
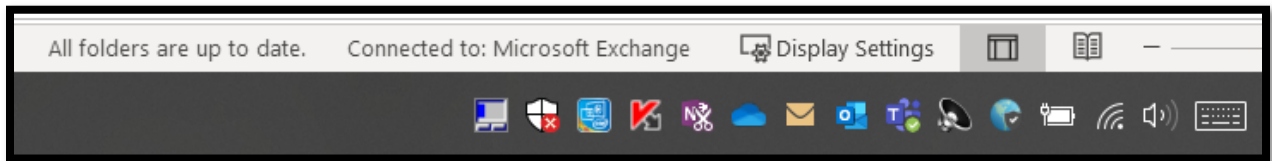



Get Connected with OneDrive!

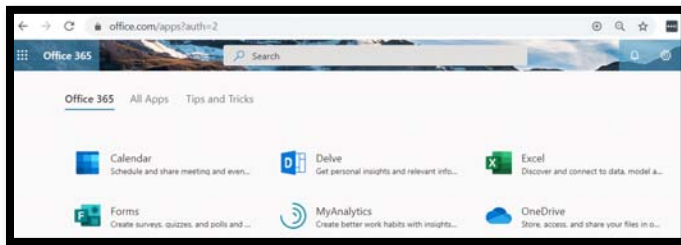
Get connected with OneDrive and save all your documents online for on-the-go access.

From your Windows Task Bar, look in the bottom right corner and make sure that you are “Connected to: Microsoft Exchange” and if the  appears.

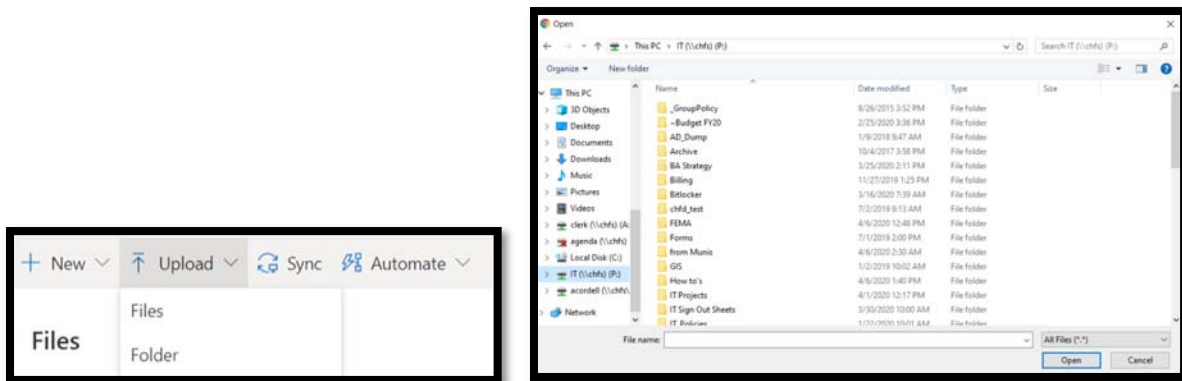


If you don't have the  icon, it's okay. You can access OneDrive from office.com

Sign in to office.com and click the OneDrive icon.

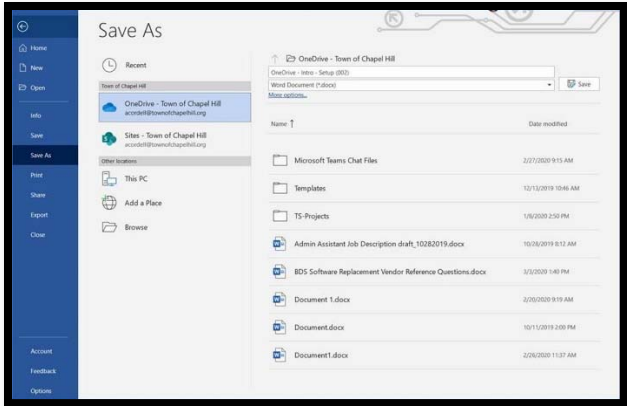


Upload Files and Folders





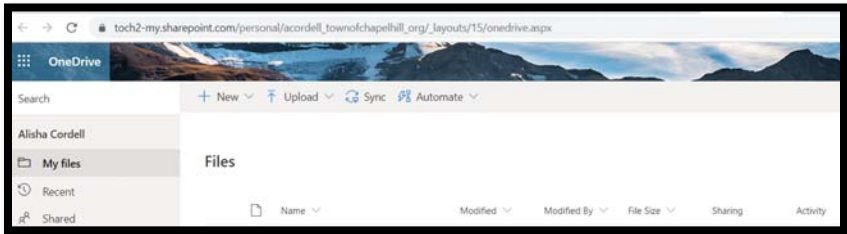
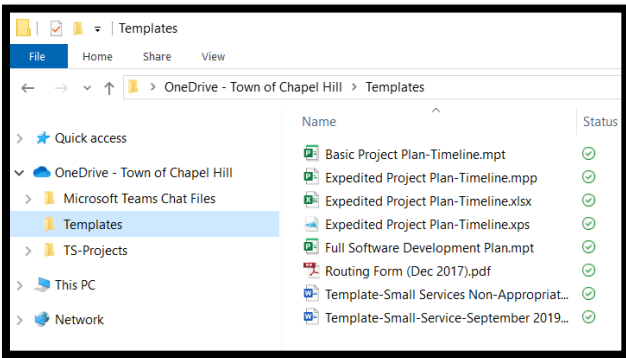
To Save documents to OneDrive

When you are ready to save, click Save As, select OneDrive – Town of Chapel Hill, name your document, and click Save.



Yes! It is that easy!

If you have the  icon at the bottom of your screen, you can access your OneDrive documents from the file drive or by clicking the  icon then click Open Folder. If not, you can access your files from Office.com or from your desktop.



You're all done! Access your files anytime on the go!