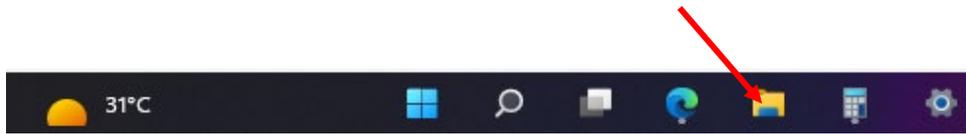
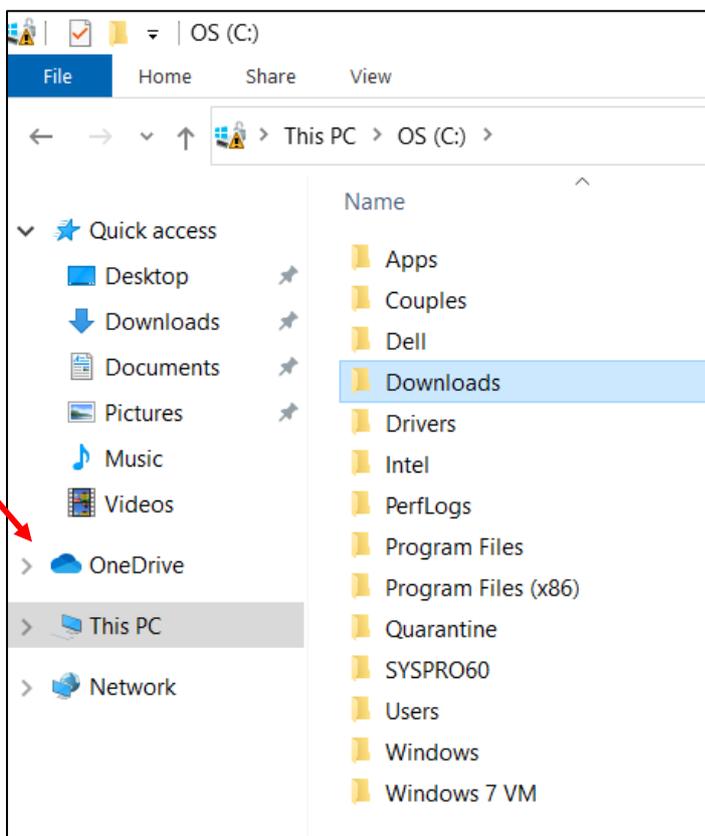


HOW TO ENABLE MICROSOFT ONEDRIVE

1. from windows, taskbar click on the [File Explorer](#) icon



2. On the left of the screen, please note your [OneDrive](#) icon



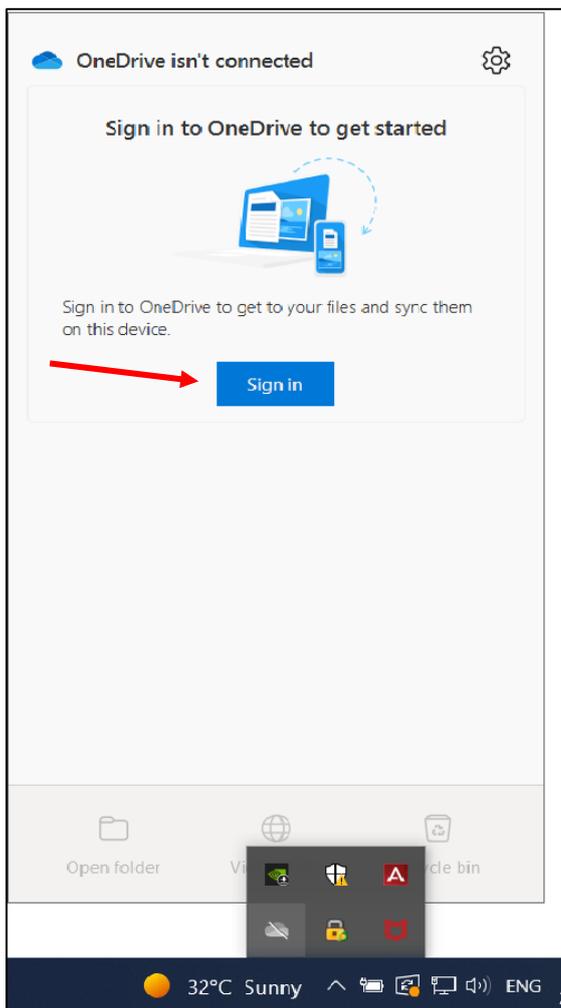
3. Now, click the up arrow on the right side of the taskbar.



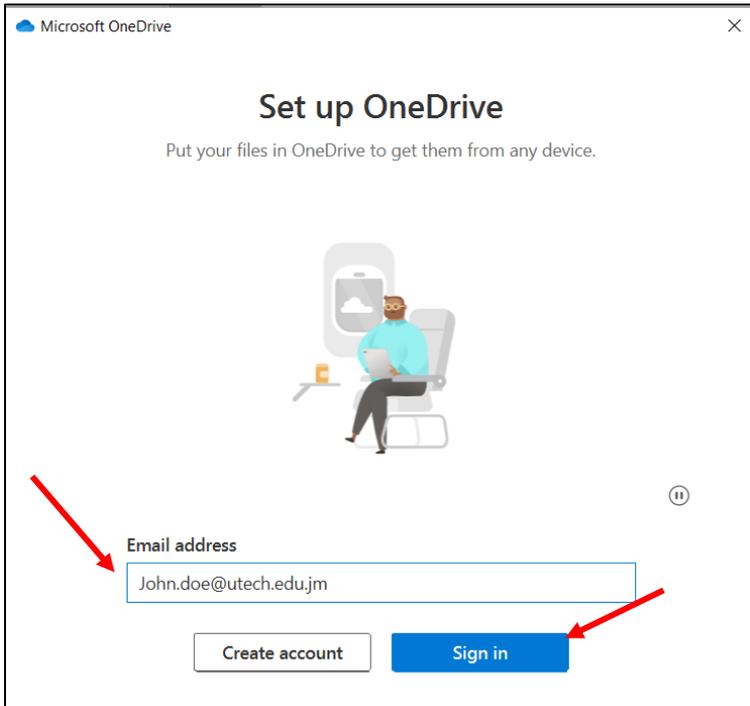
4. Click on the **CLOUD ICON** as indicated below.



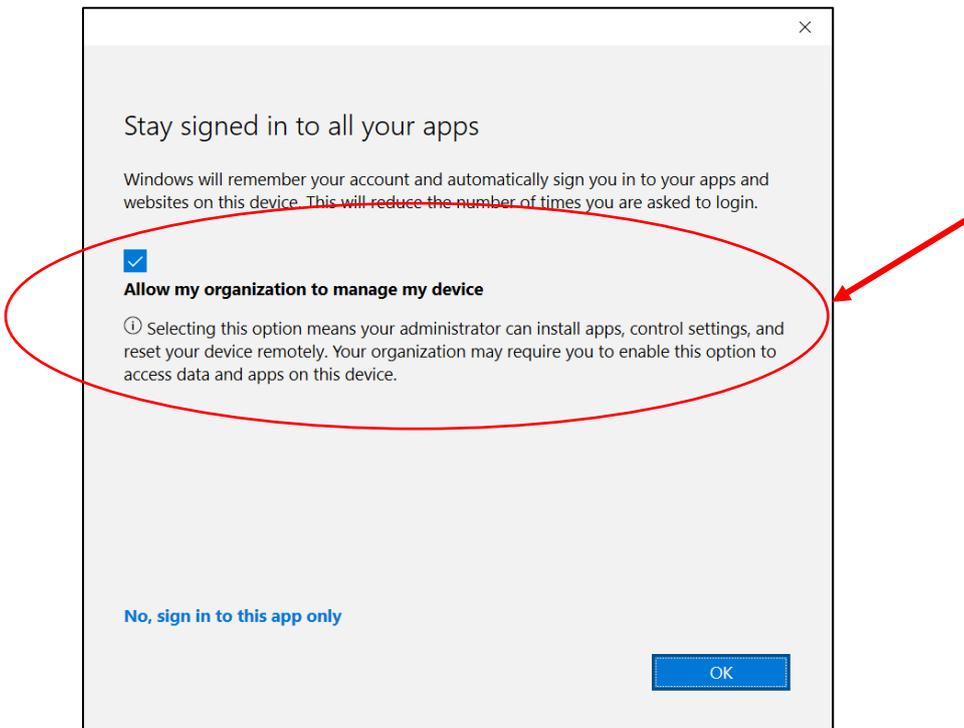
5. Click on the **SIGN-IN** icon from the popup box.



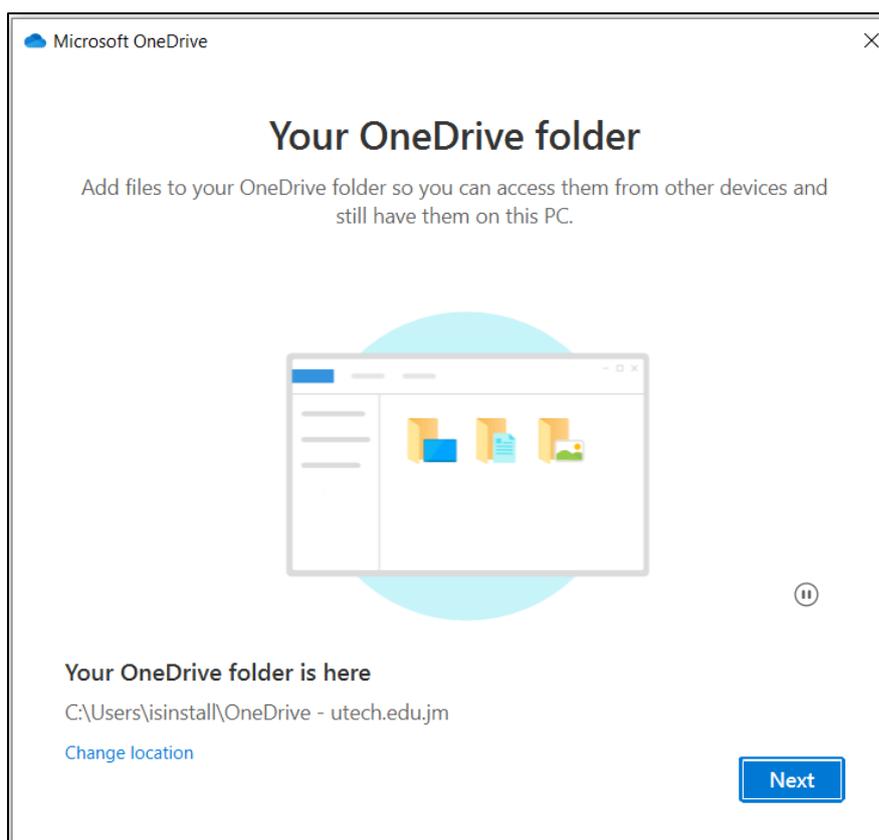
6. Please enter your UTech username and click **SIGN IN**, then enter your UTech password



PLEASE NOTE! For persons enabling OneDrive on their personal computer, the circled notification below only applies to UTech data accessible on your devices. It does not refer to any personal data stored on your computer. If you already have a personal copy of OneDrive on your computer, you can enable a second copy by referring to the instructions below **“ENABLING A SECOND ONEDRIVE ACCOUNT.”**



You must check the box above to allow you to access the UTech files you access at work



Your OneDrive is now set up. You can begin to save your files here

Please move all documents from your **MY Documents** and **Z Drive** folder to your **OneDrive** folder.

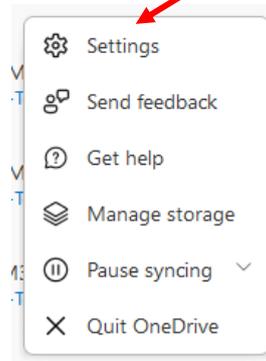
From now on, your computer will redirect all documents created you create to the OneDrive folder.

One drive is a safer way to save your files and is accessible from anywhere in the world where you have internet access.

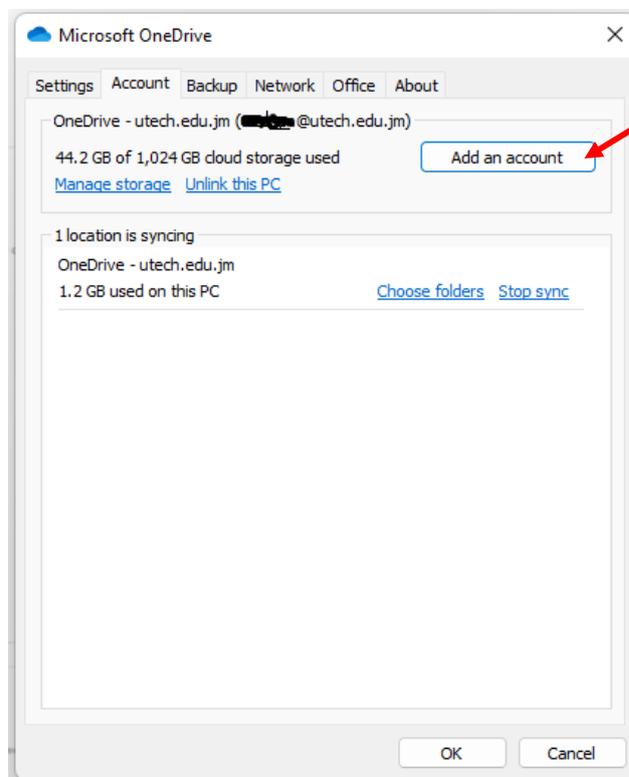
ENABLING A SECOND ONEDRIVE ACCOUNT

If you already have a personal copy of OneDrive on your computer, you can enable a second copy by following the instructions below.

- Right-click on the OneDrive icon (**Step 3**)
- Go to Settings Cogwheel  in the top right-hand corner
- In the popup menu, click Settings



- Click on the “add an account box.”



- e. Sign in with your UTech username and password (Step 5)
- f. An additional One drive icon should appear in your file explorer menus

