

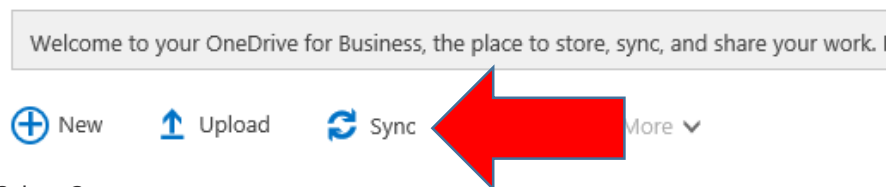


## Setting up Syncing to OneDrive

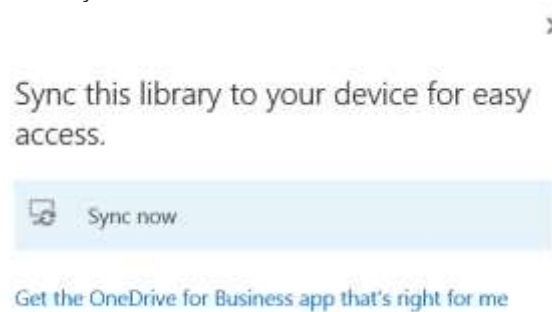
Connecting your device to the Onedrive for Business will allow you to open, save, and copy files as you would a flash drive. This streamlines the ability to work with documents on 365 while using your tablet. To connect to your Onedrive:

1. Open **Internet Explorer** and login to your 365 account at: <http://portal.microsoftonline.com> . If you haven't used your 365 account before your username is your MDS Email and the password is the same password you use to check email or login to an MDS Computer.
2. Click the Sync button towards the top left:

### Documents



3. Select Sync now:



4. Click Do not show me this warning again and Allow



5. Enter your MDS Email address:  
Call us overprotective, but we need to verify your account again before opening this document.

mwebb@mountidesales.org

Next

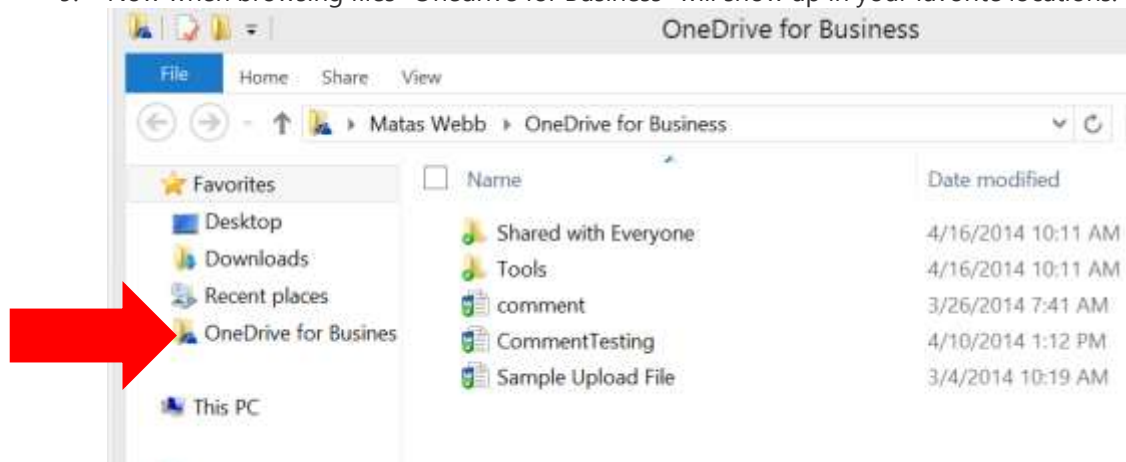
6. Select Organizational Account

## We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



7. Login with your MDS Email and Password, make sure Stay signed in box is checked, and click Signin
8. Click Sync Now. Onedrive will take a few minutes to sync depending on how many documents you have, then you can click Show my Files to access your files.
9. Now when browsing files "Onedrive for Business" will show up in your favorite locations:



10. You can then select this location when opening, saving, copying, etc. You can also browse to these files directly from your computer to open Documents without logging into the 365 Website.