


Using OneDrive (Windows



Information Technology Services

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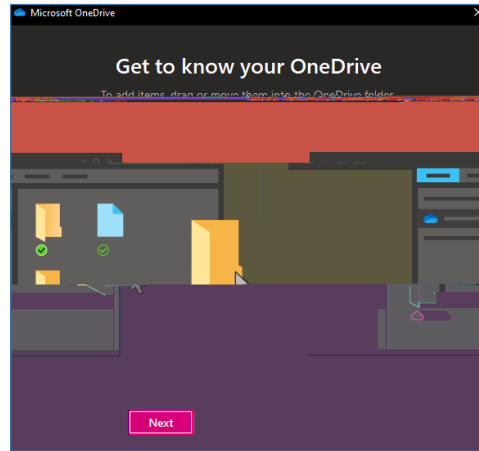
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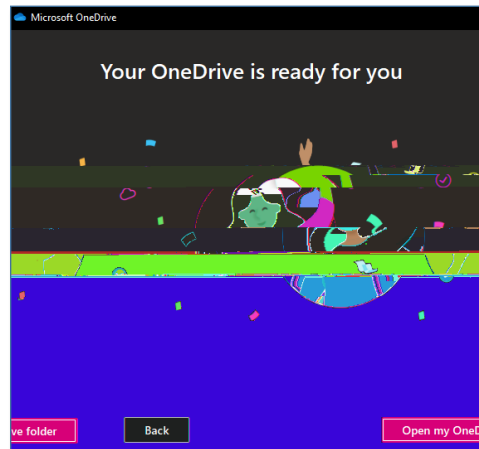
4. Select the OneDrive icon in the taskbar (bottom right corner).



5. Get to know your OneDrive folder.



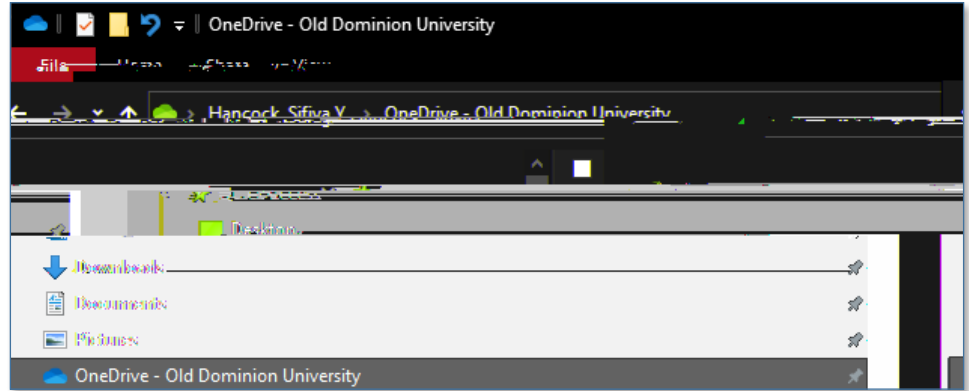
6. Click the 'Open my OneDrive' folder.



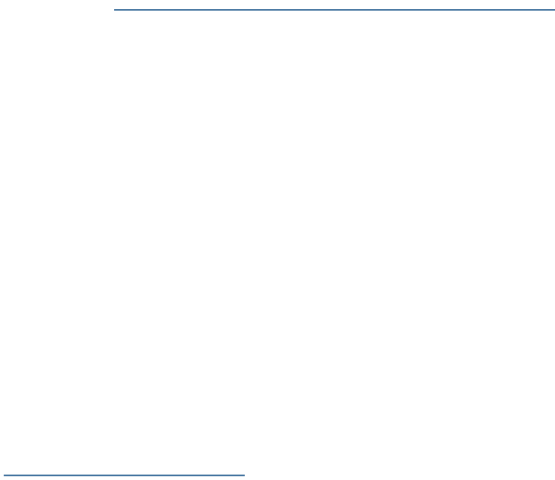


Setting up your account

1. You will be prompted to create a new account or sign in with an existing account.



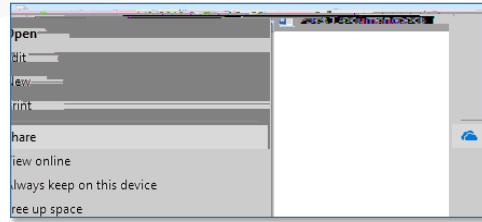
2. Data will be synchronized to your local drive. You will see a progress bar.





Save to OneDrive

1. Right-click on the file in OneDrive, and click



2. Click on 'Share' and click on 'MIDAS ID' to share the file with your colleagues. You can also click on 'Share' to share the file with others.

