One Drive for Business

Sign in by going to the staff email link off of our webpage

Sign in with your organizational account
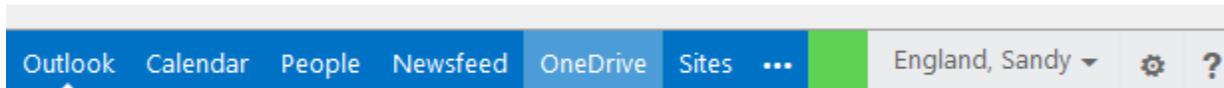
sandy.england@monroe.kyschools.us
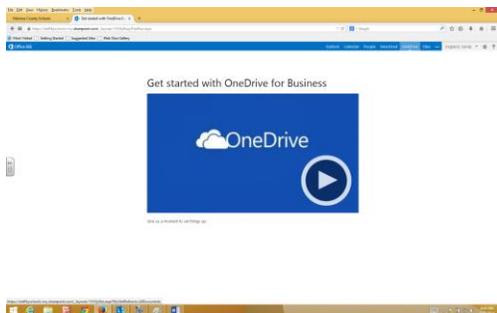
••••••

☐ Keep me signed in

Sign in   Cancel

When your email appears, click on the OneDrive tab at the top right hand corner

This will take you to your own web-based file management and productivity service.

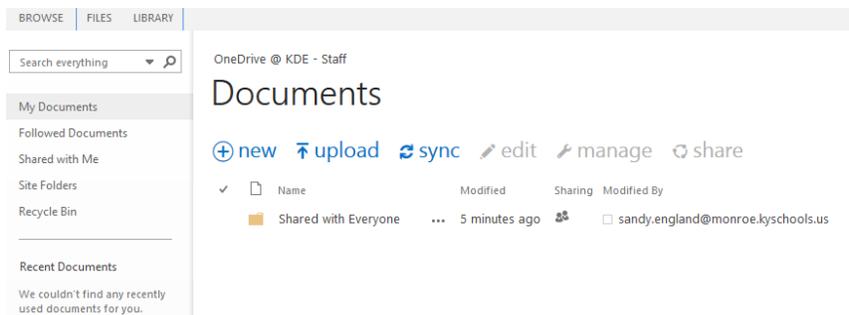The first time you log in, the screens will look similar to these.

It will take a few seconds to set up your account.

When complete, you will click the message at the bottom to continue your set up.


continue to OneDrive →

You may get a few pop-up boxes offering to connect socially and other things, just click No Thanks!

When complete, your screen will look like the following:

Now, you are in your own cloud based system. You can begin a document here at school, then go home, get on the internet, log into your email, click on One Drive, and finish the document. When you return to school, log in the same way, and access your document.

When you click New, the following screen appears.
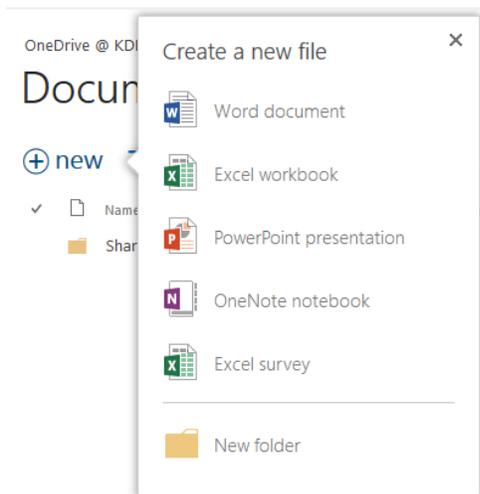
Choose the type of document you want to create, and begin!

As you can see, you get all the same features as you get when using Word on your desktop, the only difference is, you didn't have to pay for it at home!! You can log in and create an actual Microsoft
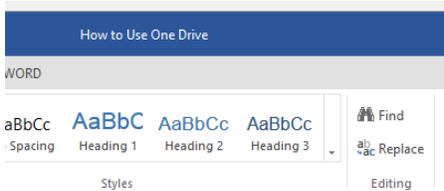
document that is furnished to you by the Education Department. As long as you have a 365 account, this feature is yours.
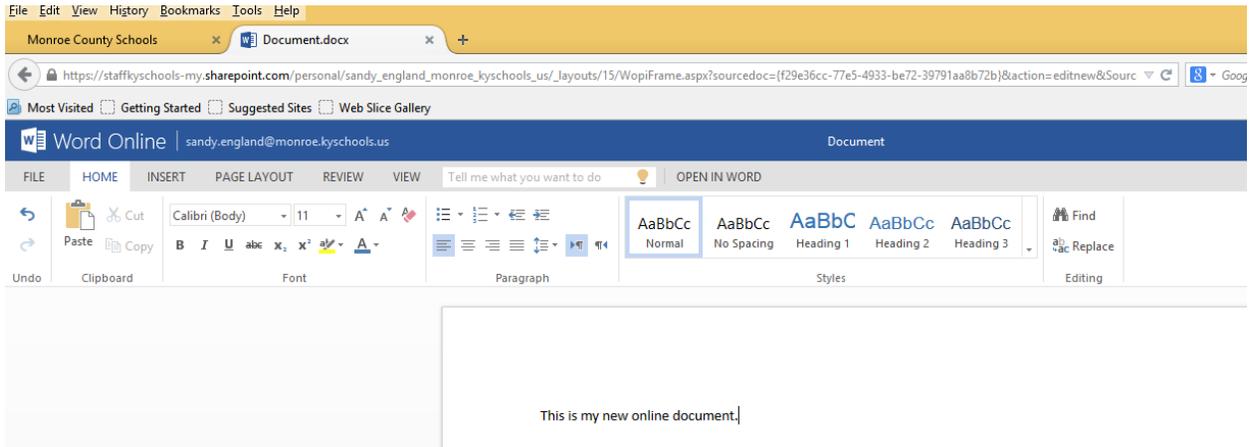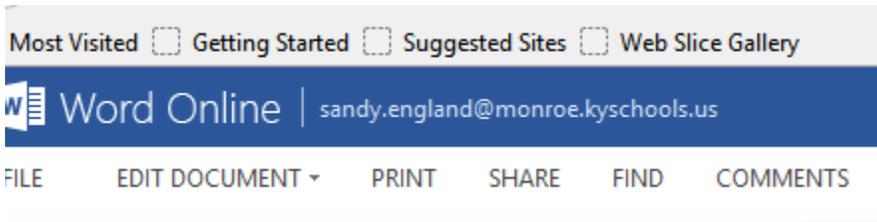

When you begin a document, it automatically saves. Go to the top of the document to rename it.
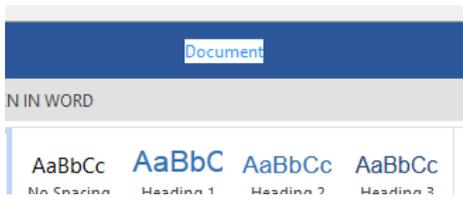
 Just click on it and type in the new name.

 When you are ready to leave your document, just click on your name at the top left hand corner, and you will go back to your files.
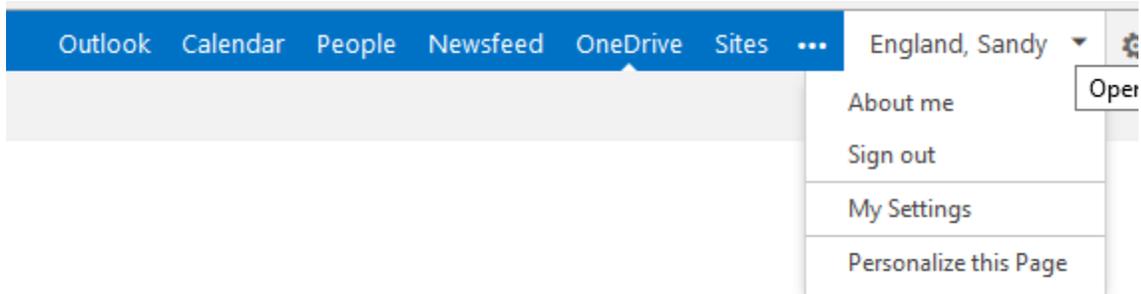

You will now see your new file listed.

✓	☐	Name	Modified	Sharing	Modified By
	📁	Shared with Everyone	⋯ 26 minutes ago	👥	☐ sandy.england@monroe.kyschools.us
	📄	How to Use One Drive ✳	⋯ 4 minutes ago	🔒	☐ sandy.england@monroe.kyschools.us

To get back to your email, just click on Outlook at the top or simply Sign Out of your account.

Good luck!