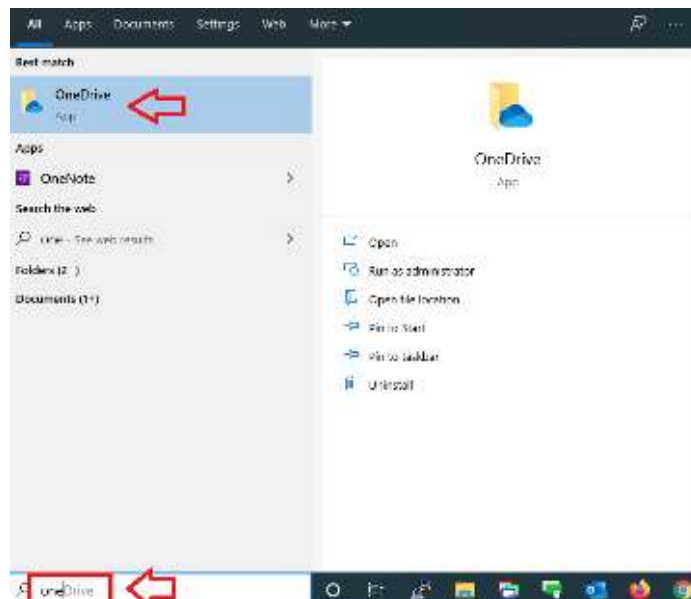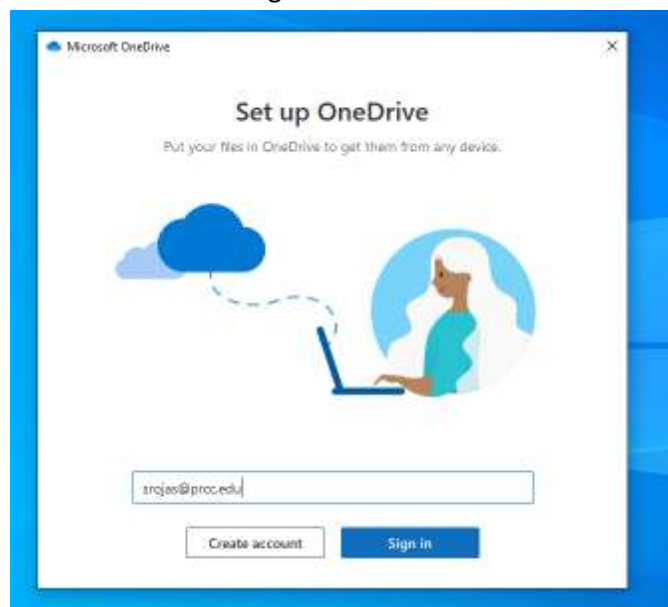# Instructions to setup up Microsoft OneDrive Account

1. In your search bar next to the Windows logo, type in OneDrive:

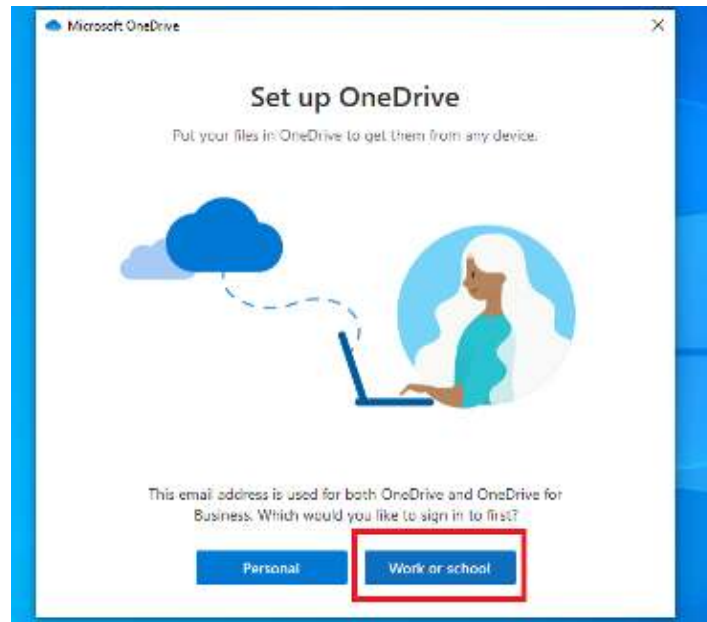2. Enter your PRCC email address and click sign in:
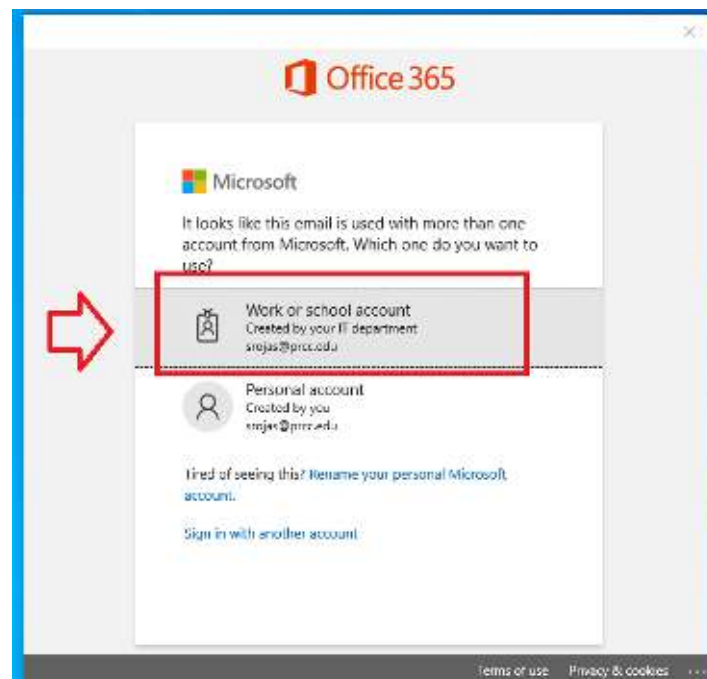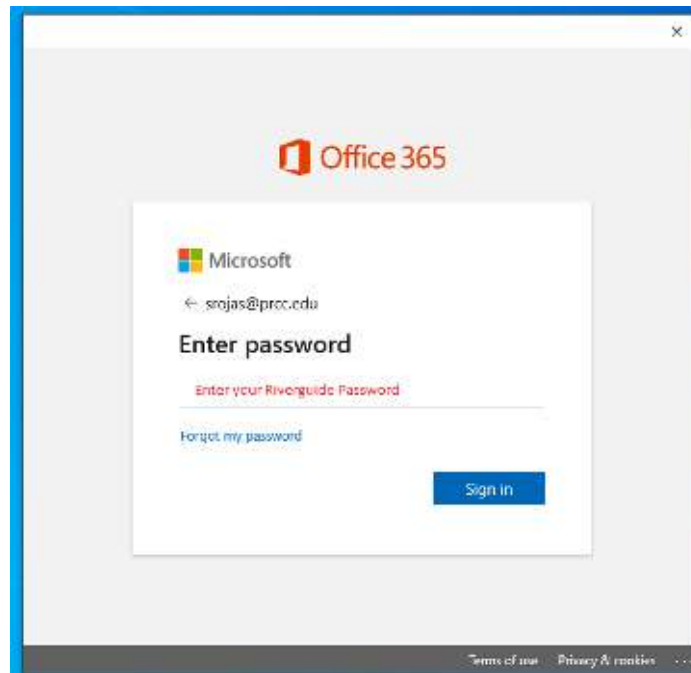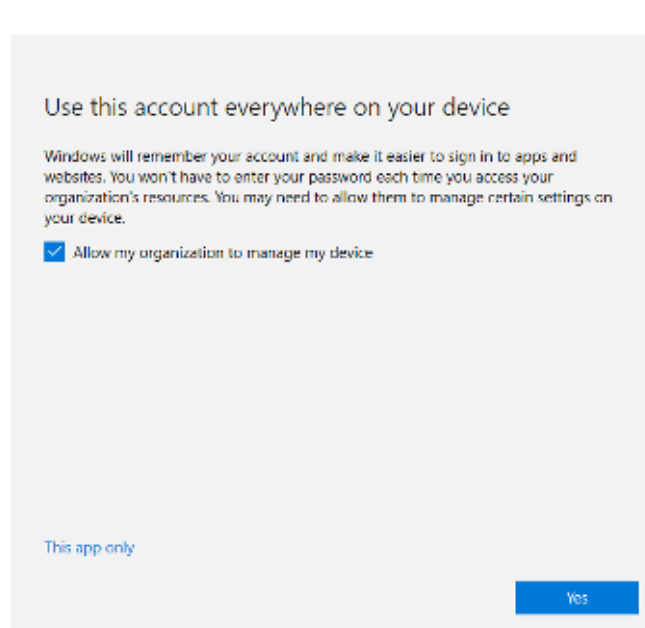
3. Select Work or School:

4. Select Work or School Account:

5. Enter your Riverguide password and click Sign In:

6. Make sure the "Allow my organization to manage my device" is checked and select Yes

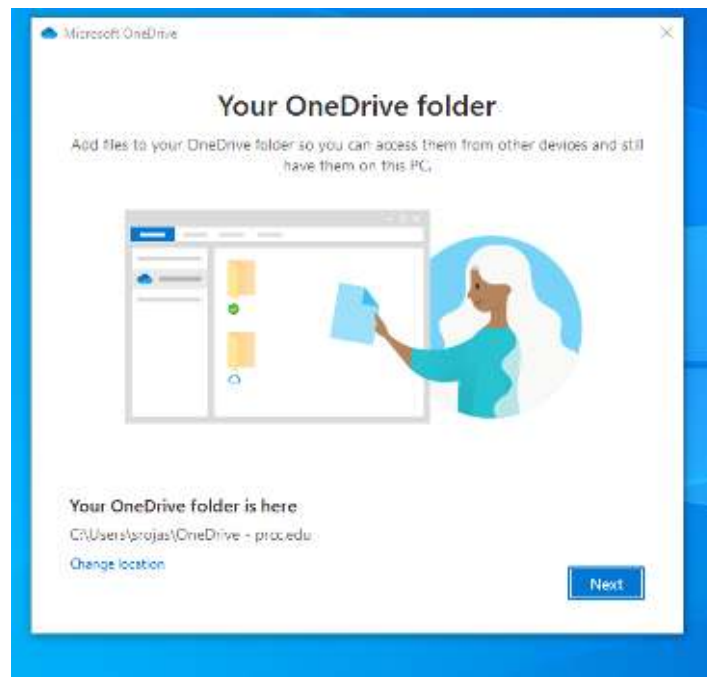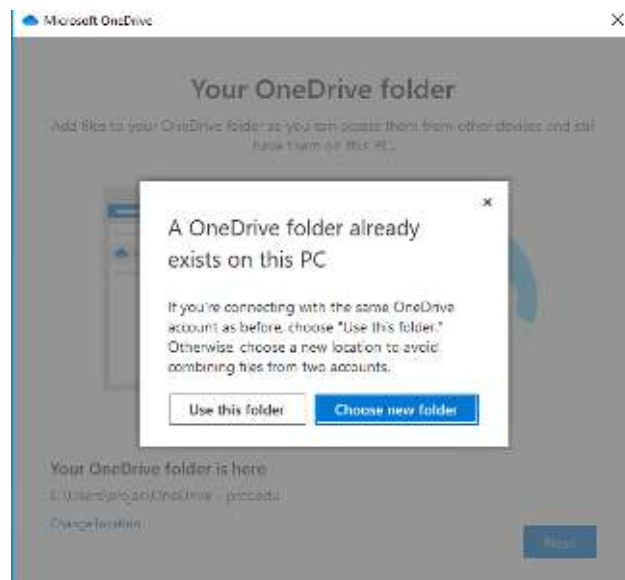7. Click Next to complete setup:

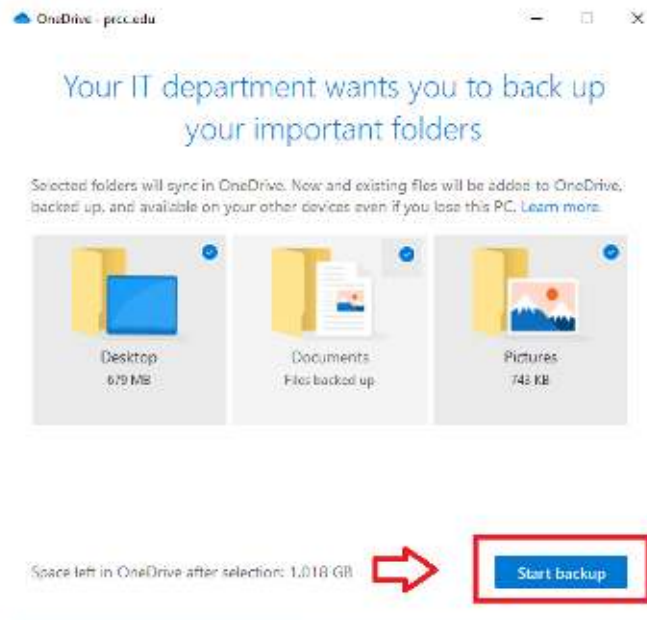

8. Use the default folder selected:

9. Please ensure all folders are selected.

10. To move files from Department file shares, go into your department file share folder and you can then copy and paste the files you need from the file share into your OneDrive folder.

Note: If using a personal machine to access OneDrive, please go to onedrive.com and login with your PRCC email address and River Guide password utilizing any one of your favorite browsers.