How to Log in to OneDrive

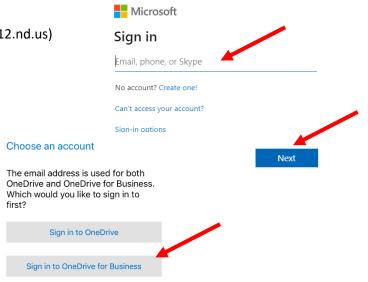
Office365 is WFPS's productivity suite--OneDrive, Outlook, Word, PPT, and Excel.

First thing first, we need to sign into OneDrive. Students are encouraged to save their files to the OneDrive location, just as they did on their HP devices. OneDrive saving ensures that we can access the file from any device in the world that connects to the internet. We will continue to advocate that students develop a file management system that works for them (i.e. creating a folder structure and a naming scheme that helps them identify where their documents are store: Folder-->Math 8, Document--> Math Reflection Q1). You will remain logged into your OneDrive automatically on your iPadOS.



- 1. Open *OneDrive*
- 2. Enter your district email (student id #@west-fargo.k12.nd.us) example: 123456@west-fargo.k12.nd.us
- 3. Click Next

4. Select Sign in to OneDrive for Business



You can add the other account later.

5. It will take you to our organization's login page. Here enter your temporary password: *Wf* and then your *student id number* (i.e. Wf123456). Type that password in and then it will prompt you to change it to a permanent password. Remember using numbers, symbols, UPPERCASE, and lowercase letters is best practice. Don't make it something that is easily guessed!



6. Once logged into your OneDrive, you can create files to organize your documents, presentations, sheets, photos, videos, and links. Your teachers can support the organizing process with further details.