

Using OneDrive (Windows



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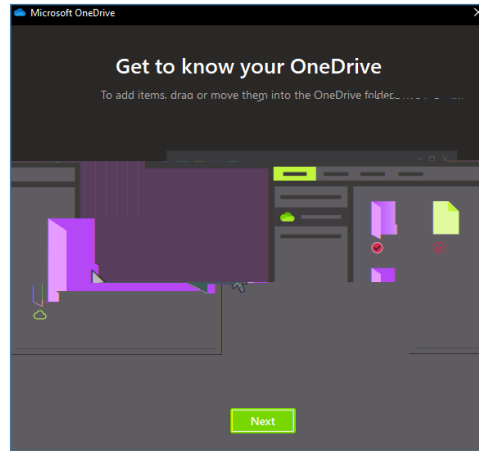
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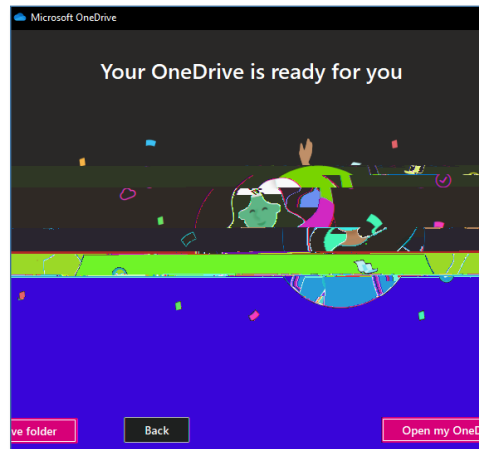
4. Select the OneDrive icon in the taskbar and click on the OneDrive icon in the taskbar.



5. Get to know your OneDrive folder.



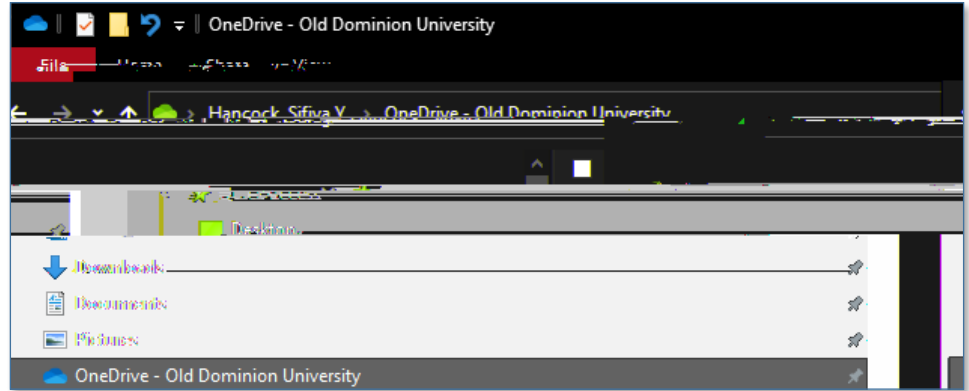
6. Click on the OneDrive folder.





Setting up your OneDrive account

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



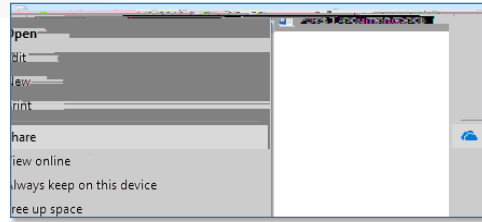
2. Data is automatically backed up to the cloud. You can also manually upload files and folders.





Save to OneDrive

1. Right-click on the OneDrive icon in the taskbar.



2. Click on 'Share' to open the sharing options. Type the email address of the recipient in the 'To' field. Add a message (optional) and click 'Share'.

