

How to Set up the OneDrive app, create folders and set up OneDrive in other apps.

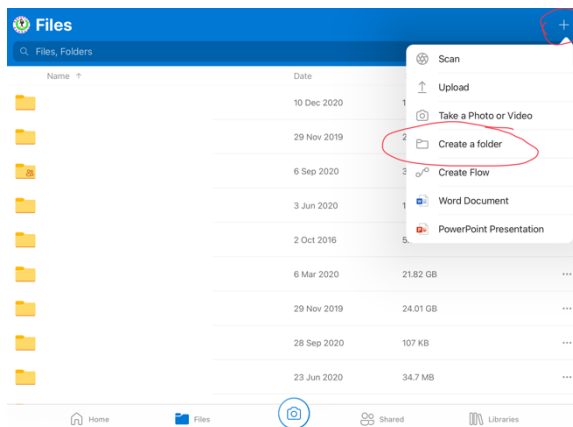
Make sure you have set up your emails on Outlook before following this guide!

When you open the app for the first time, it should automatically sign into your Glow account.

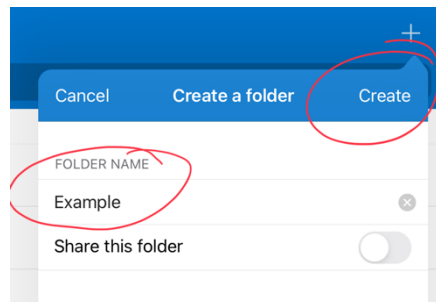


You might have folders there already, like Ms Lamont, or none.

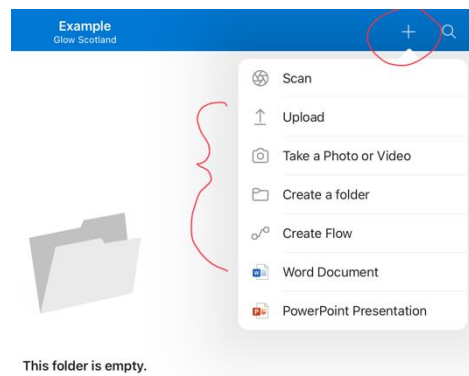
To create a new folder, click on the + in the top right hand corner, then Create Folder



You then give the folder a name and press 'Create'.



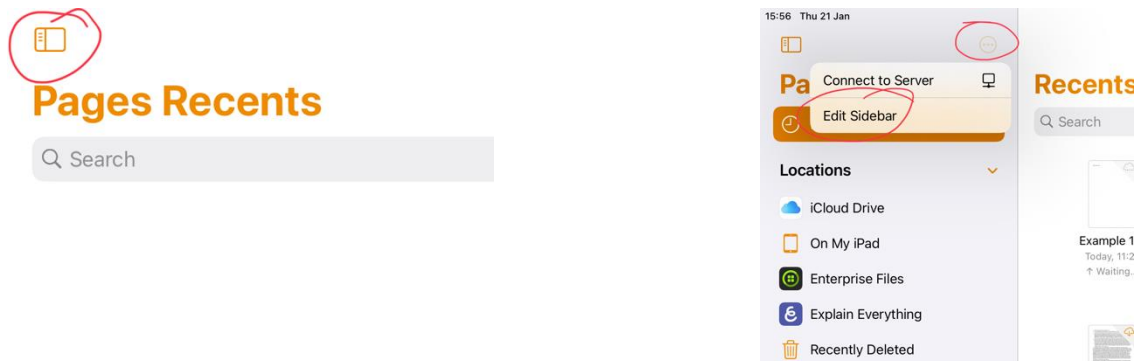
This folder is now ready to use! You will be able to find it when you are saving work like Word Documents or PowerPoints. If you wanted to add anything to it to start, click on the + icon and then select 'Upload' and find the picture/video/file you want to save to that folder.



Sometimes you may not be able to see your OneDrive in apps if you haven't used it before (for example Pages).

To find it, go to the app (so Pages in this example)

Go to the wee box icon up the top left, then click on three dots then 'Edit Sidebar'



You will see OneDrive as an option that is greyed out. Click on the toggle to make it green then press 'Done'.

