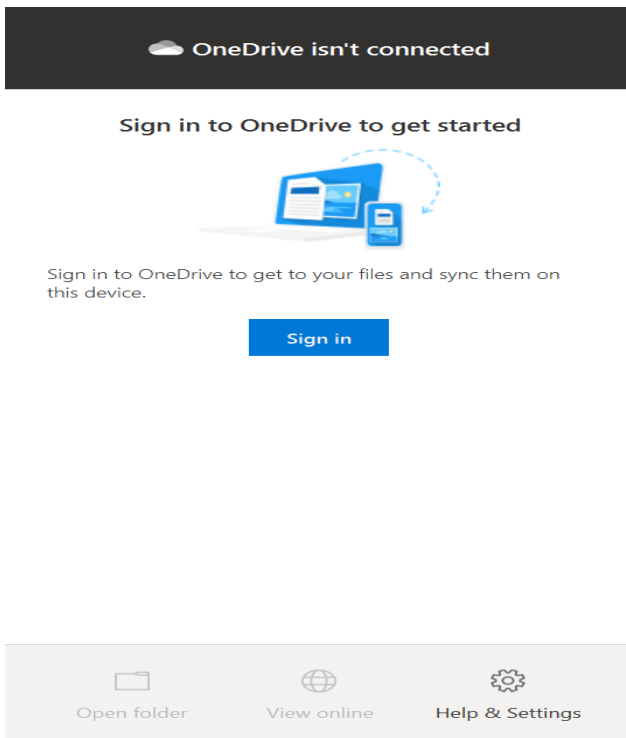**Using the OneDrive Folder on Your Computer**

Signing in for the First Time

Step 1: Left click on the cloud icon at the bottom of your taskbar.
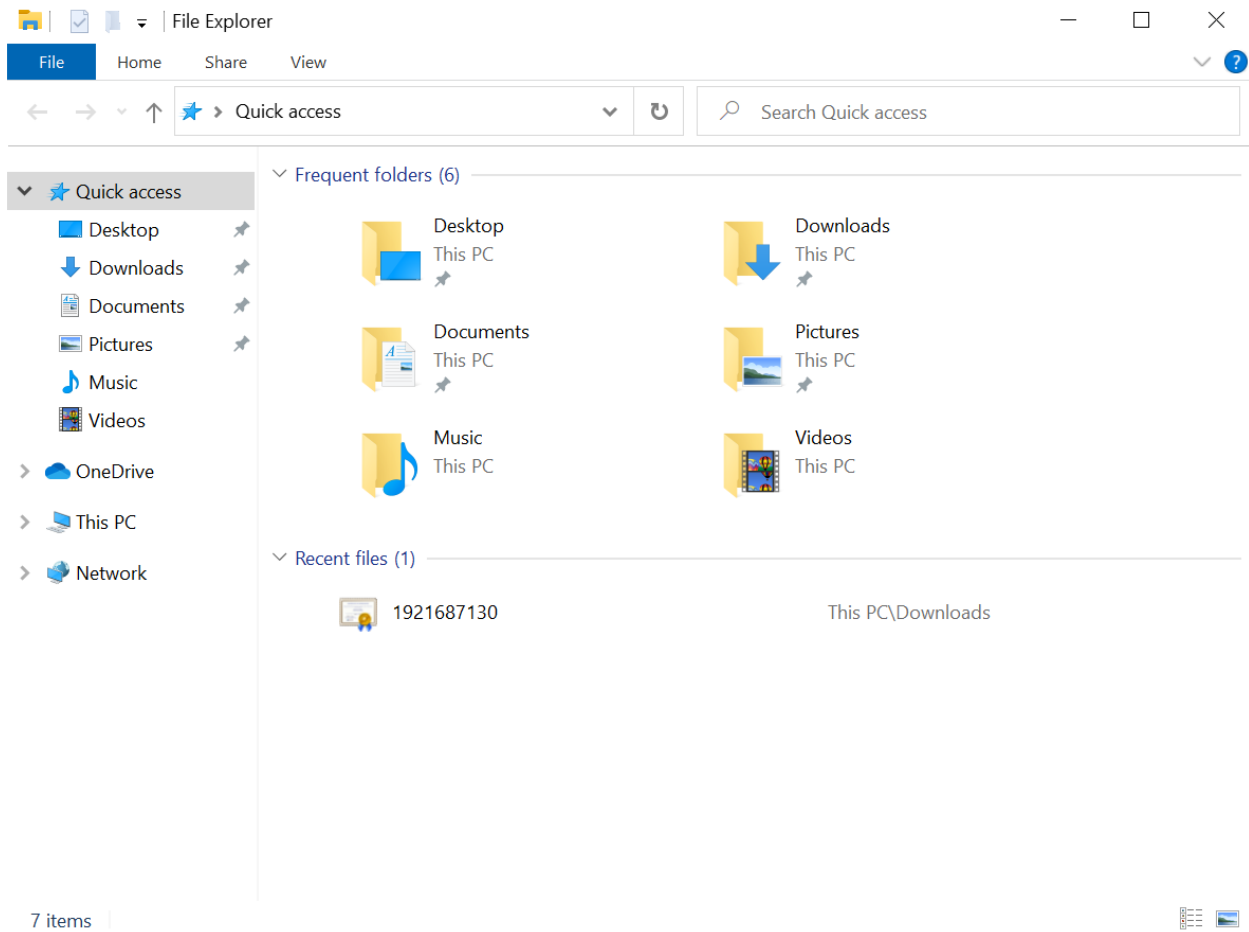

Step 2: Click Sign in

Step 3: Sign in using your school email and the password that you use to sign into your computer.
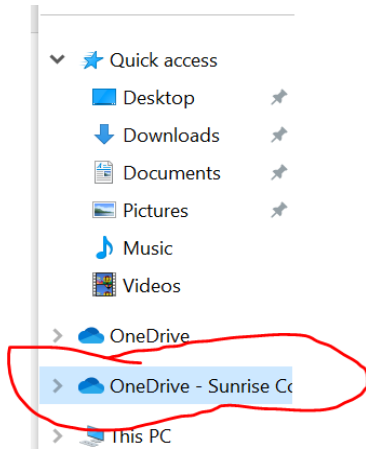
Navigating and Creating Folders

Step 1: Click on the icon for File Explorer. It looks like a manila folder.

Step 2: You will come to a screen that looks like the one below.

Step 3: You will notice that on the left-hand side, it will show OneDrive - Sunrise County Schools. This is your One Drive folder.

Step 4: Click on the Home tab at the top of this screen and here you will find options to create new folders so that you can organize your files.