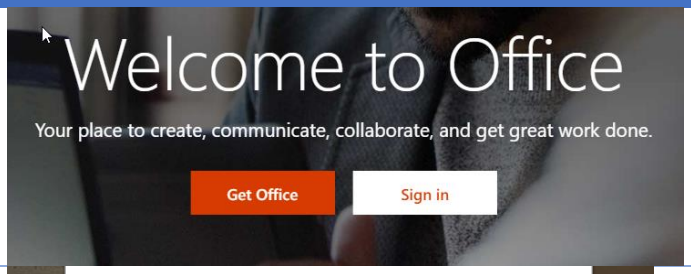
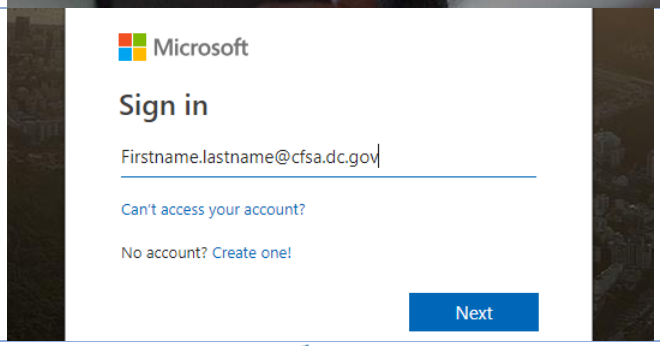
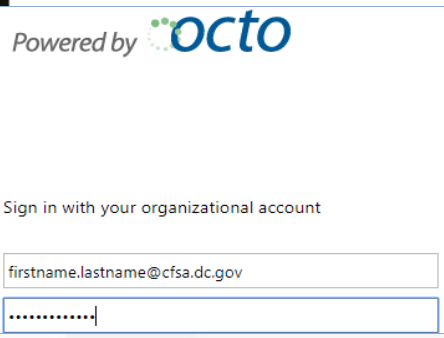
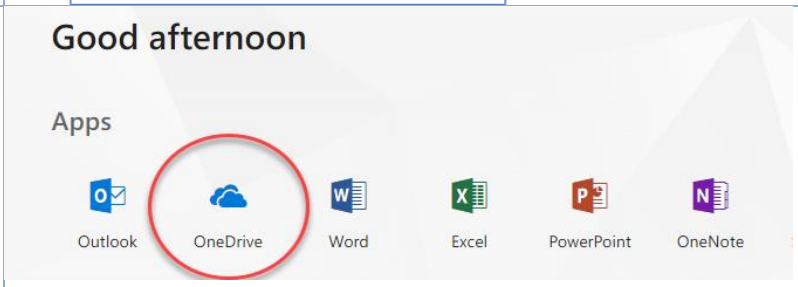
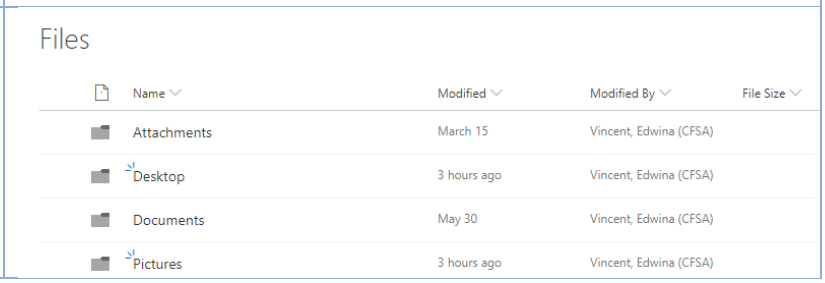
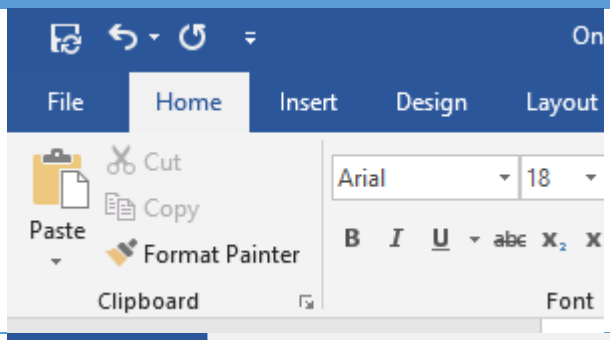
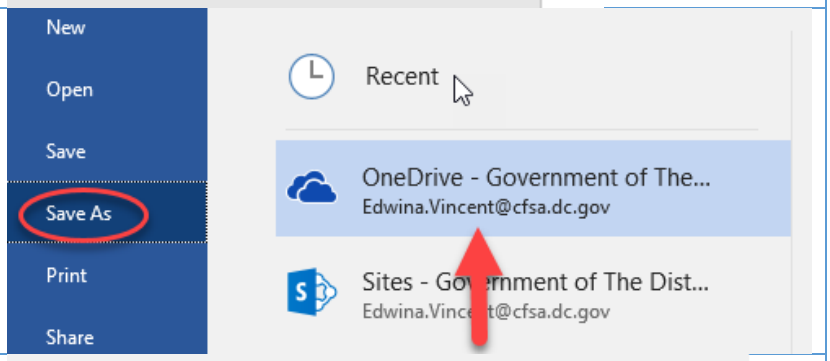
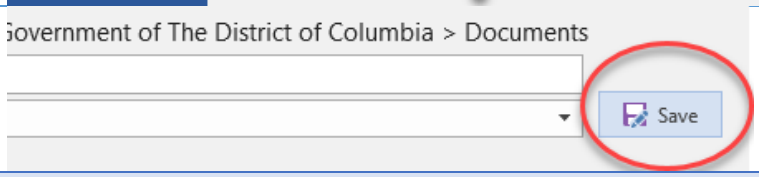
One Drive Users Guide

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	

How to save documents in One Drive

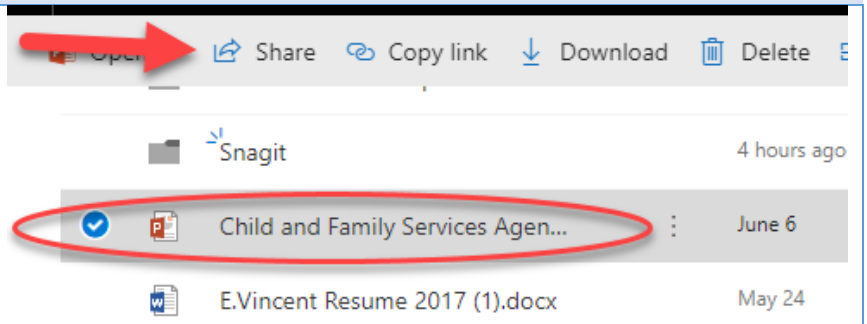
Click: File	
Select: Save As Click: One Drive	
Hit save	

***if you work on a document in the web browser (office.com) your work will be saved automatically**

How to Share Documents in One Drive

To share in the web browser

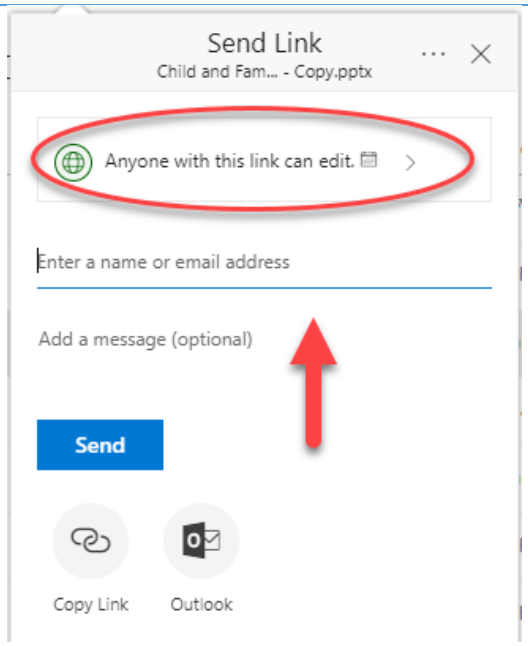
Select a file/folder and Click: Share



You can change whether a person can edit/ read only the document you shared

Enter the name or email of the Co-worker

And click send



***You and your coworkers can edit the same document/file through the web browser**

***For additional Help: https://support.office.com/**