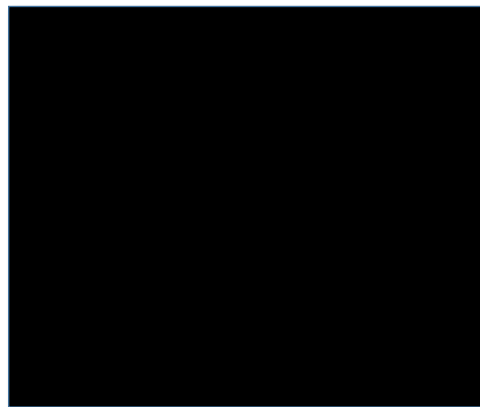
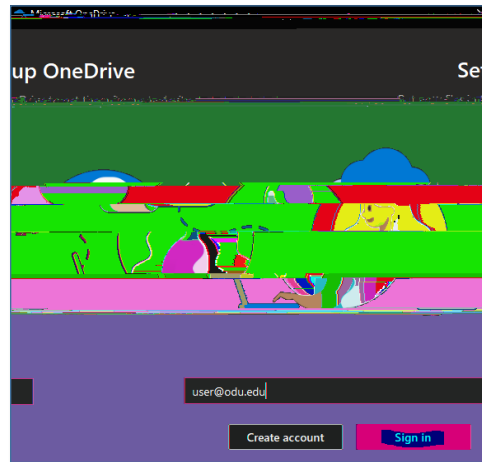


Using OneDrive (Windows



Information Technology Services

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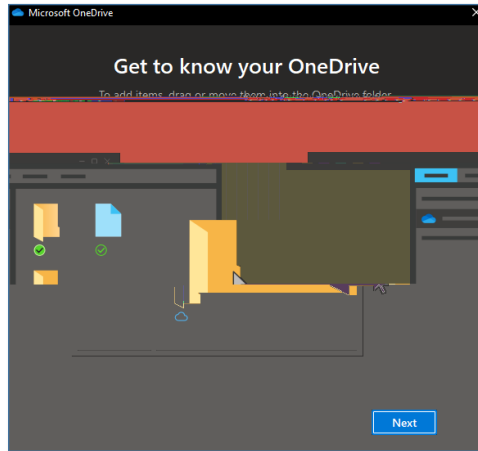
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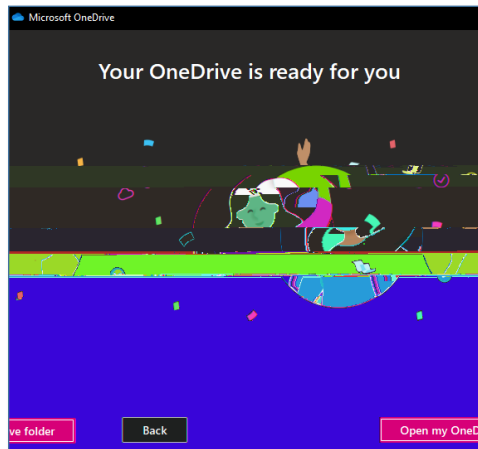
4. Select the OneDrive icon in the taskbar (usually in the bottom right corner).



5. Get to know your OneDrive folder.



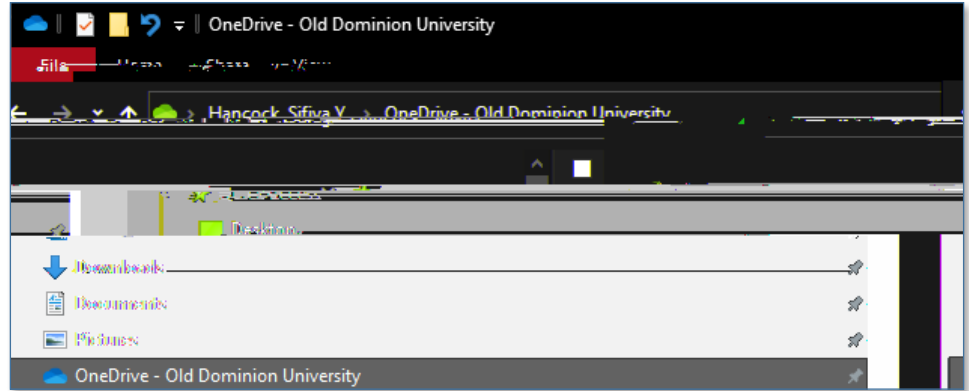
6. Click on the OneDrive folder.





Setting up your OneDrive account

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



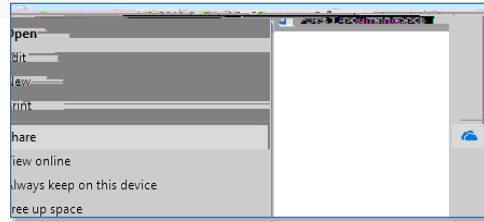
2. Data is automatically backed up to the cloud. You can also manually upload files and folders.





Save to OneDrive

1. Right-click on the file in OneDrive, and click



2. Click on 'Share' and click on 'MIDAS ID'. In the 'Share' dialog box, click on 'Share'.

