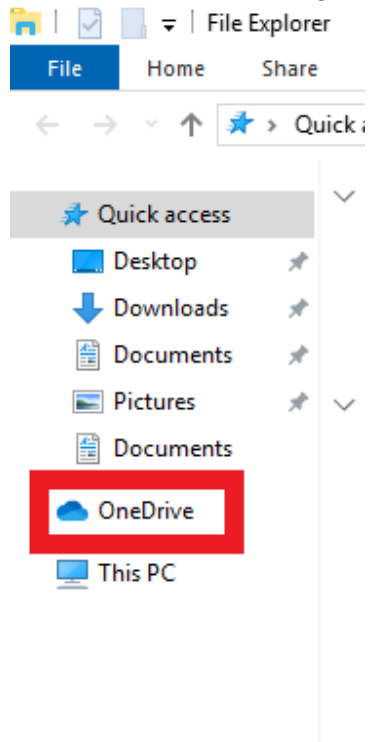


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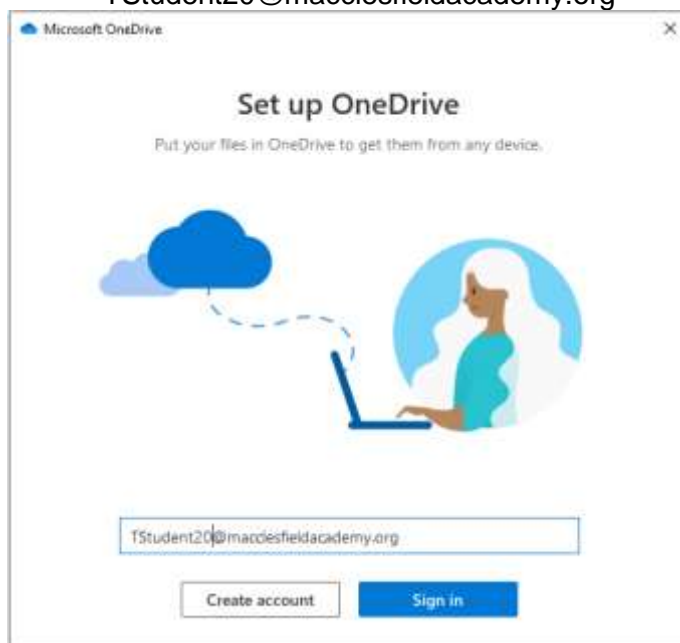
OneDrive help sheet

This help sheet is designed to help you log into OneDrive on any Windows 10 computer or Laptop.

1. Log in to your computer as you normally would and navigate to your File Explorer.
2. On the left hand navigation bar you should see a section called “OneDrive”, click on that.



3. Once clicked on, after a moment or two a popup box should appear that asks you to input your username. This is the following (Substituting TStudent20 with your school login name);
TStudent20@macclesfieldacademy.org



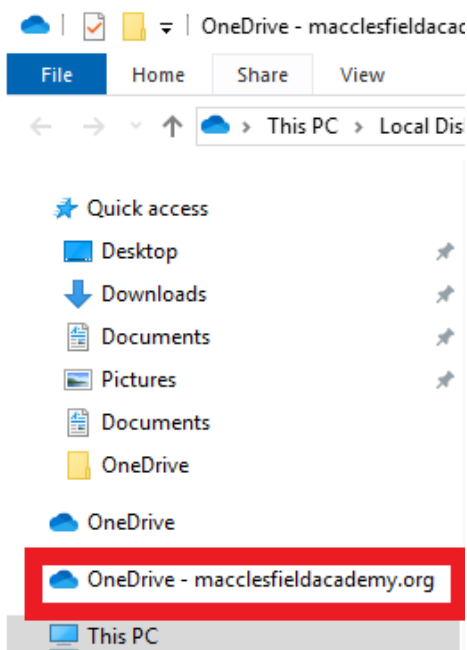
4. After you have entered this, a new popup box should appear asking for a password. This is the password you use to access the school computers.



5. Read through the pages that appear after logging in, to familiarize yourself a little with how OneDrive works, and click through with the next button.

5. Once you have clicked through the information panels, your screen may flash and everything may become minimised. This is not unexpected, so don't worry.

6. If you navigate back to your File Explorer, you will see that a new folder will have appeared underneath the OneDrive Folder that says "OneDrive - macclesfieldacademy.org" This is your OneDrive folder and you can use it to access or store files. You can also work directly from this folder, and it will make automatic saves regularly (if a Microsoft program) as well as uploading the newest version as often as it is able.



7. If you are still having issues with OneDrive, contact IT Support.