

Sign into OneDrive

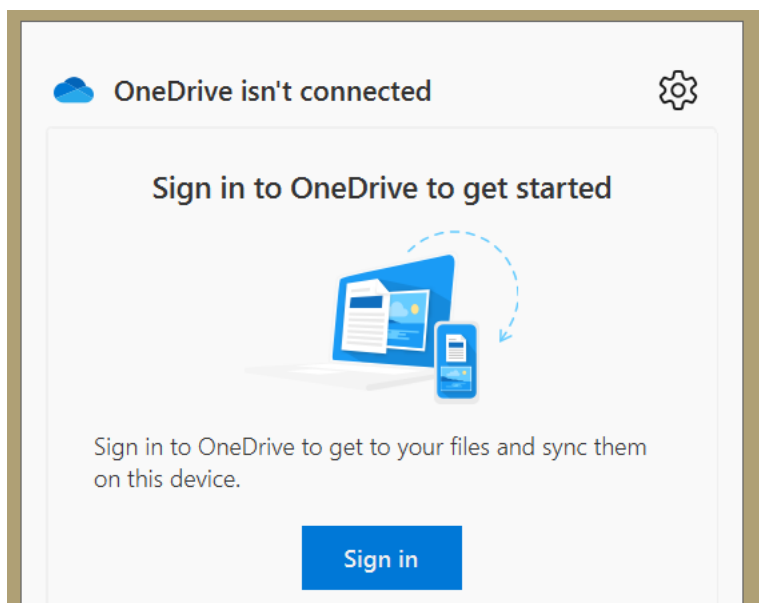
If you use a school laptop at home, you may need to manually sign into OneDrive. **PLEASE CHECK THIS – it's very important to protect your data.**

Look for the OneDrive icon in your system tray (bottom right-hand corner near to the clock – yours might be blue rather than grey)

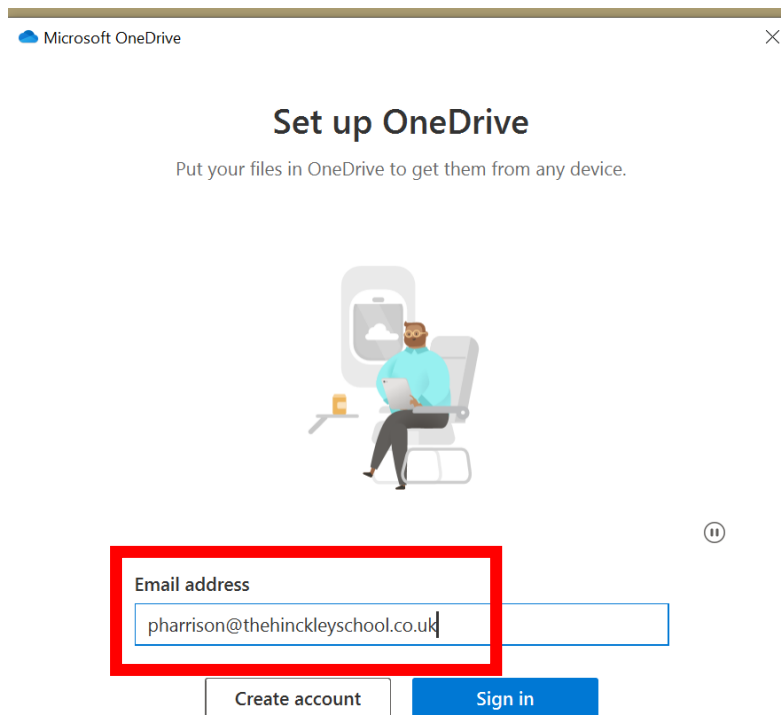
If it has a line through it like this one you need to sign in:



Click on it and choose Sign in:



Enter your new email address and choose Sign in:



Microsoft OneDrive

Set up OneDrive

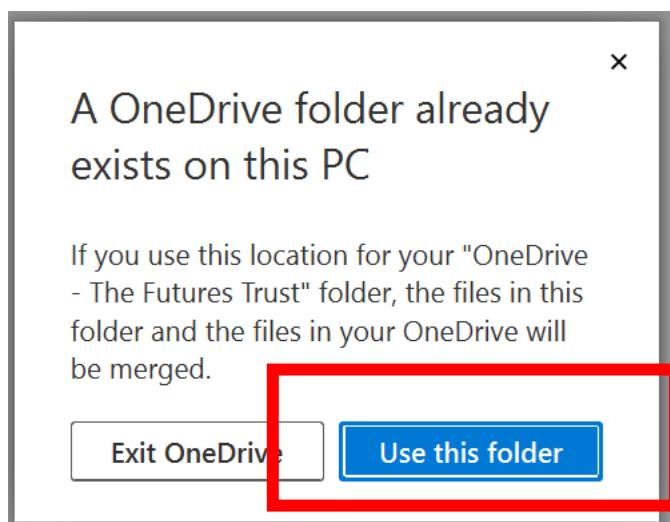
Put your files in OneDrive to get them from any device.

Email address
pharrison@thehinckleyschool.co.uk

Create account Sign in

Just follow the steps on the screen to sign in

If you get this screen, select Use This Folder



A OneDrive folder already exists on this PC

If you use this location for your "OneDrive - The Futures Trust" folder, the files in this folder and the files in your OneDrive will be merged.

Exit OneDrive Use this folder

OneDrive icon should now look like this (blue icon, no line through it) – if not please check with us as it's really important that this is working correctly.

