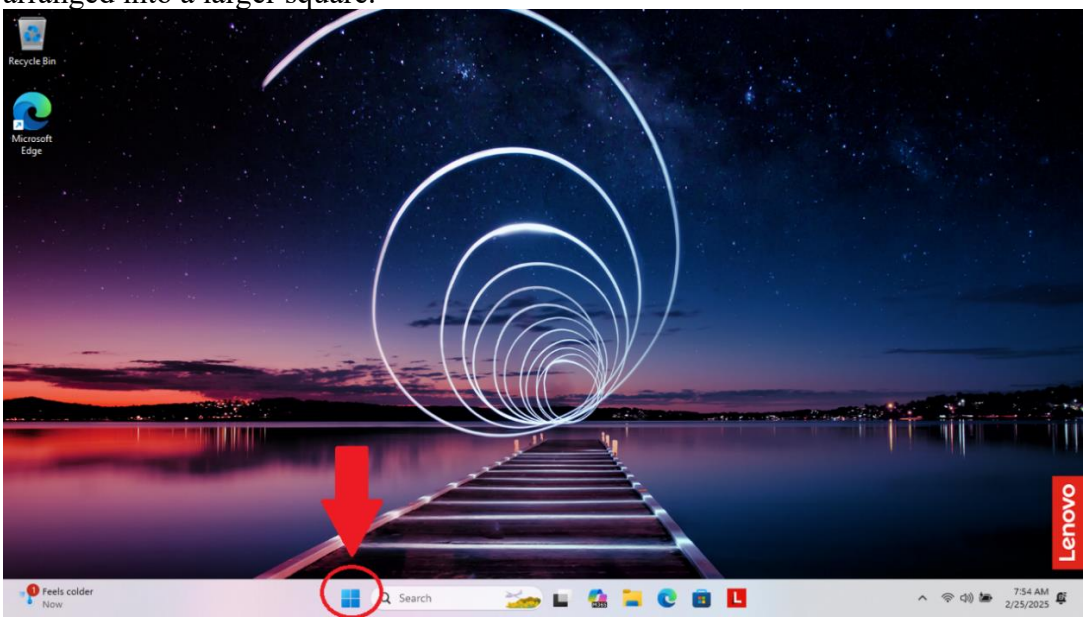
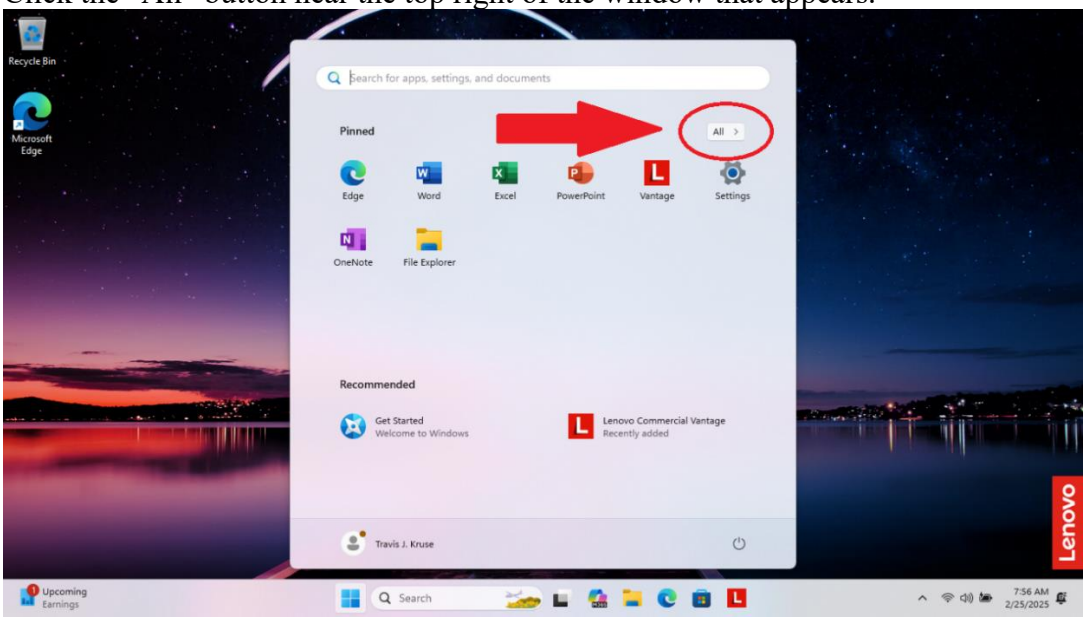
How to sign into Microsoft OneDrive

1. Make sure you've already gone through the process of installing Microsoft Office on your device. This will guarantee that OneDrive will be on your device.

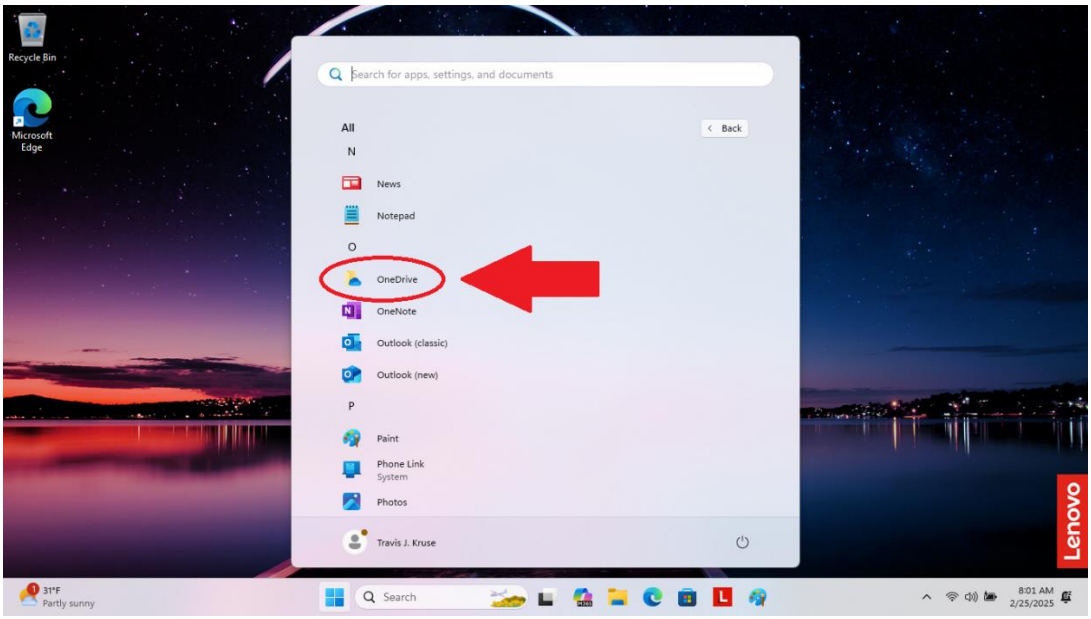
2. Click on the Start button near the bottom of the screen. It looks like 4 blue squares arranged into a larger square.



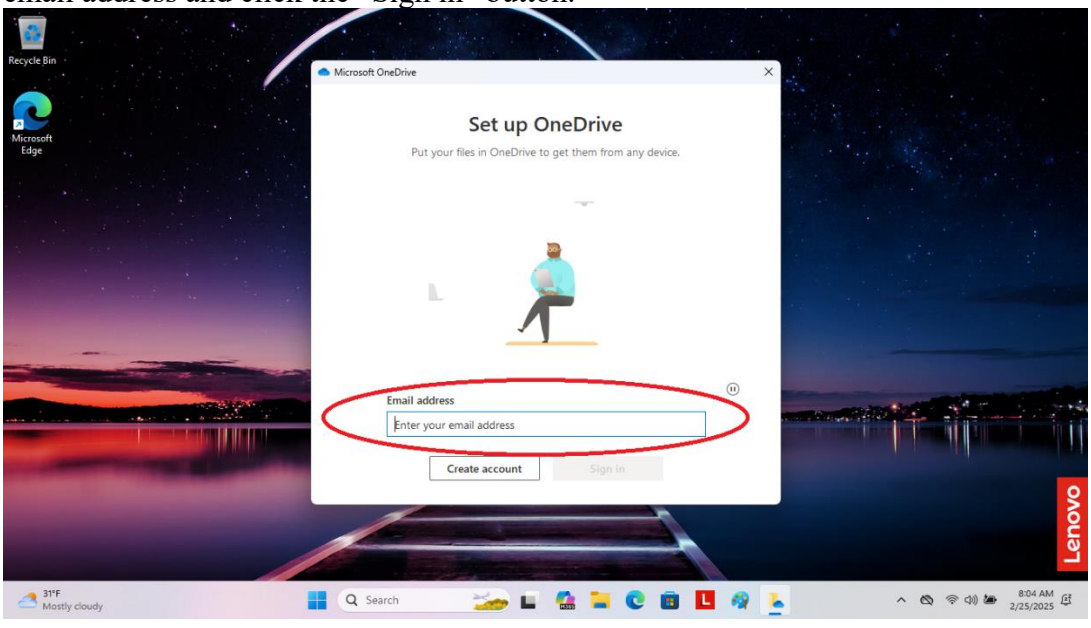
3. Click the "All" button near the top right of the window that appears.

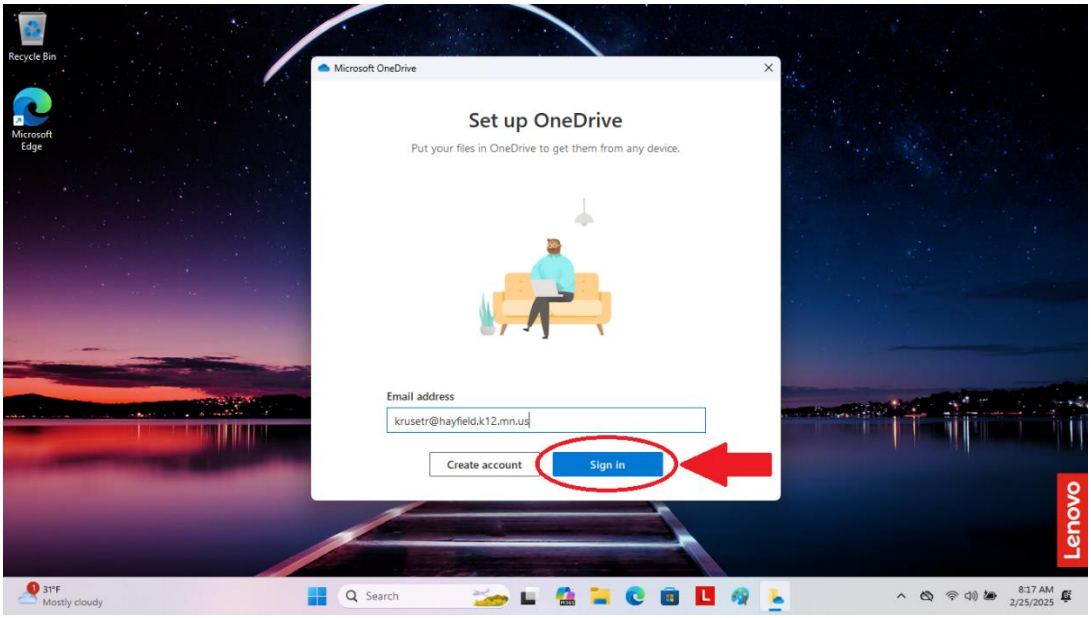


4. This should bring up a list of the apps installed on your device, arranged alphabetically. Scroll down to the “O” section and click on “OneDrive.”

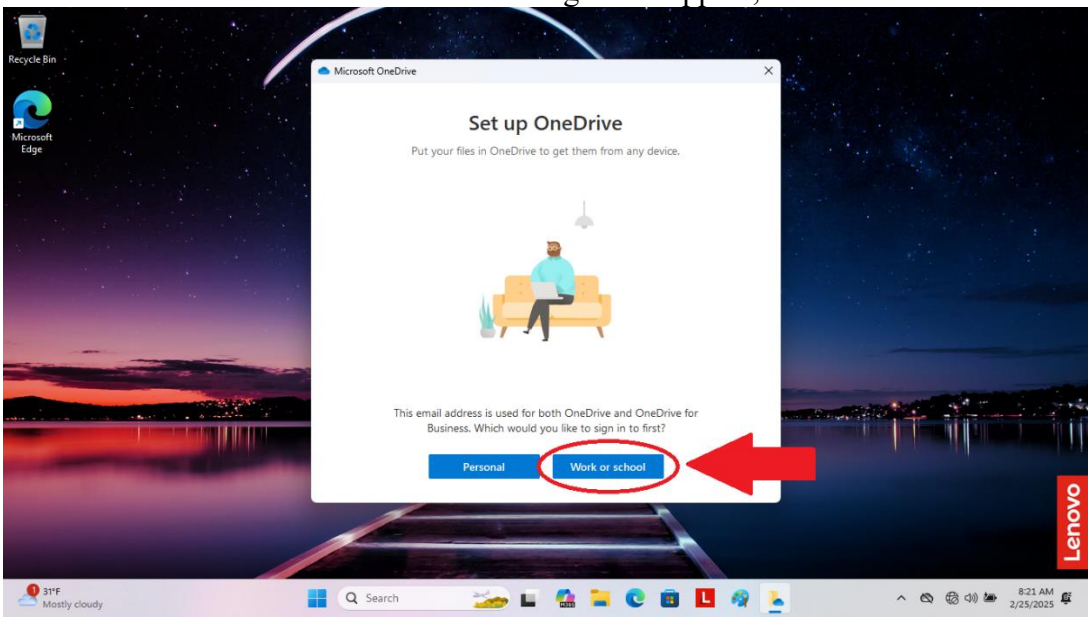


5. A window should pop up asking for an email address. If this window does not appear, skip to Step 19. If the window does appear, type in your Hayfield Community Schools email address and click the “Sign in” button.

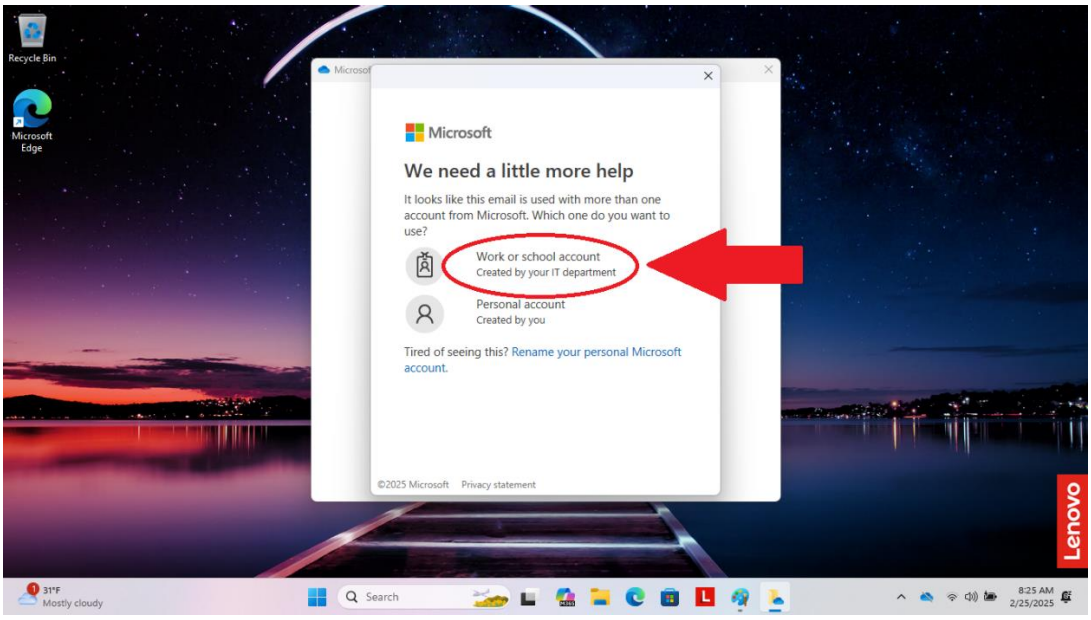




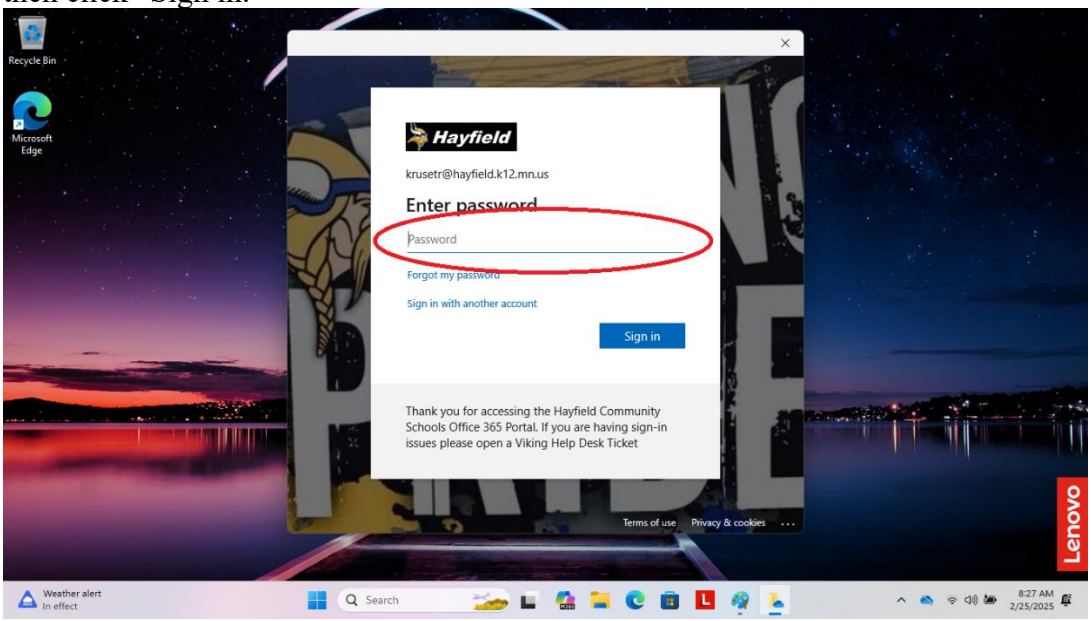
6. You may see a message asking you whether you'd like to sign into a personal OneDrive or a work or school OneDrive. If this message does appear, click "Work or school."

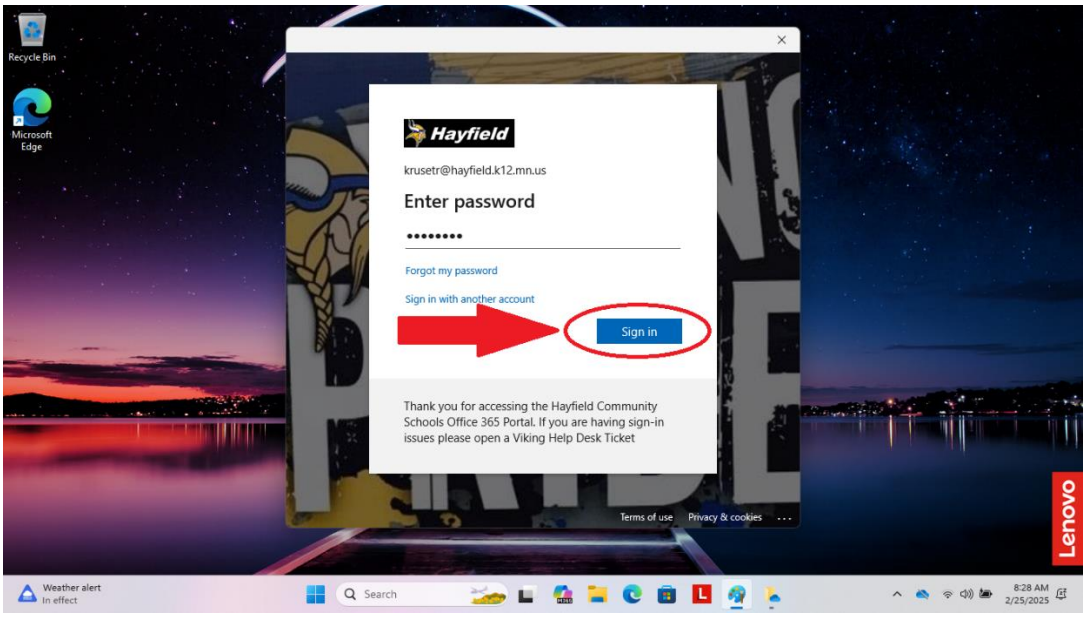


7. You may see a message saying “We need a little more help.” If this message does appear, click “Work or school account.”

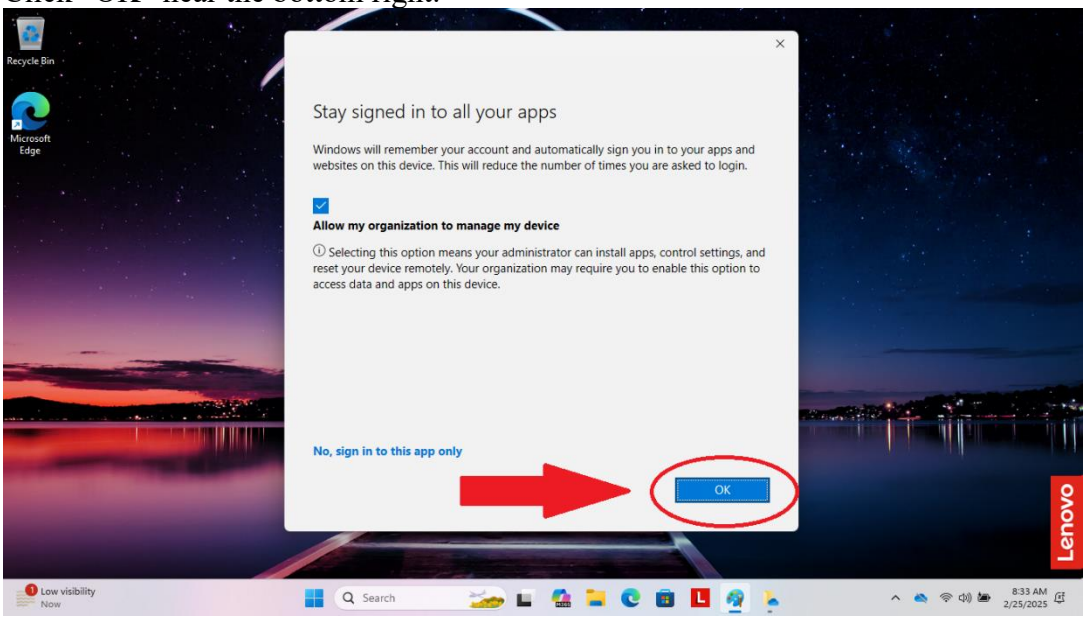


8. The next window should ask for your password. Type in your Hayfield email password, then click “Sign in.”

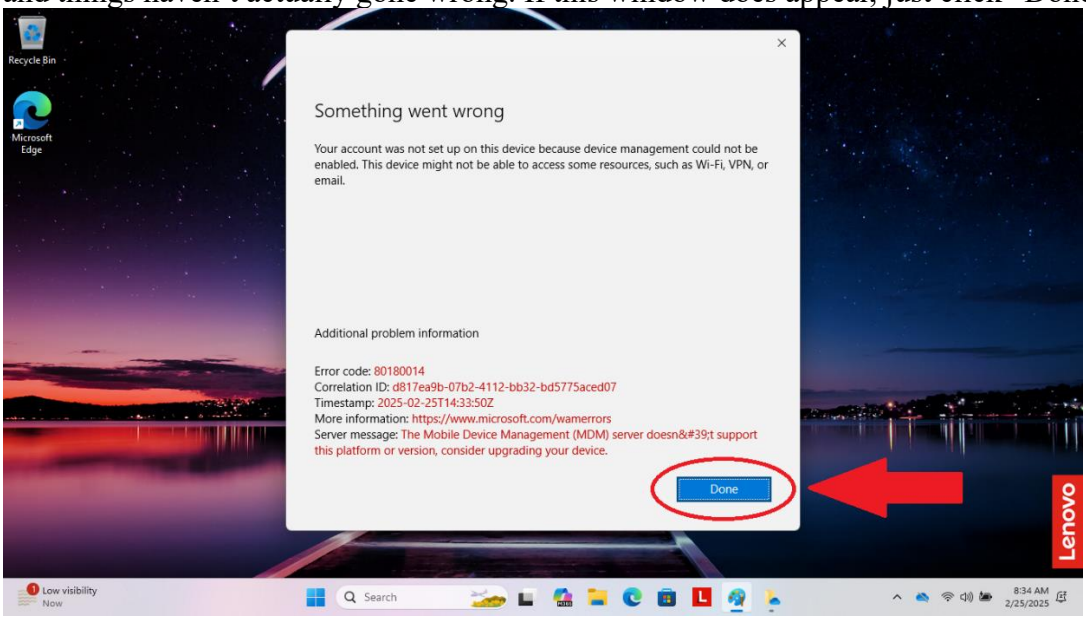




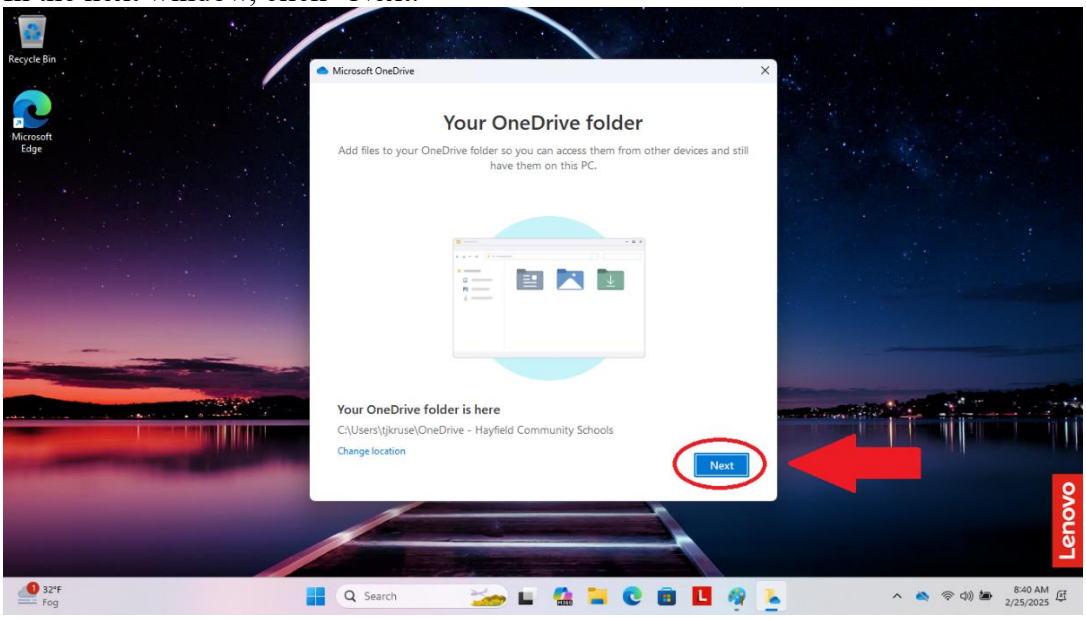
9. The next window should have the words “Stay signed in to all your apps” near the top. Click “OK” near the bottom right.



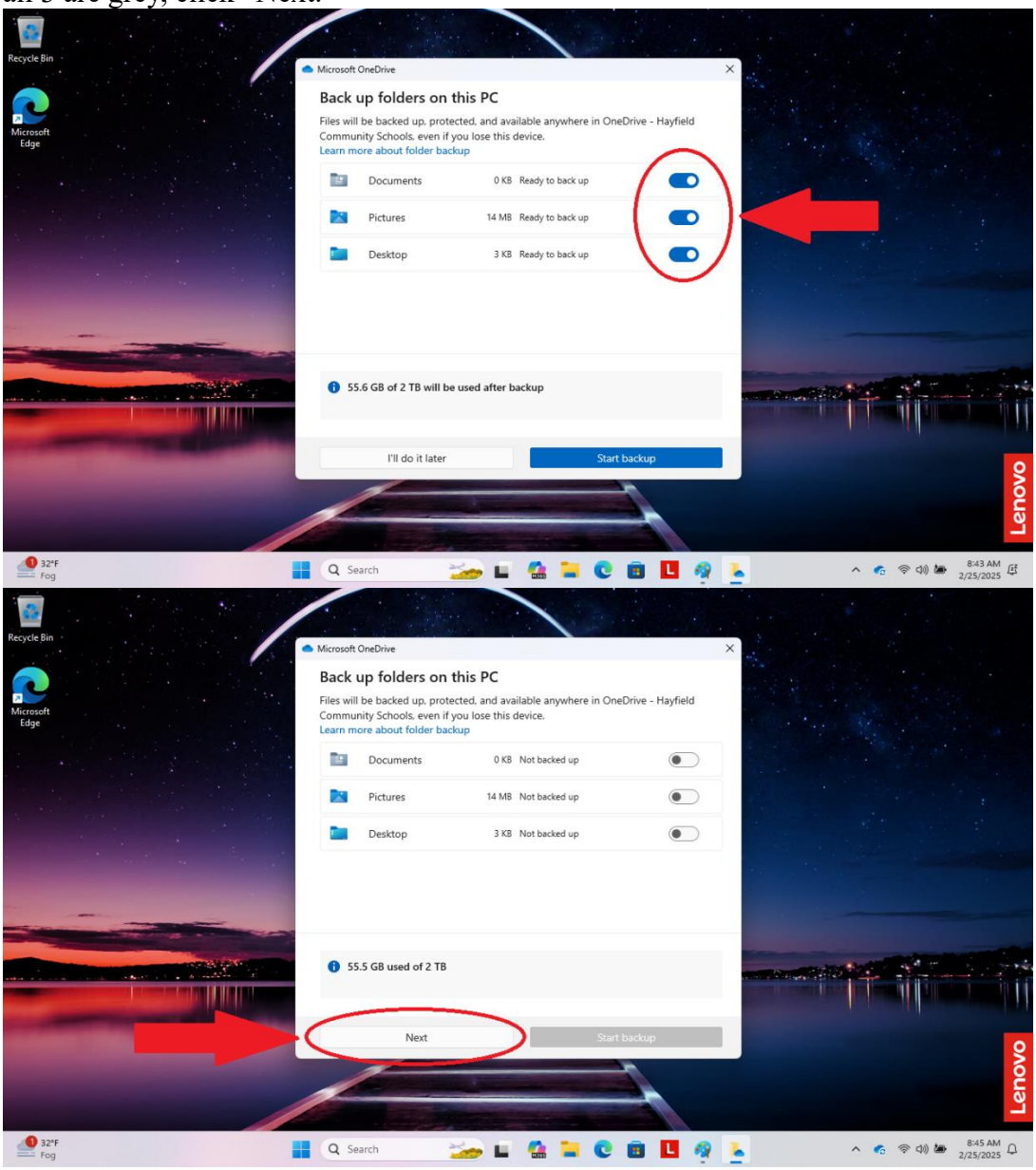
10. You may see a message saying “Something went wrong.” Don’t worry; this isn’t unusual and things haven’t actually gone wrong. If this window does appear, just click “Done.”



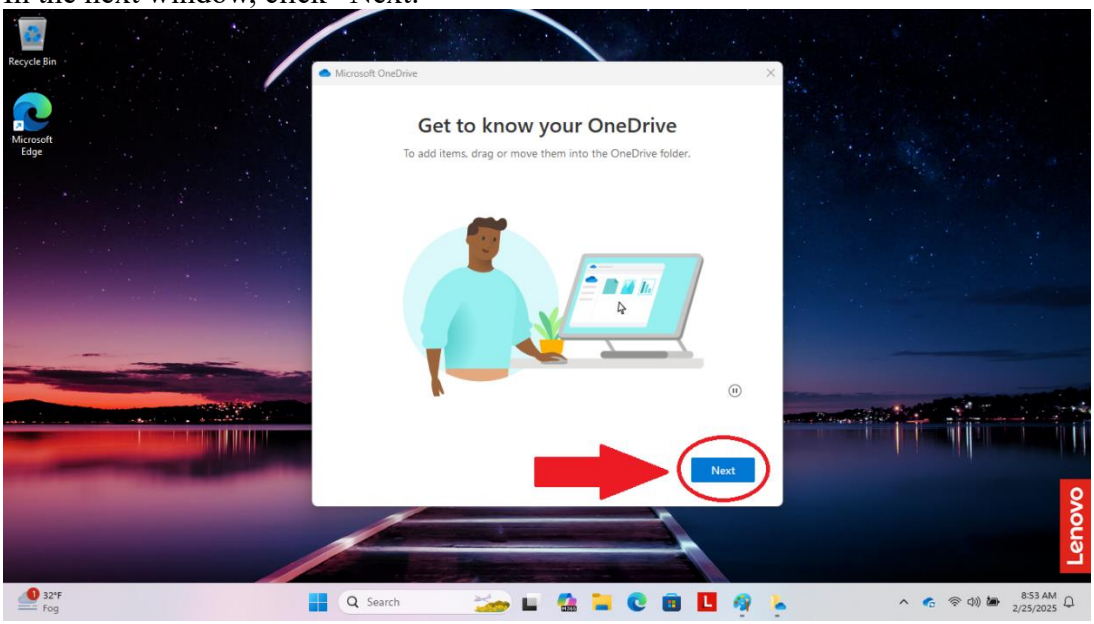
11. In the next window, click “Next.”



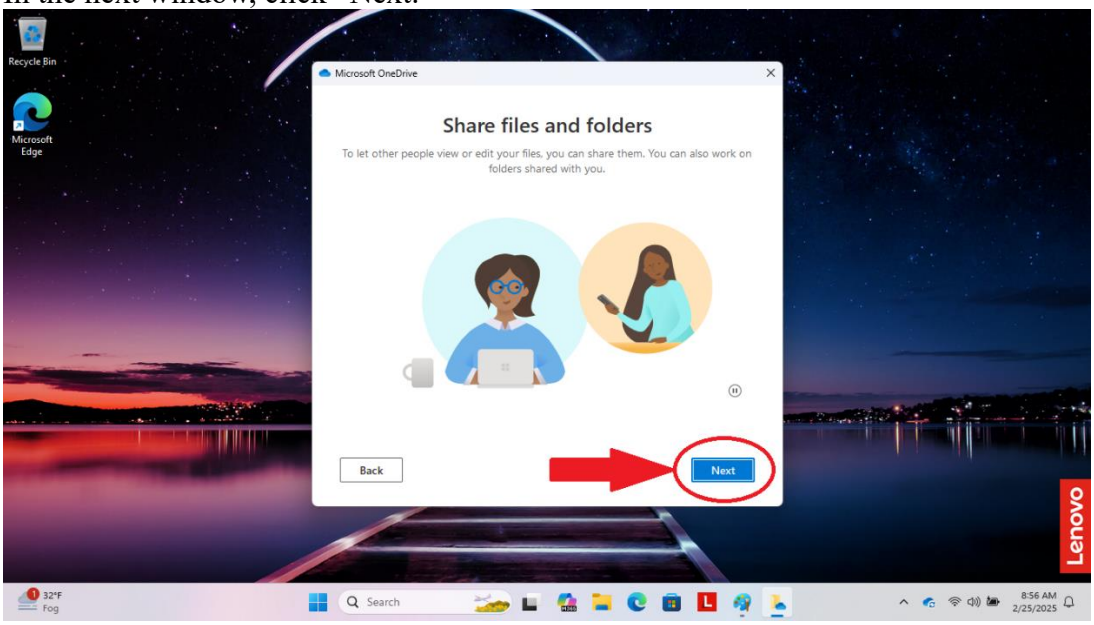
12. In the next window, you should see 3 buttons labelled “Documents,” “Pictures,” and “Desktop.” Click each of these buttons once. They should turn from blue to grey. Once all 3 are grey, click “Next.”



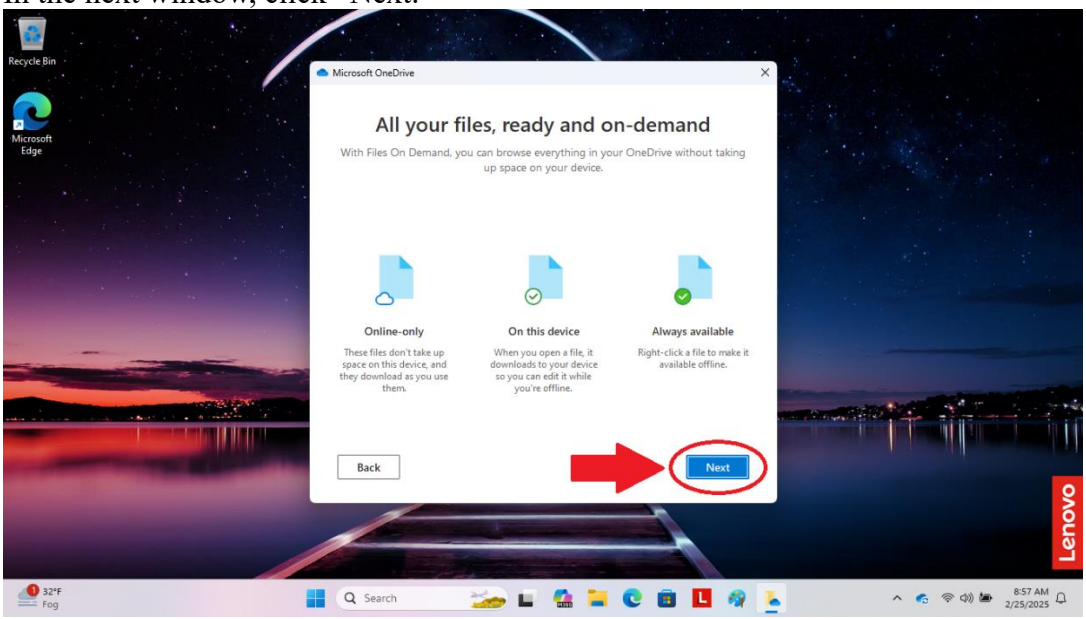
13. In the next window, click “Next.”



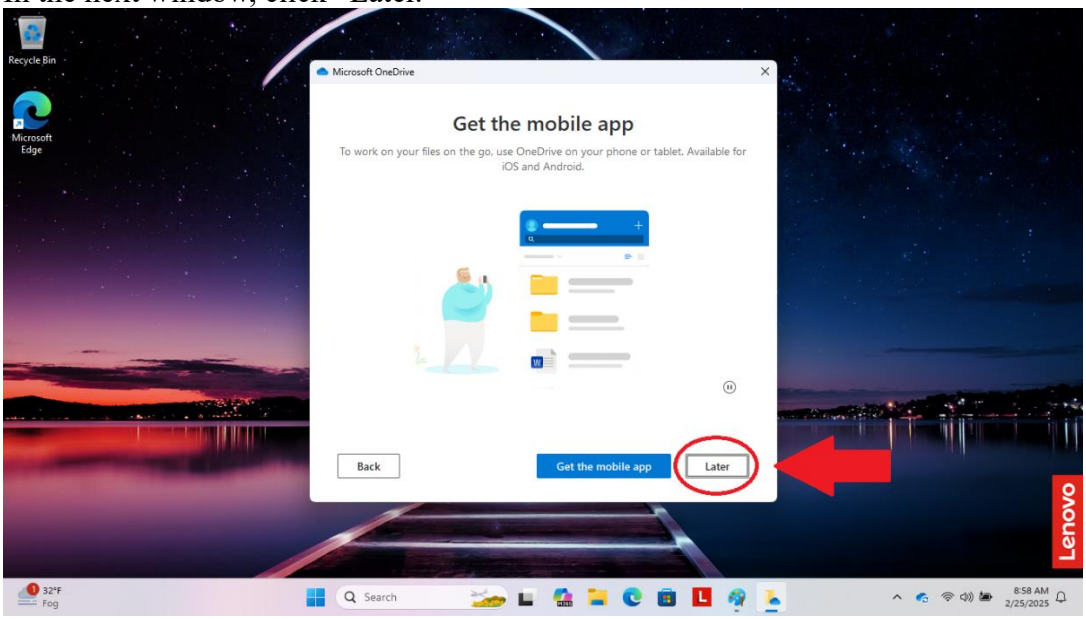
14. In the next window, click “Next.”



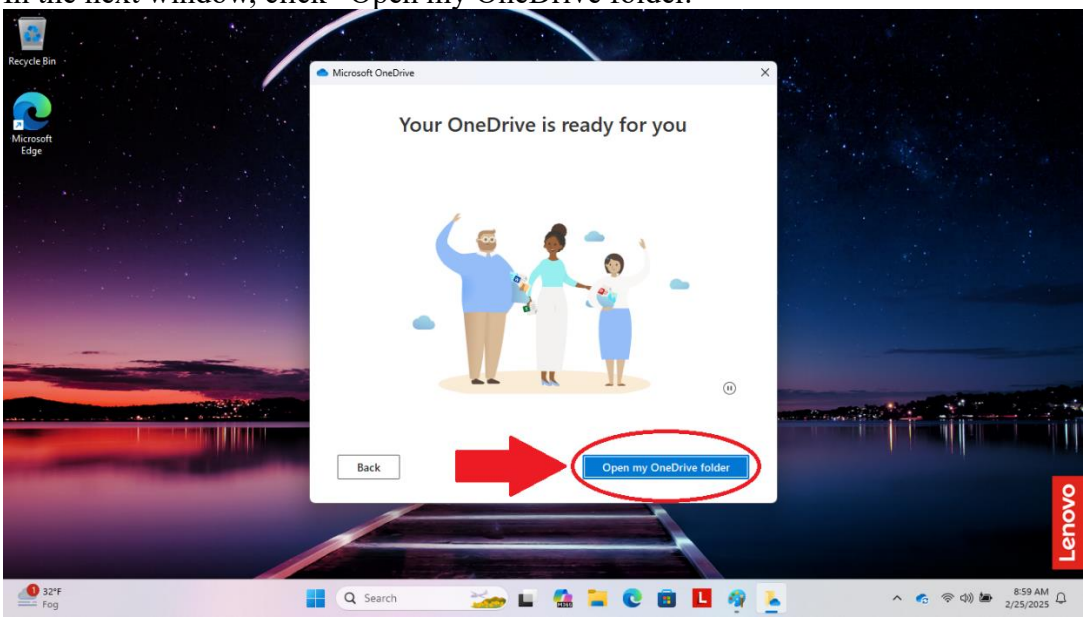
15. In the next window, click “Next.”



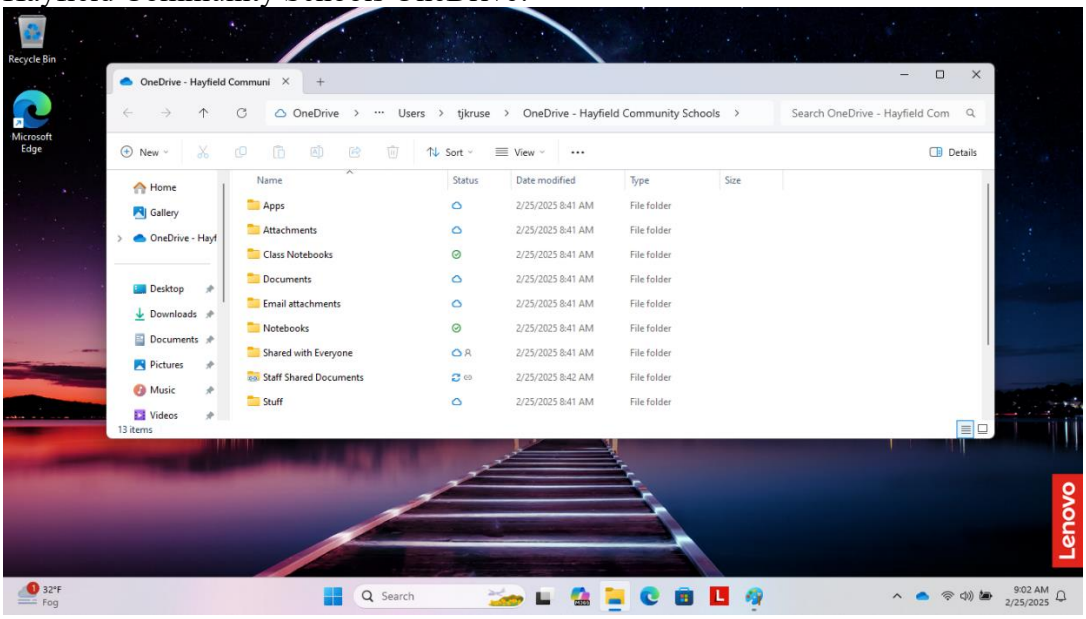
16. In the next window, click “Later.”



17. In the next window, click “Open my OneDrive folder.”



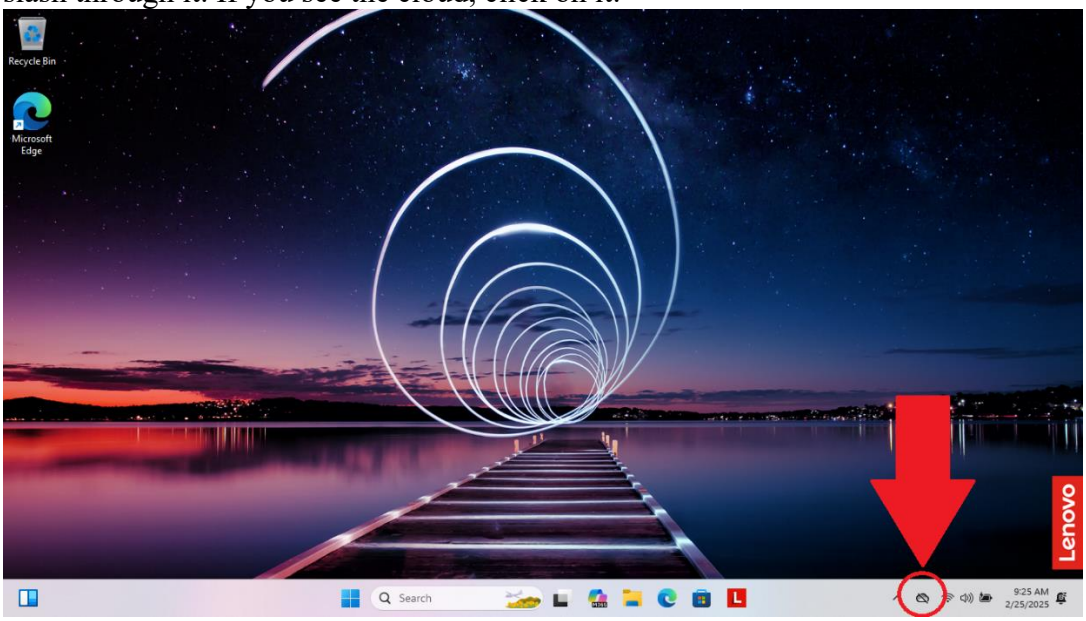
18. Your OneDrive window should now be open. You have finished signing into your Hayfield Community Schools OneDrive!



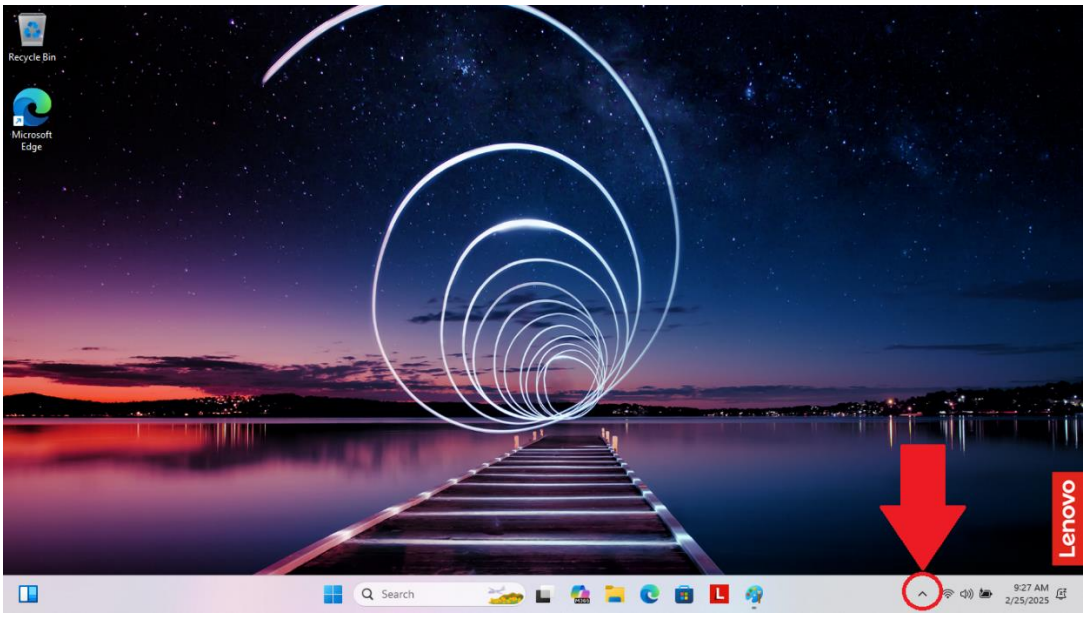
The steps listed below only apply if the sign in window in Step 5 didn’t appear. If you’ve followed all the previous steps, you’re done!

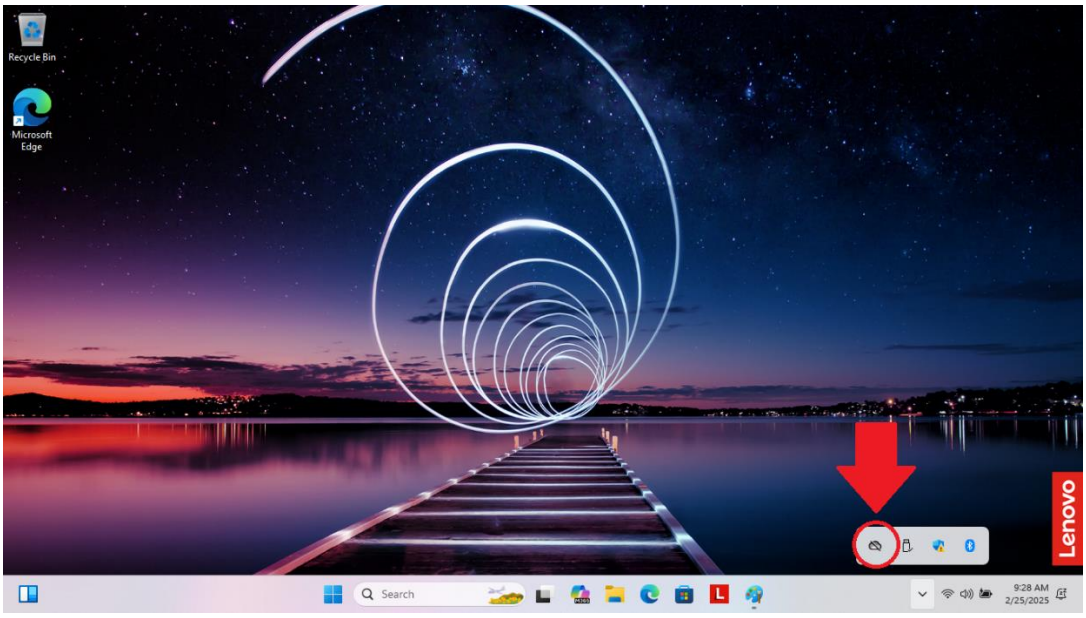
If you have questions or need help, please see the IT department.

19. If the OneDrive sign in window from Step 5 didn't appear, then you should be able to see a new, tiny icon near the bottom right of the screen. It will look like a grey cloud with a slash through it. If you see the cloud, click on it.

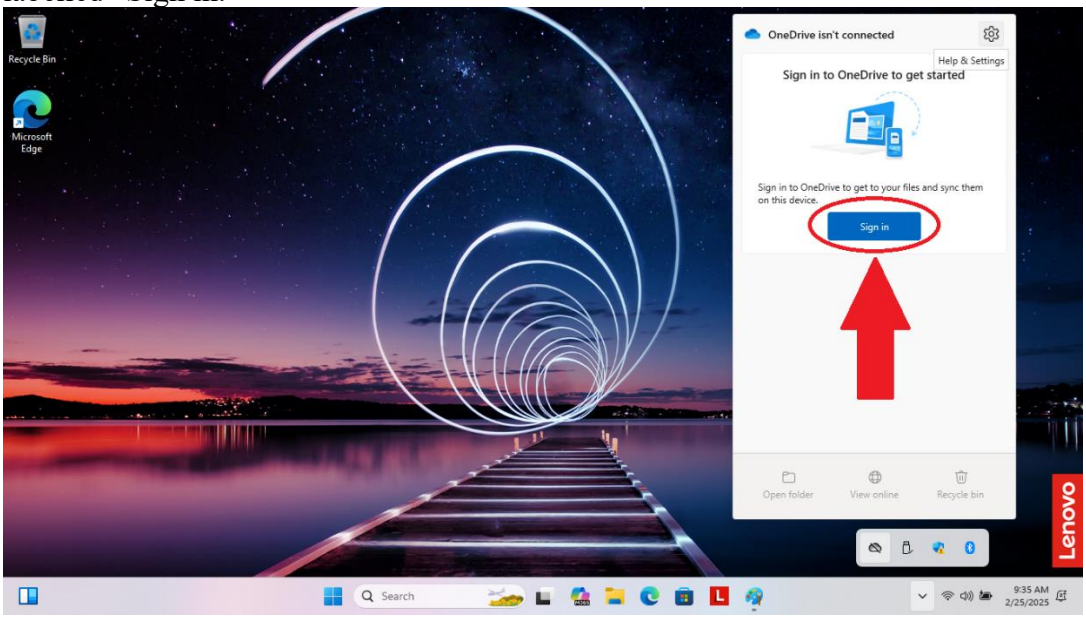
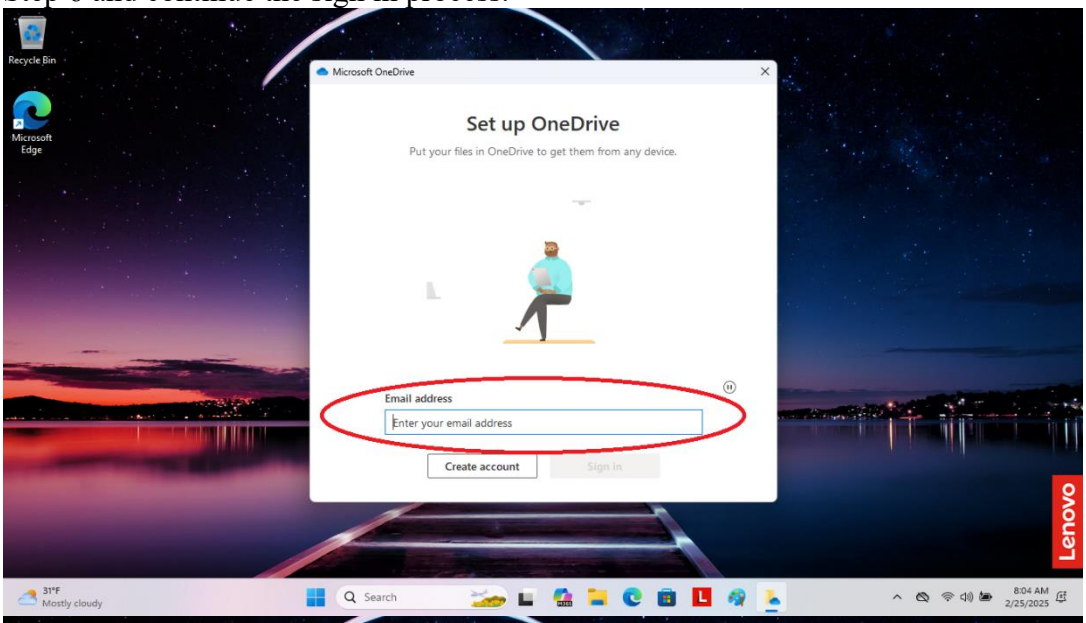
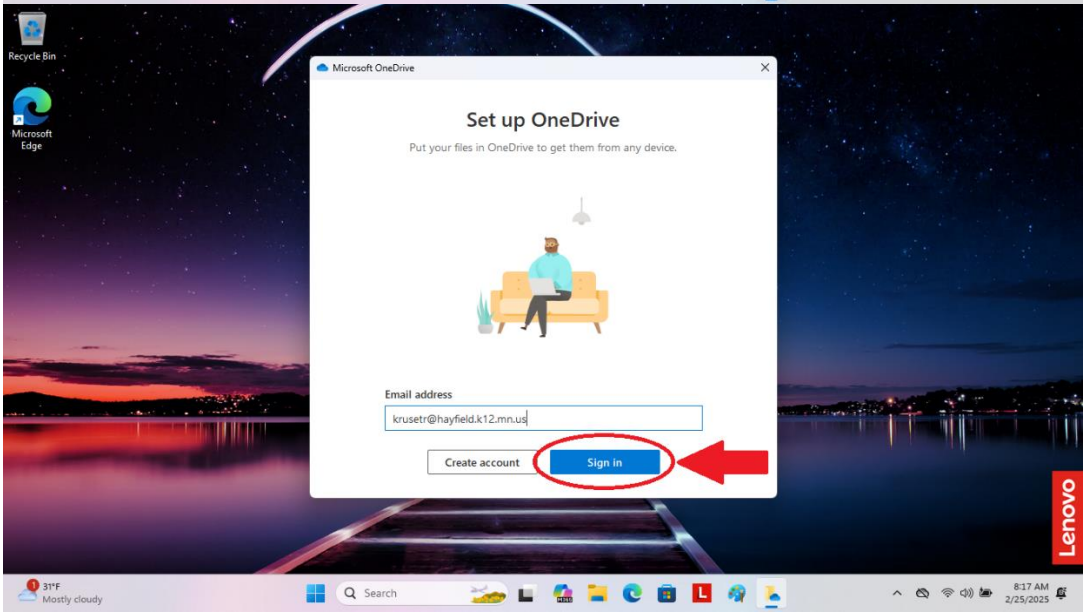


If you don't see it, click on the little arrow pointing upwards in the bottom right corner. This will bring up a small window with more icons, one of which should be the cloud. Click the cloud.





20. A tall window should appear saying “Sign in to OneDrive to get started.” Click the button labelled “Sign in.”



21. A window should pop up asking for an email address. Type in your Hayfield Community Schools email address and click the “Sign in” button. You should be able to go back to Step 6 and continue the sign in process.