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 preas.



If you don't have the **see and the set of th** 

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.

	Save As		
	C Recent	Cer OneDrive - Town of Chapel Hill OneOrive - Intro - Setup (002)	
	Town of Chapel Hill	Word Document (*.docx)	• 🔯 Sav
	OneDrive - Town of Chapel Hill acordet88townotchapethil.org	More options. Name 1	Date modified
Save Save As	Sites - Town of Chapel Hill scoedel@townolchapethil.org	Microsoft Teams Chat Eller	2/22/2020 Q-15 AM
Pire Shaw	His FC	Introduct reams Cost mass Templates	12/13/2019 10:46 AM
		TS-Projects	1/8/2020 2:50 PM
Cose		Admin Assistant Job Description draft_10282019.docx	10/28/2019 8:12 AM
		BDS Software Replacement Vendor Reference Questions.docx	3/3/2020 1-40 PM
		Document 1.docx	2/20/2020 9.19 AM
		Document.docx	10/11/2019 2:00 PM
Account		Document1.docx	2/26/2020 11:37 AM

Yes! It is that easy!

If you have the **second** icon at the bottom of your screen, you can access your OneDrive documents from the file drive or by clicking the **second** 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!