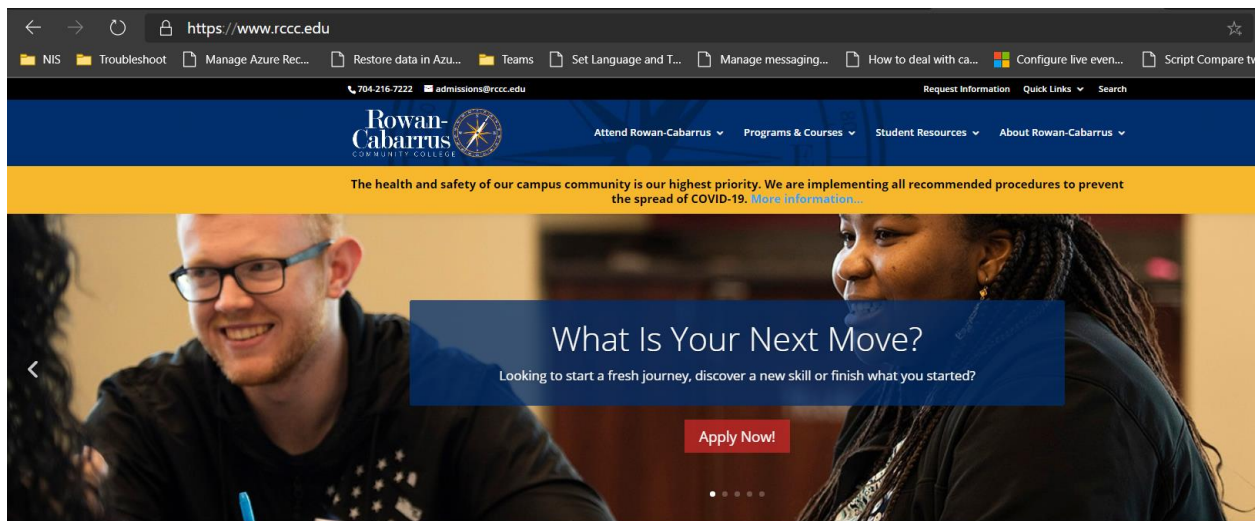
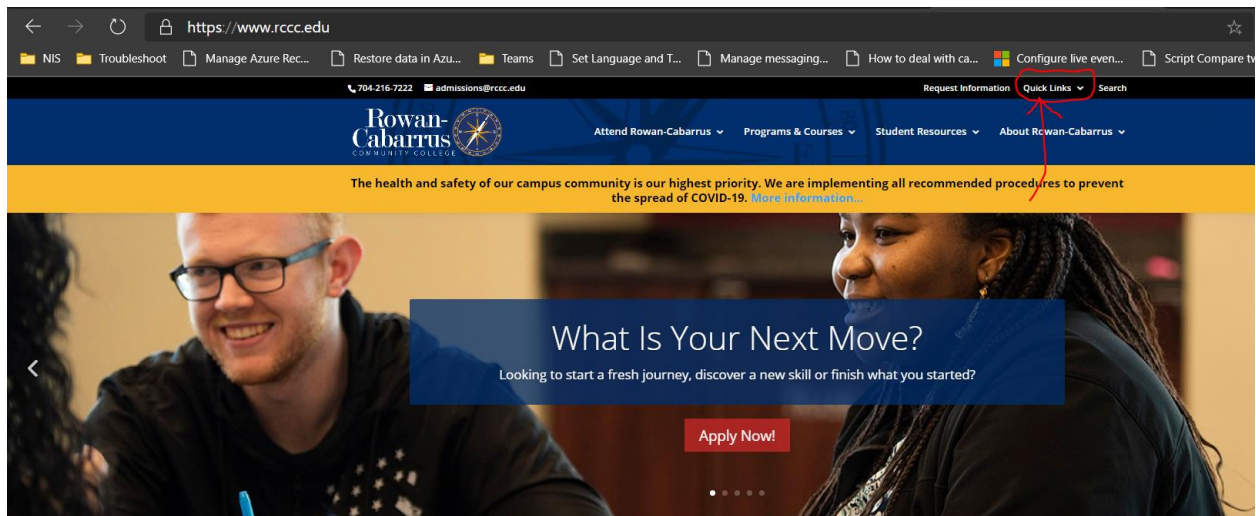

HOW DO I GET TO MY PERSONAL ONE DRIVE

I work mainly on the web!

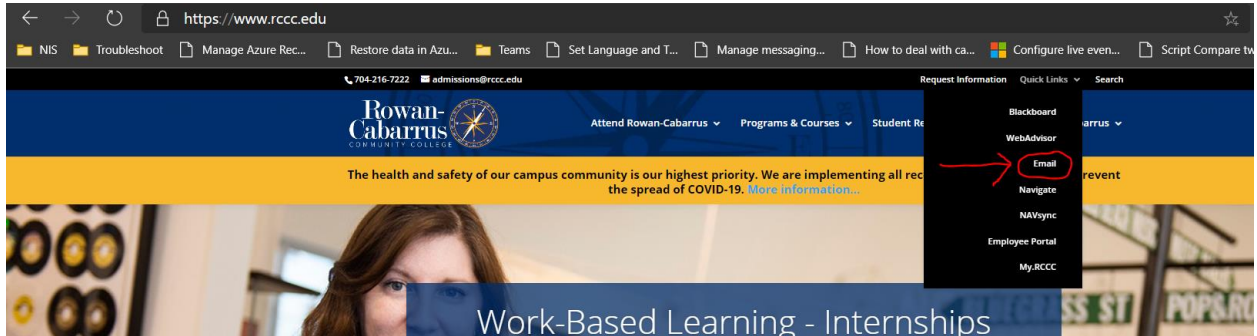
Step 1: Go to the RCCC home page:



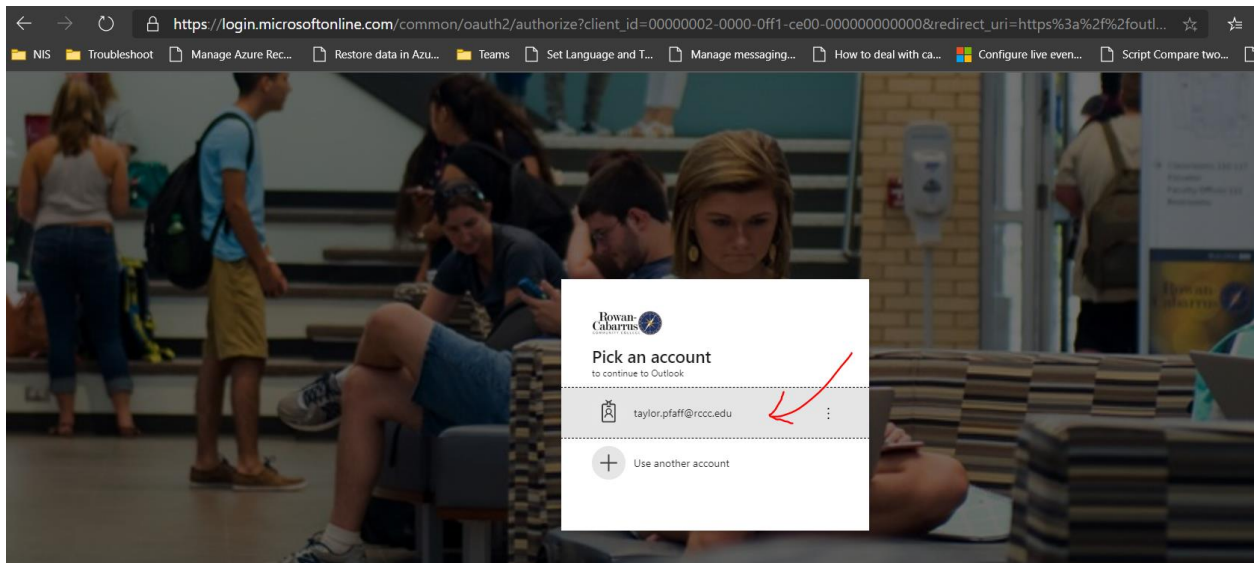
Step 2: Click on Quick Links at the top of the page:



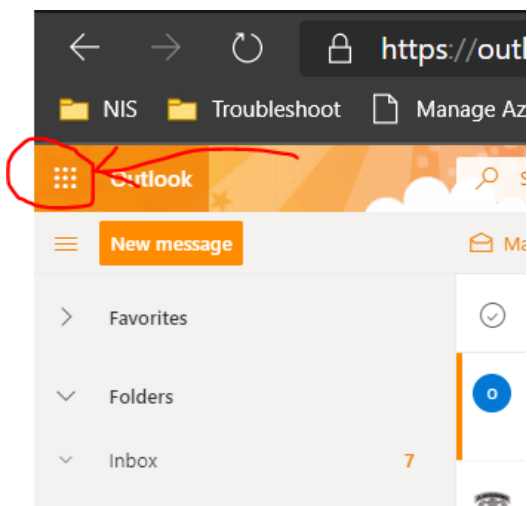
Step 3: Click on Email:



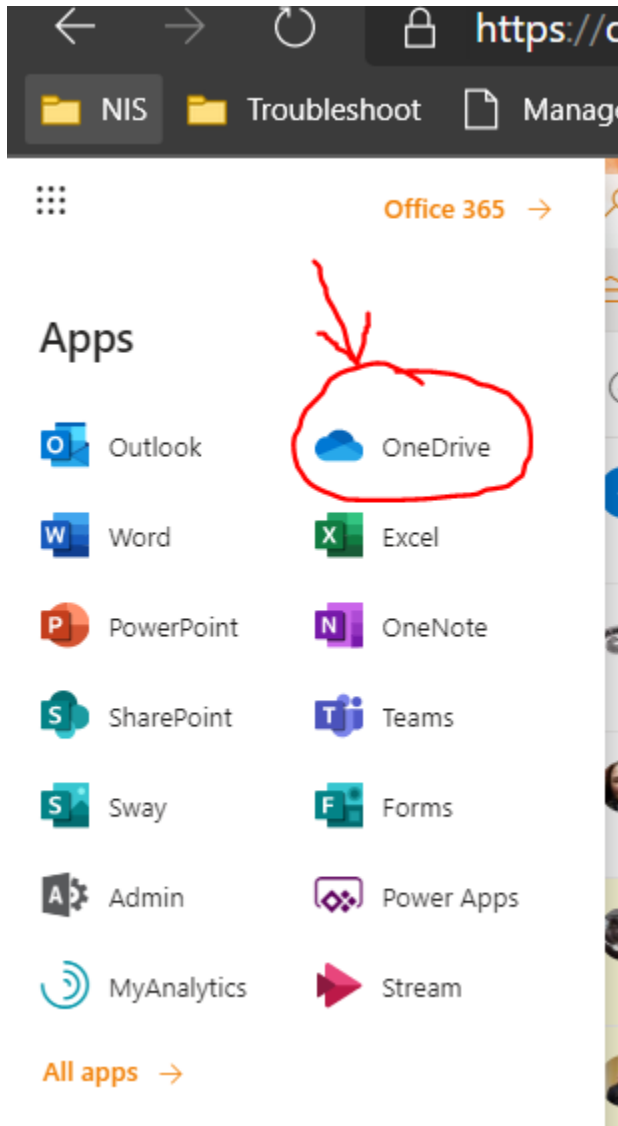
Step 4: Log into your email



Step 5: Once in your email on the web, click on the 'waffle' or the app launcher in the top left hand corner of your email:



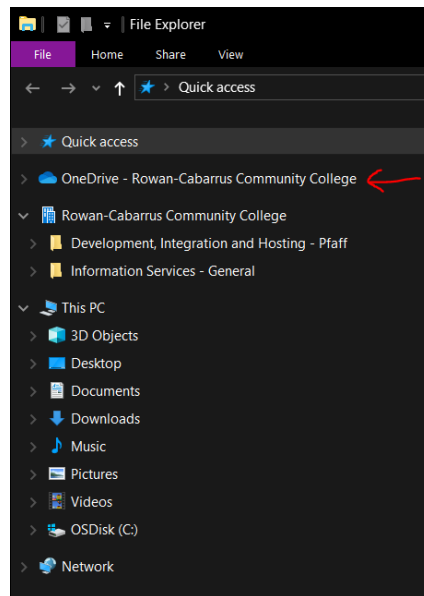
Step 6: A drop down menu will appear with a bunch of Microsoft application that you have access to, one of which is One Drive. All you have to do is click on it:



When you click on it, it will drop you on your 'My Files' area, which is where all of your personal files (files only you need to access) live.

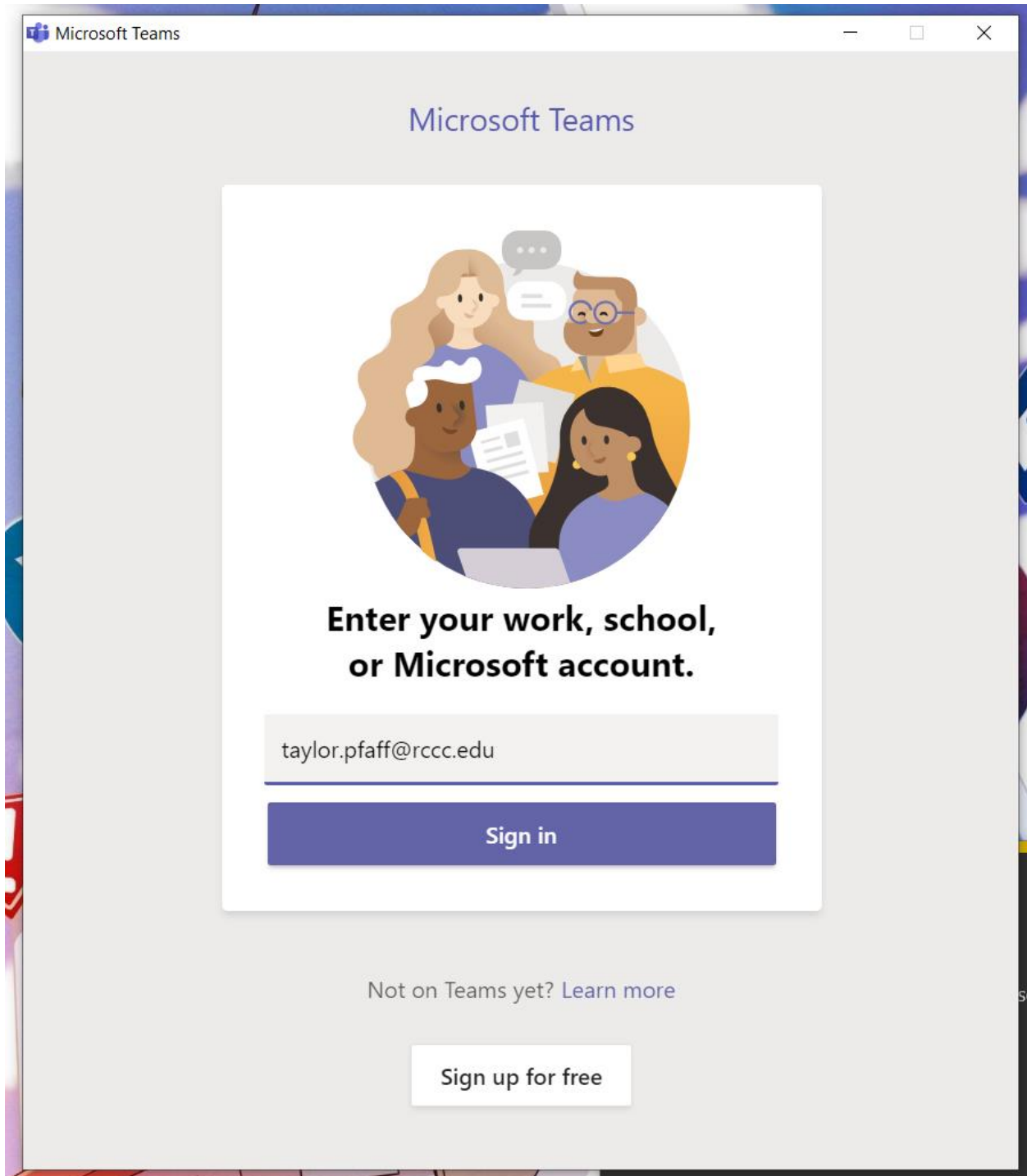
I work mainly from my computer's desktop!

We currently offer a training in which we show you how to sync your files down to your computer, so that you don't have to use the web or teams to get to your files. There is also additional documentation on the Sync client App, so please reference those if this is something you are interested in!

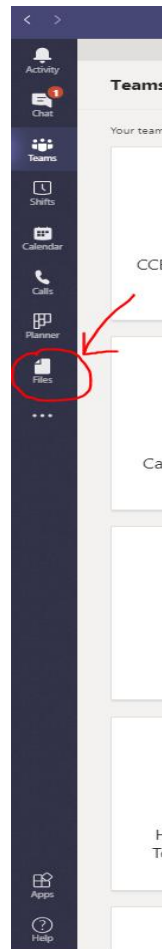


I like to work in Teams!

Step 1: Open Teams on Your computer; you might have to sign in with your RCCC credentials:

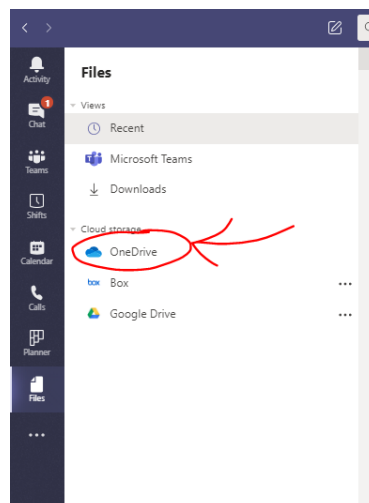


Step 2: In your Teams Navigation bar on the left-hand side, navigate down to the one called 'Files':



When you click on it, it will drop you in your 'Recent' area.

Step 4: In the Files Navigation menu navigate to the option that says Cloud Storage and right beneath it is the option for OneDrive, click it:



You should then see all of your personal files and folders appear in the teams window and be able to work on them accordingly.