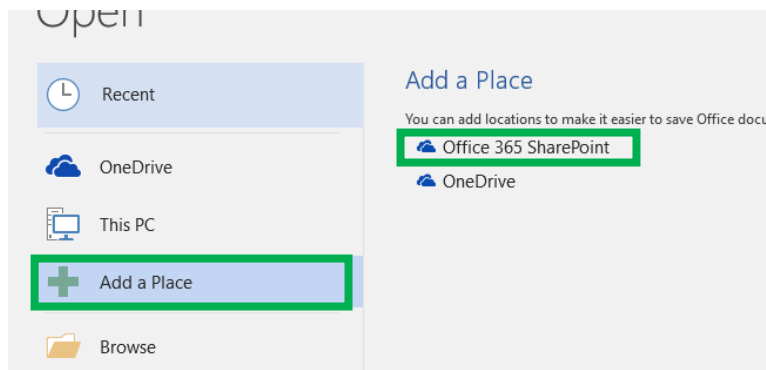


# Setting Up Your SACS Microsoft OneDrive 1

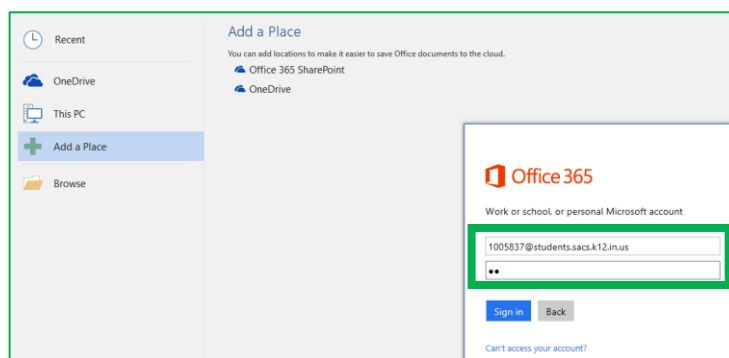


**1.** Open a Word Document. Click **“File”** and select either **“Open”** or **“Save-as”**. Click **“Add a Place”** then **“Office 365 SharePoint”**.

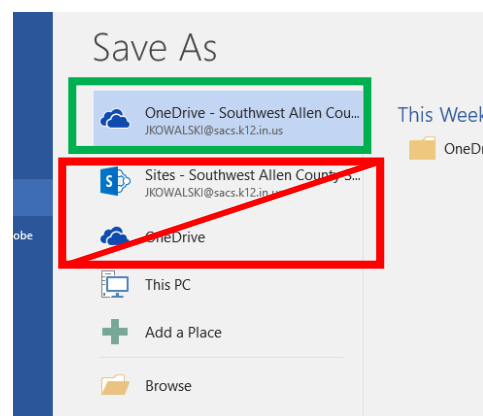


**2.** Enter your **SACS credentials:**

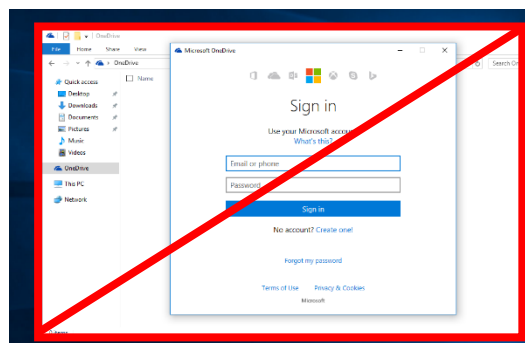
**Teachers**= email address and password  
**Students**= Student ID#@students.sacs.k12.in.us and password  
and click **“Sign in”**.

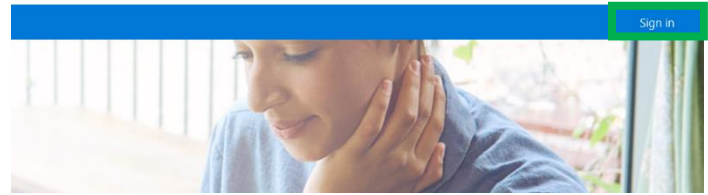


**3.** After you have signed in, you will have access to **OneDrive- SACS** and **Sites- SACS**. You will also see **OneDrive** with no SACS extension. **ONLY** use **OneDrive – Southwest Allen County Schools**.



**NOTE:** The **OneDrive** in your **Windows Explorer** is not the **OneDrive** to use. Proceed to the following steps to set-up **OneDrive for Business** which will allow web access to files.





4. Go to [www.onedrive.com](https://www.onedrive.com) and click “**Sign in**”. Use your **SACS credentials** to log in.

Sign in

Enter the email address of the account you want to sign in to.

Next

Always use this account

Don't have an account? [Sign up now.](#)

Sign in again.  
For security purposes, this application requires you to sign in again.

Work or school account



James Kowalski  
JKOWALSKI@sacs.k12.in.us

Keep me signed in

Sign in Back

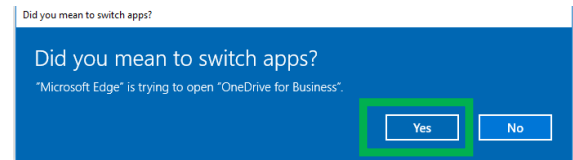
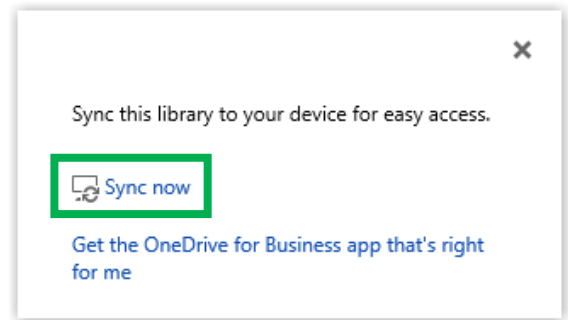
[Can't access your account?](#)

5. After you have logged in, find and click the “**Sync**” button located on the tool bar.



Files

**6.** Click the “**Sync now**” button. **NOTE:** If you are prompted to switch apps, press yes to allow this to happen.



**7.** After syncing, if you open the **Windows Explorer**, you will now have **OneDrive for Business** as an option. You may now save to the **OneDrive- SACS** folder via any Microsoft Document or drag files to this location and access the files through the **OneDrive website** or on any device connected to your account via the **OneDrive App** (downloadable from your Android or Apple App store).

