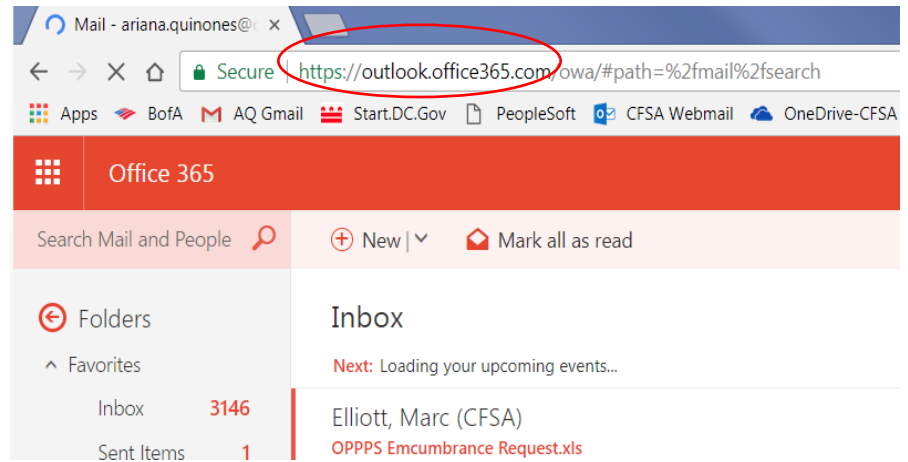


Using CFSA's OneDrive – Quick Start Guide

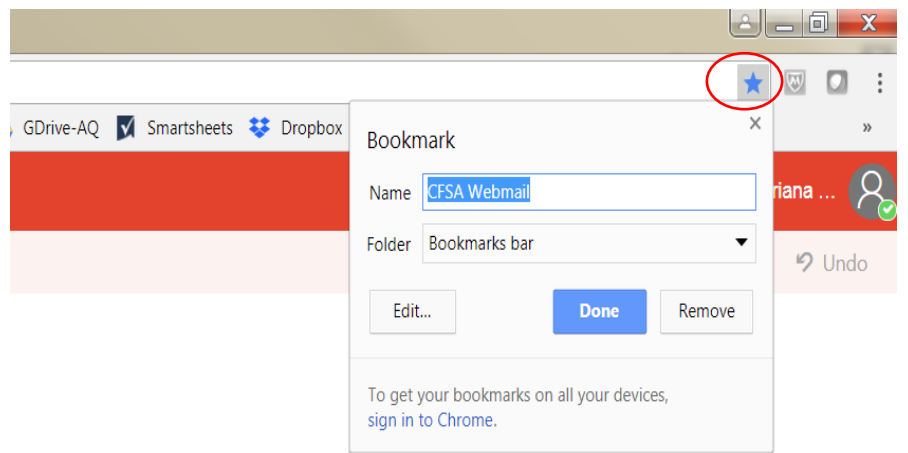
Section 1: Installing OneDrive on your Work Computer

Open your browser and go to webmail:
<https://outlook.office365.com>



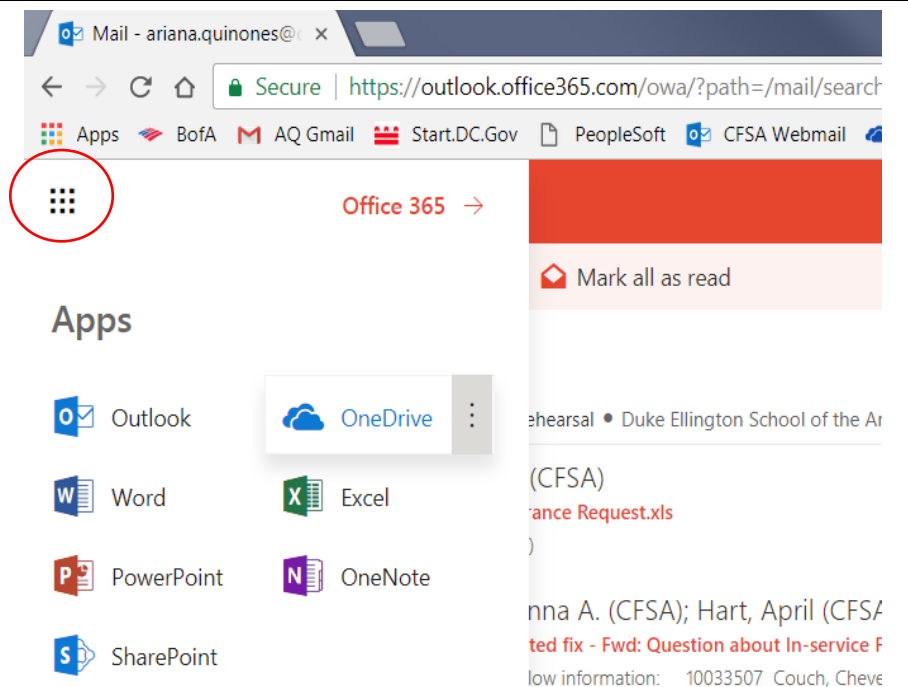
TIP: Bookmark the page for easy access!

In Chrome, click on the blue star and then name the bookmark.



This link will take you to CFSA webmail where you can access email remotely. You can also access all Microsoft Office 365 programs here.

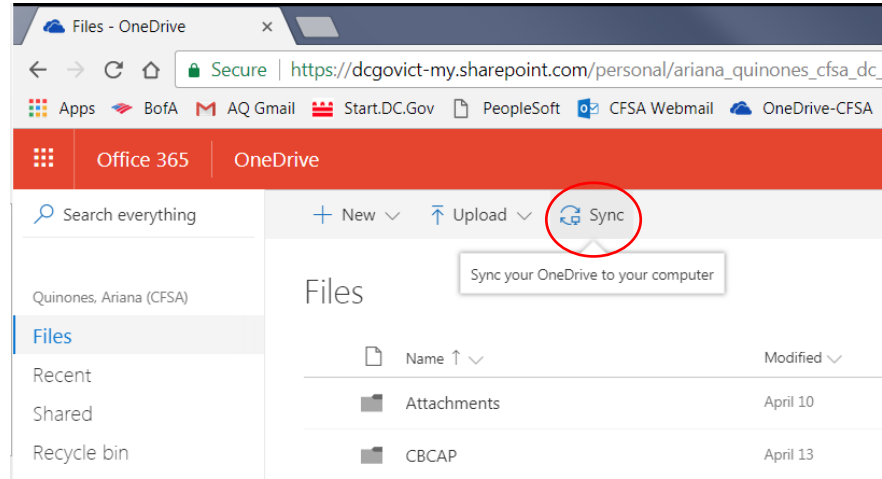
Click on the “tic-tac-toe” box, then click on the OneDrive icon. This is where you will save and store work folders and documents just like in the network shared drives.



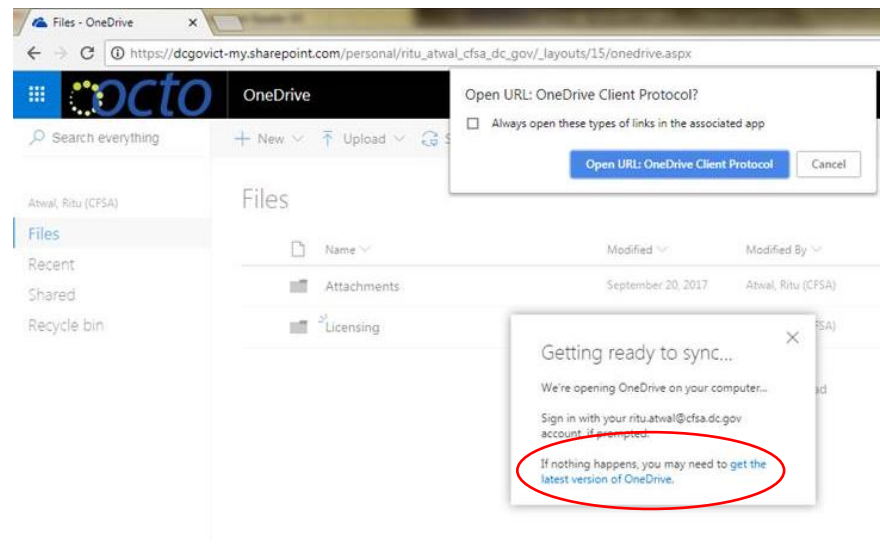
Should you have any questions, please contact the CISA HelpDesk at (202) 434-0009 or IT Serv US HelpDesk at (202) 671-1566.

Section 1: Installing OneDrive on your Work Computer

From your **work** computer (not home computer), click on “Sync” to connect the OneDrive to your work computer.

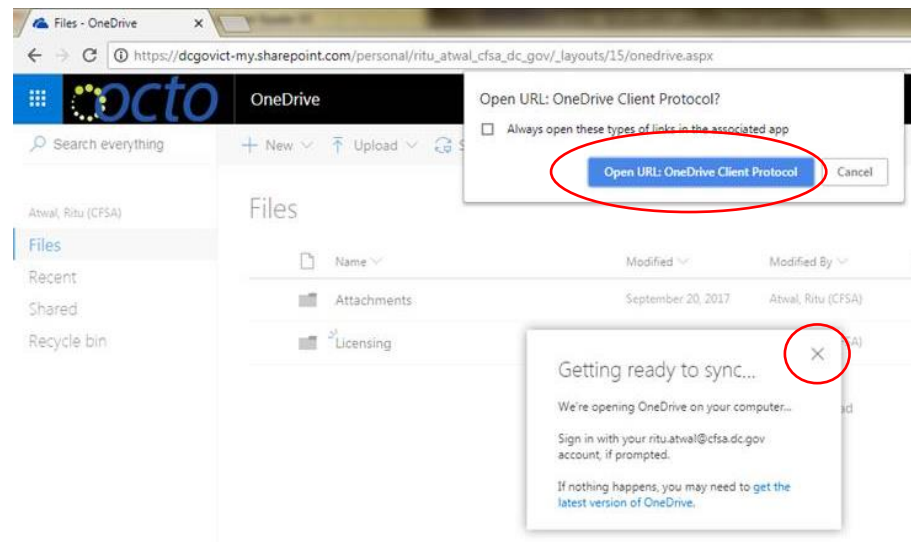


The first time you sync, you will have to install OneDrive. You will click on the blue link to “get the latest version of OneDrive”.



Then click on the “X” to close the pop-up window that says “Getting ready to sync...”.

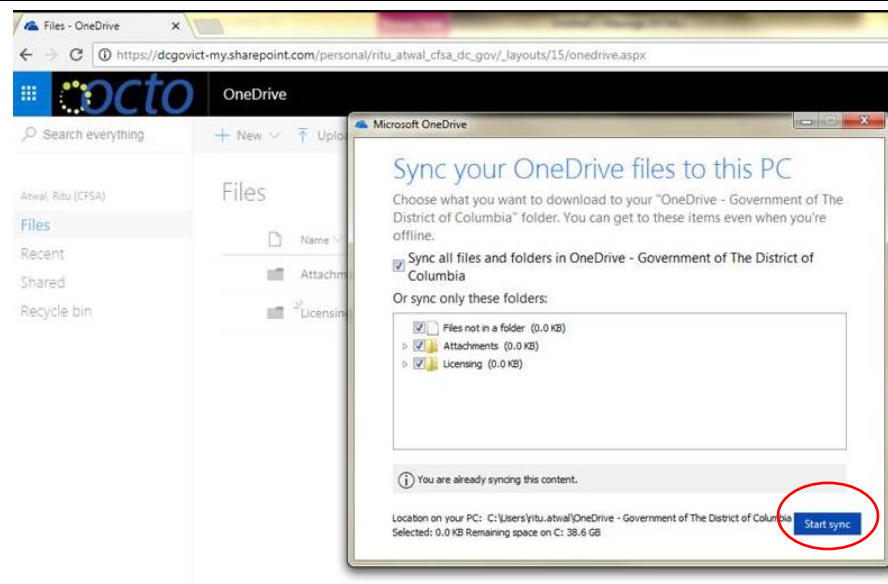
Next, click on the blue box that says “Open URL: OneDrive Protocol”



Should you have any questions, please contact the CISA HelpDesk at (202) 434-0009 or IT Serv US HelpDesk at (202) 671-1566.

Section 1: Installing OneDrive on your Work Computer

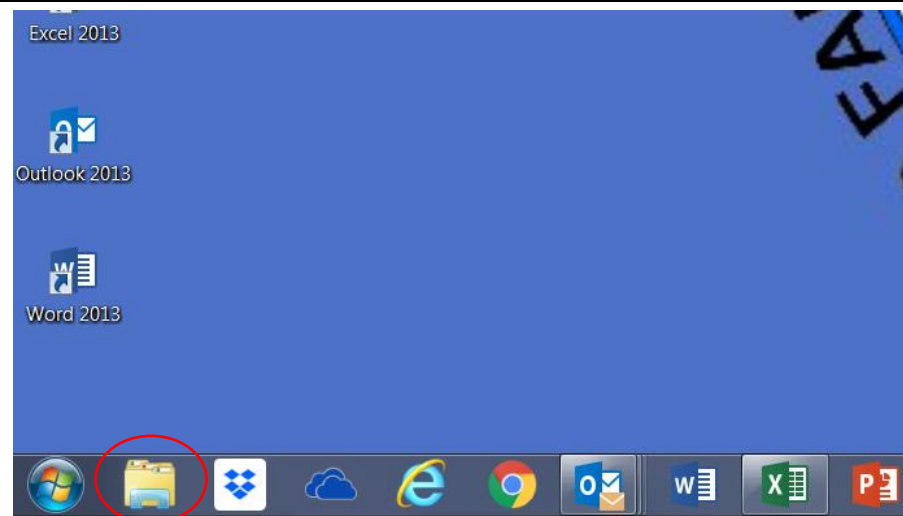
Click on the blue box that says “Start sync” and you will be set up.



Section 2: Using OneDrive at Work

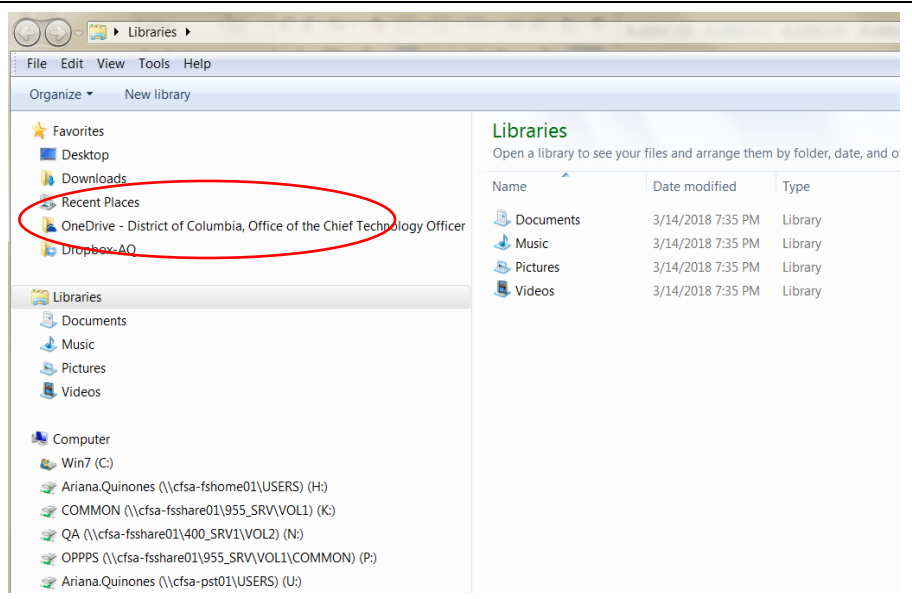
From the office, you don't have to open webmail or Office 365 to access your files in the OneDrive.

When you open Windows Explorer on your computer, the OneDrive will show up along with your other network drives and folders.



Should you have any questions, please contact the CISA HelpDesk at (202) 434-0009 or IT Serv US HelpDesk at (202) 671-1566.

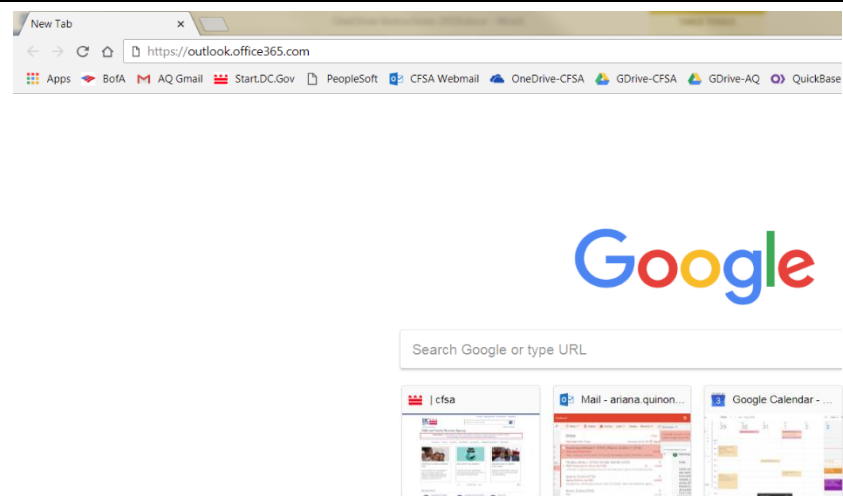
You can create folders in your OneDrive, add files, and copy or transfer files from Google Drive, your desktop, documents folder, or the network shared drives to the OneDrive.



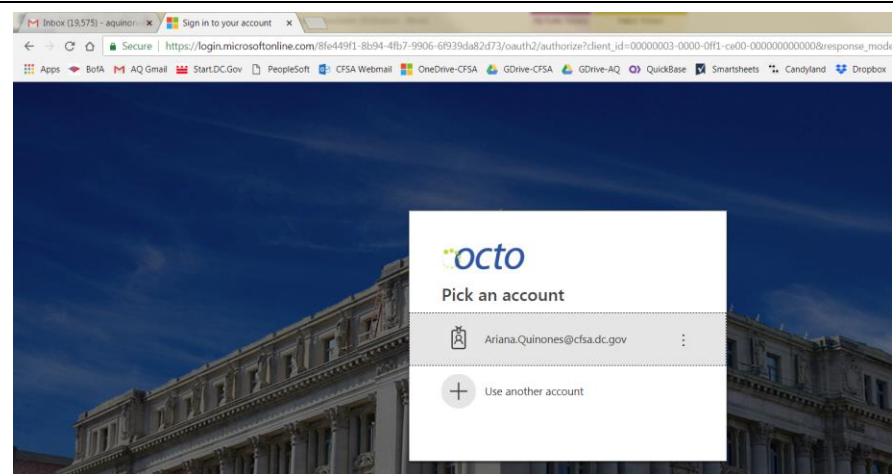
Section 3: Using OneDrive at Home

From home, you must access the files saved in the OneDrive by going in “through the cloud”. That means you go to internet and open either of these URLs:

- <https://outlook.office365.com>
- <https://login.microsoftonline.com/>



You will be asked to log in, if multiple options come up, choose the CFSA account.

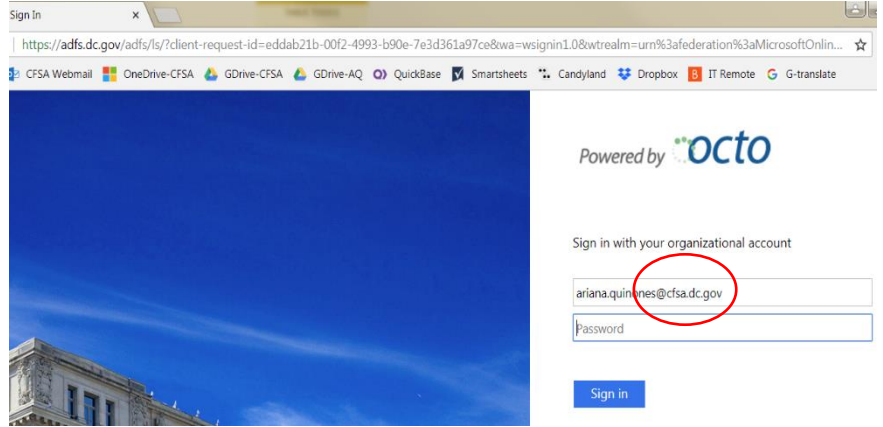


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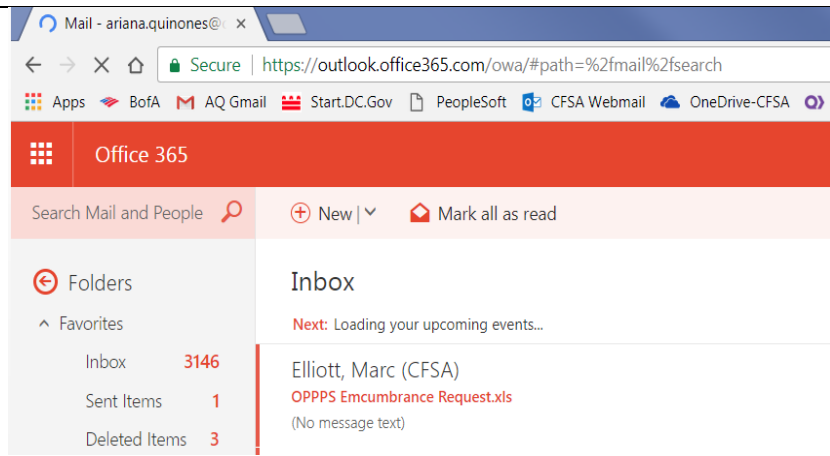
Section 3: Using OneDrive at Home

NOTE: Be sure to type in your work email address with “cfsa” included in the address firstname.lastname@cfsa.dc.gov. See [screenshot](#).

Your password is the same one you use to log in to your work computer.

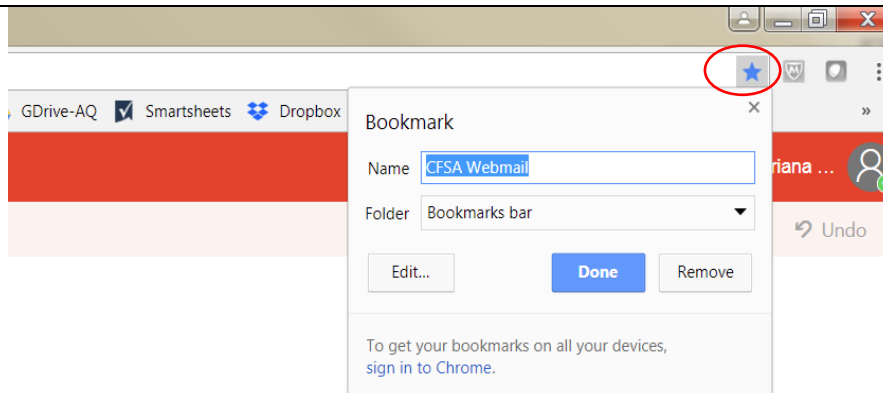


This will take you to your Office 365 webmail account.



TIP: Bookmark the page for easy access!

In Chrome, click on the blue star and then name the bookmark.

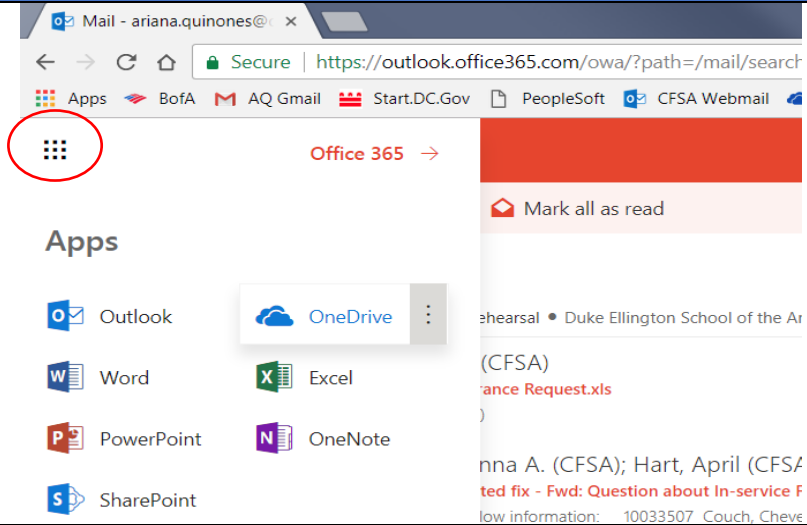


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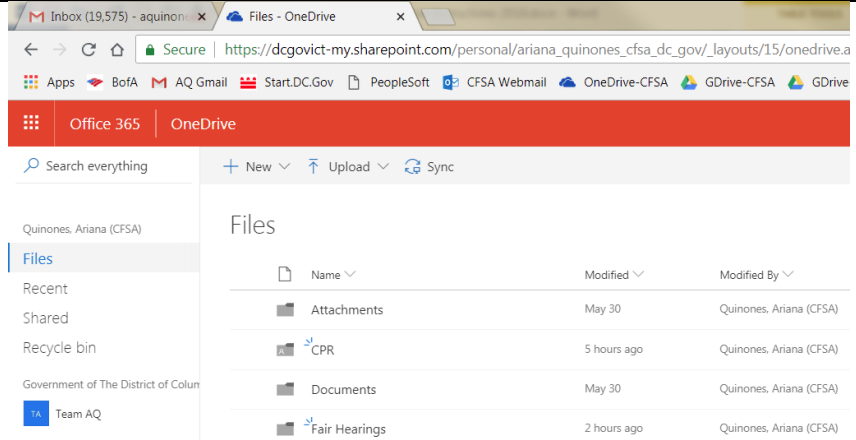
Section 3: Using OneDrive at Home

From Office 365, you can access email remotely. You can also access all Microsoft Office 365 programs.

Click on the “tic-tac-toe” box, then click on the OneDrive icon.



Now you are in OneDrive and this is where you will store and store work folders and documents just like in the network shared drives.



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