

Microsoft One Drive

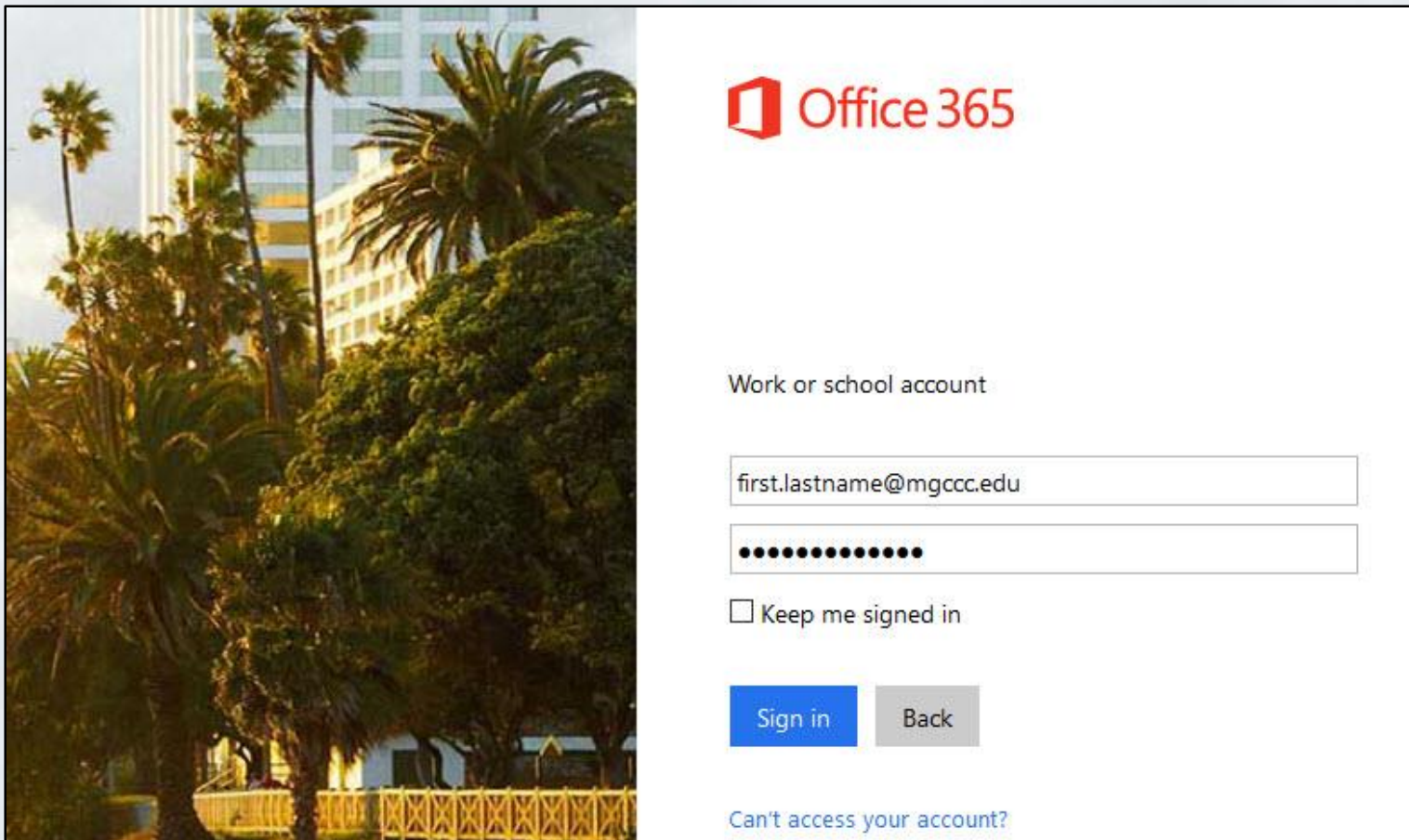
How To Setup One Drive
for Mobile Devices

IMPORTANT NOTICE

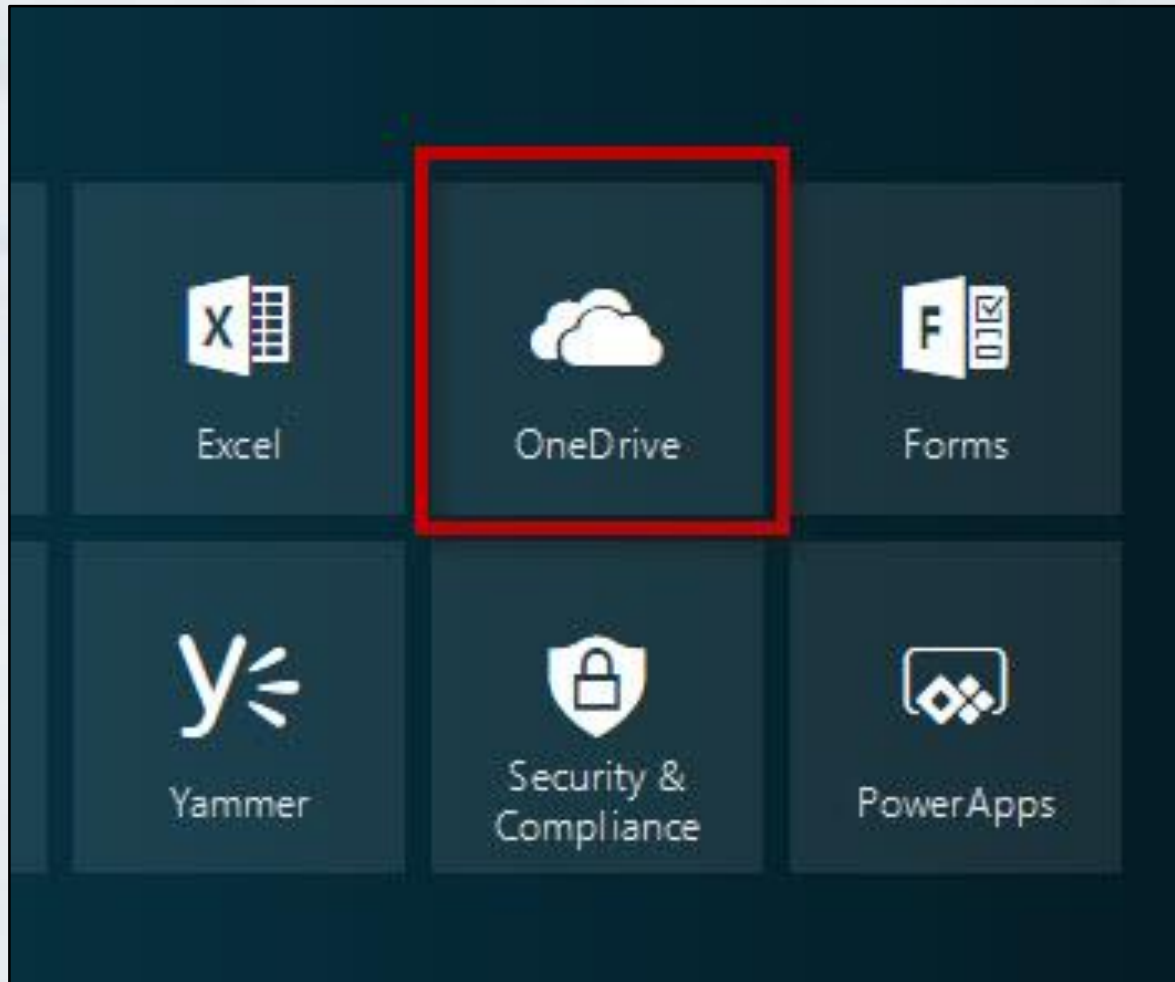
Please note that if you are running Windows 10 you will have OneDrive installed already. Simply go to your Start Menu and search for OneDrive. You will still need to complete the setup as described in this How-To.



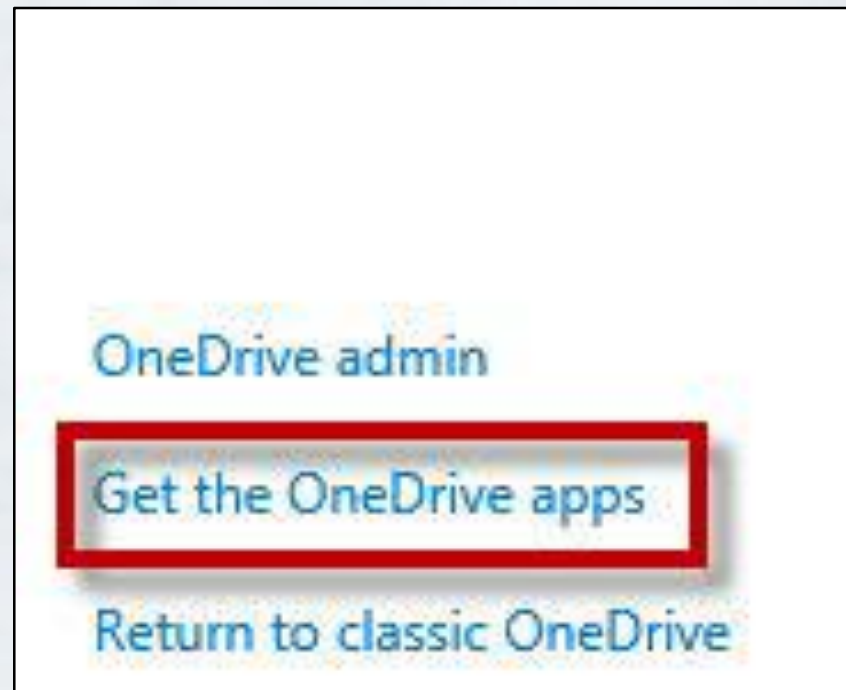
Go to the college website www.mgccc.edu and click on the Employee Email link.



Enter your Windows/Email login information and click Sign in. Must use your full email with @mgccc.edu



Click the OneDrive tile. This will open a second window.



On the bottom left click the “Get the OneDrive apps” link which will open a new window.

Great News!

You're running Windows 10, so OneDrive is already installed on your computer. Don't forget to get the app and take your files on the go!

[Start OneDrive](#)

Need to reinstall? [Click here to download.](#)



Android



iPhone

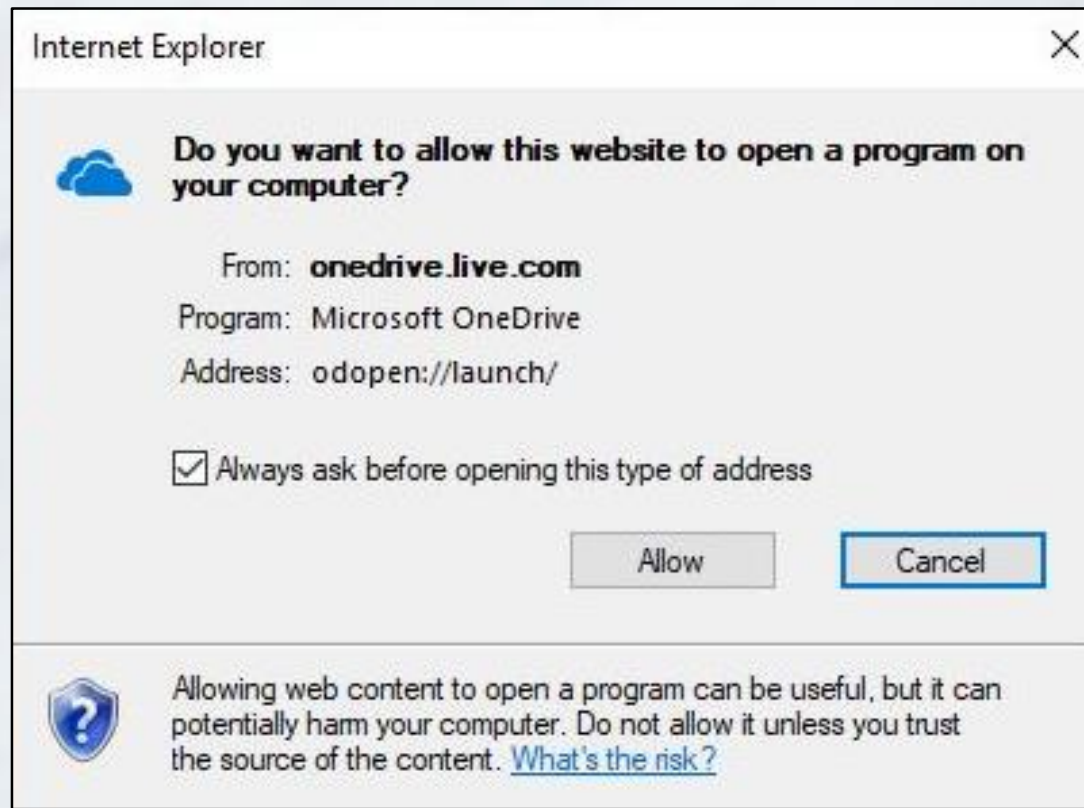


Windows Phone

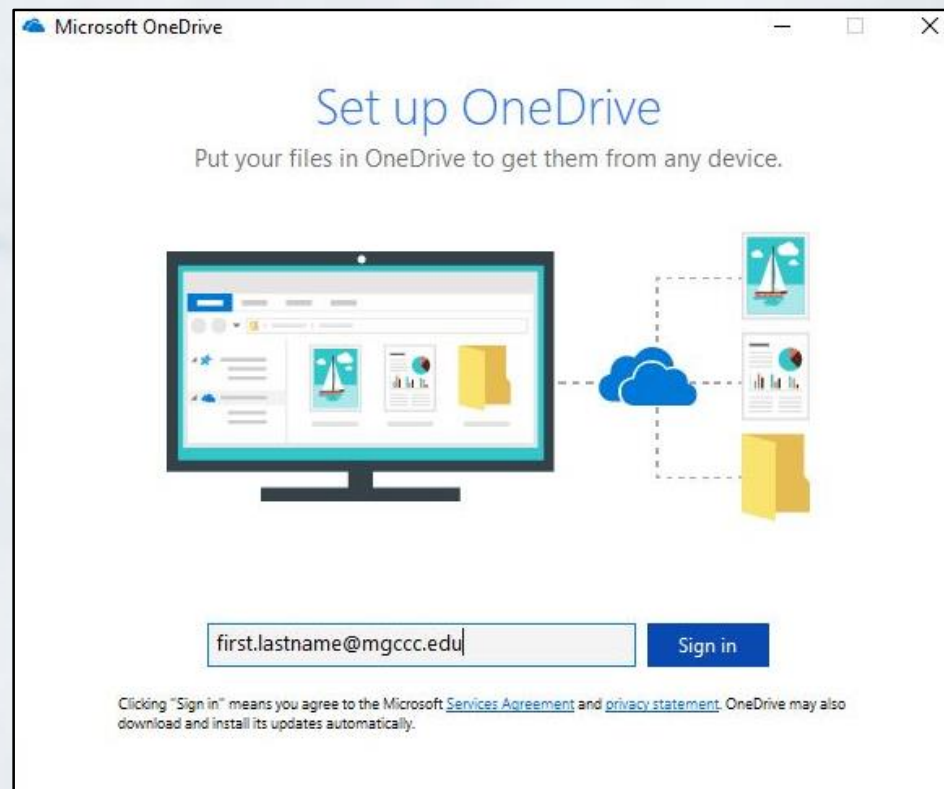


Xbox

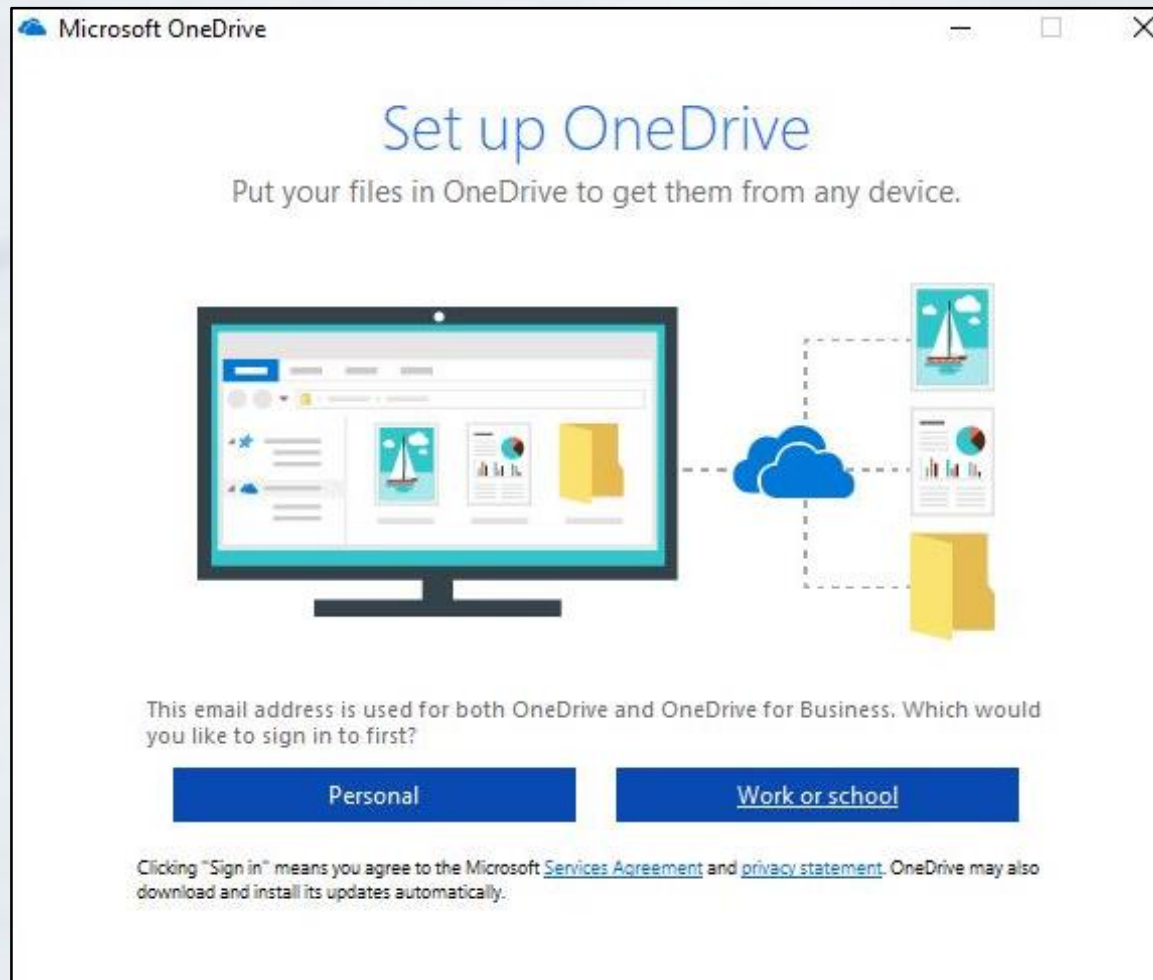
Click the “Start OneDrive” to launch setup. Note that if you are using Windows 10 you should have OneDrive installed.



Click the Allow button to start the app installation.




Enter your Windows/Email address.



Select "Work or School"

Microsoft OneDrive




Office 365

Work or school account

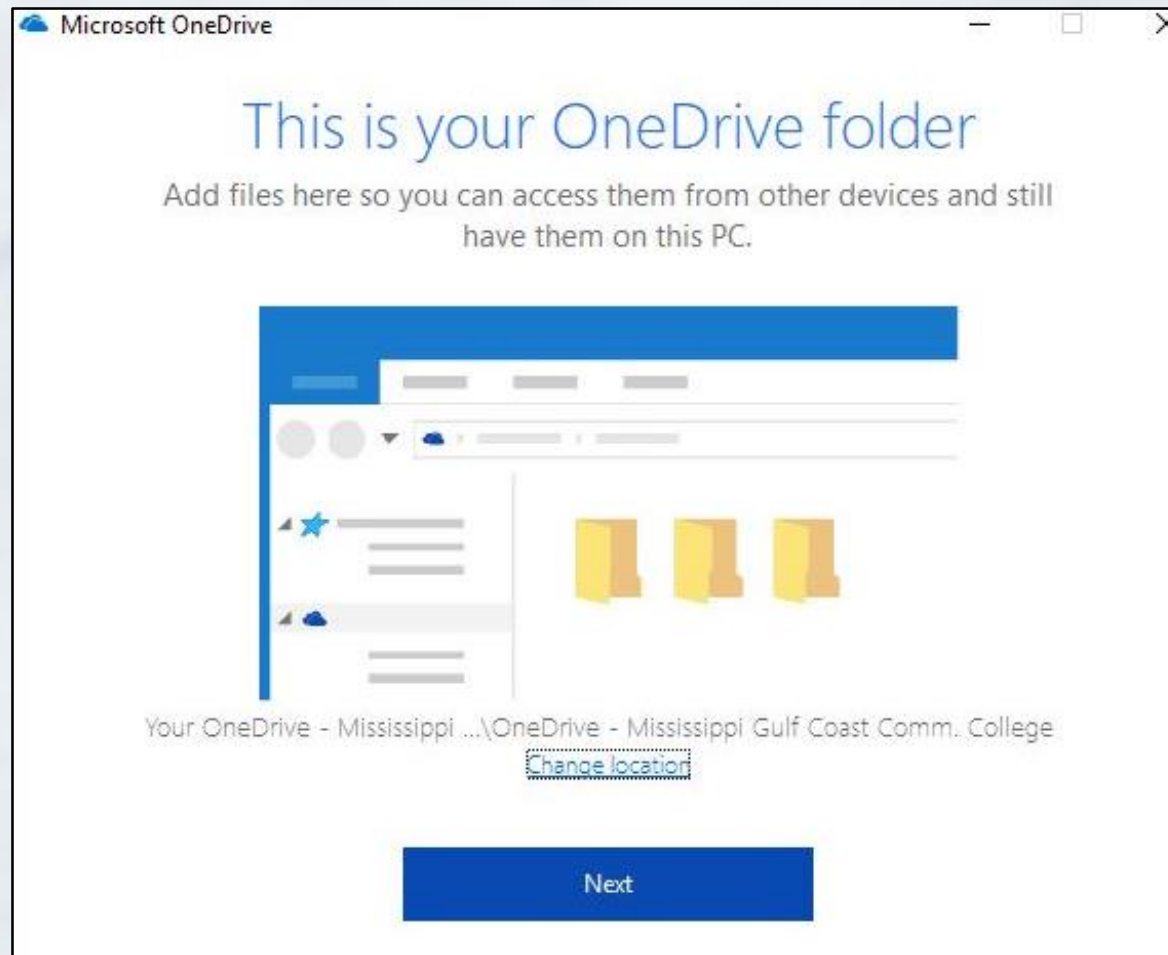
[Sign in](#) [Back](#)

[Can't access your account?](#)

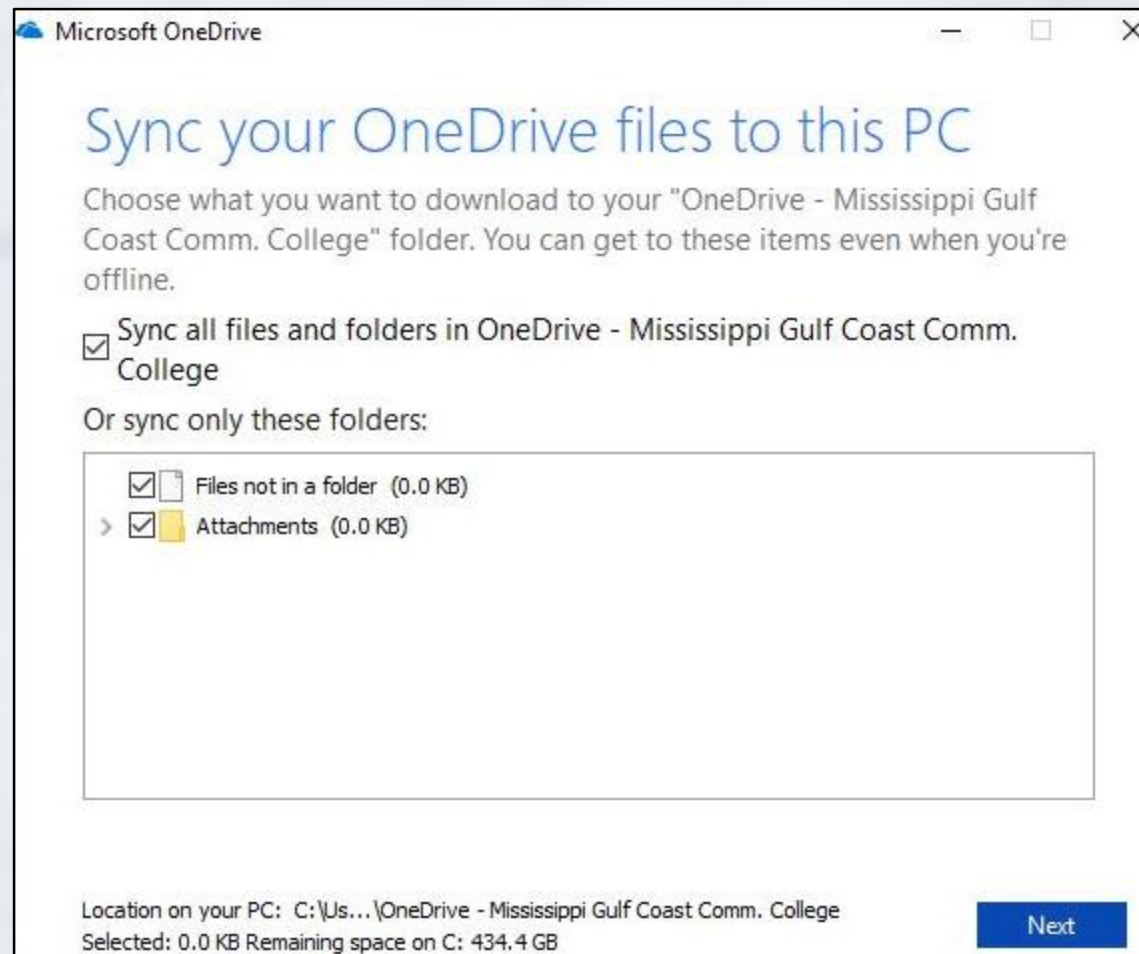
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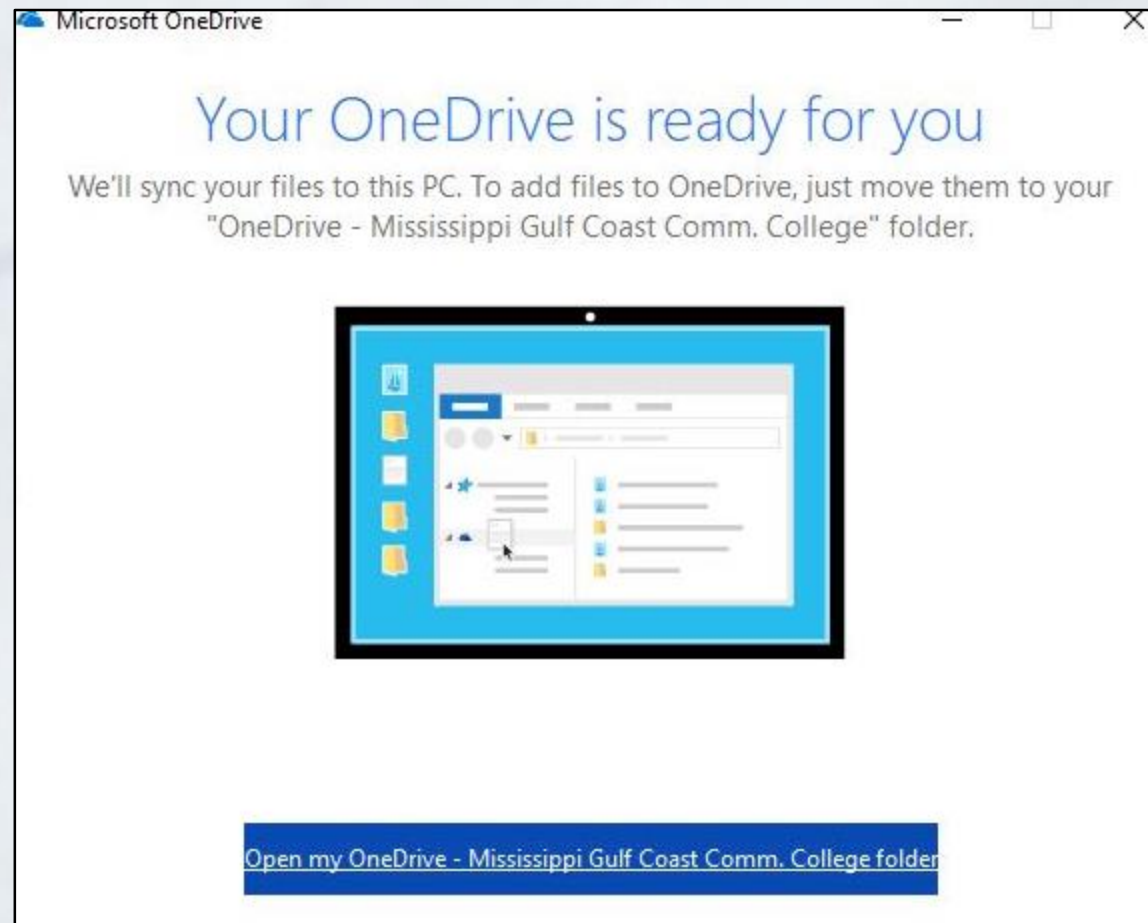
Enter your Windows/Email user and password and click Sign in.



Select the location of the local folder to use for OneDrive



Select which folders you wish to sync with OneDrive. These are the files and folders that will be available to you anywhere.



Your OneDrive app is now ready to use. More information about OneDrive is available @ Lynda.com



"Making a Positive Difference..."



"Making a Positive Difference..."