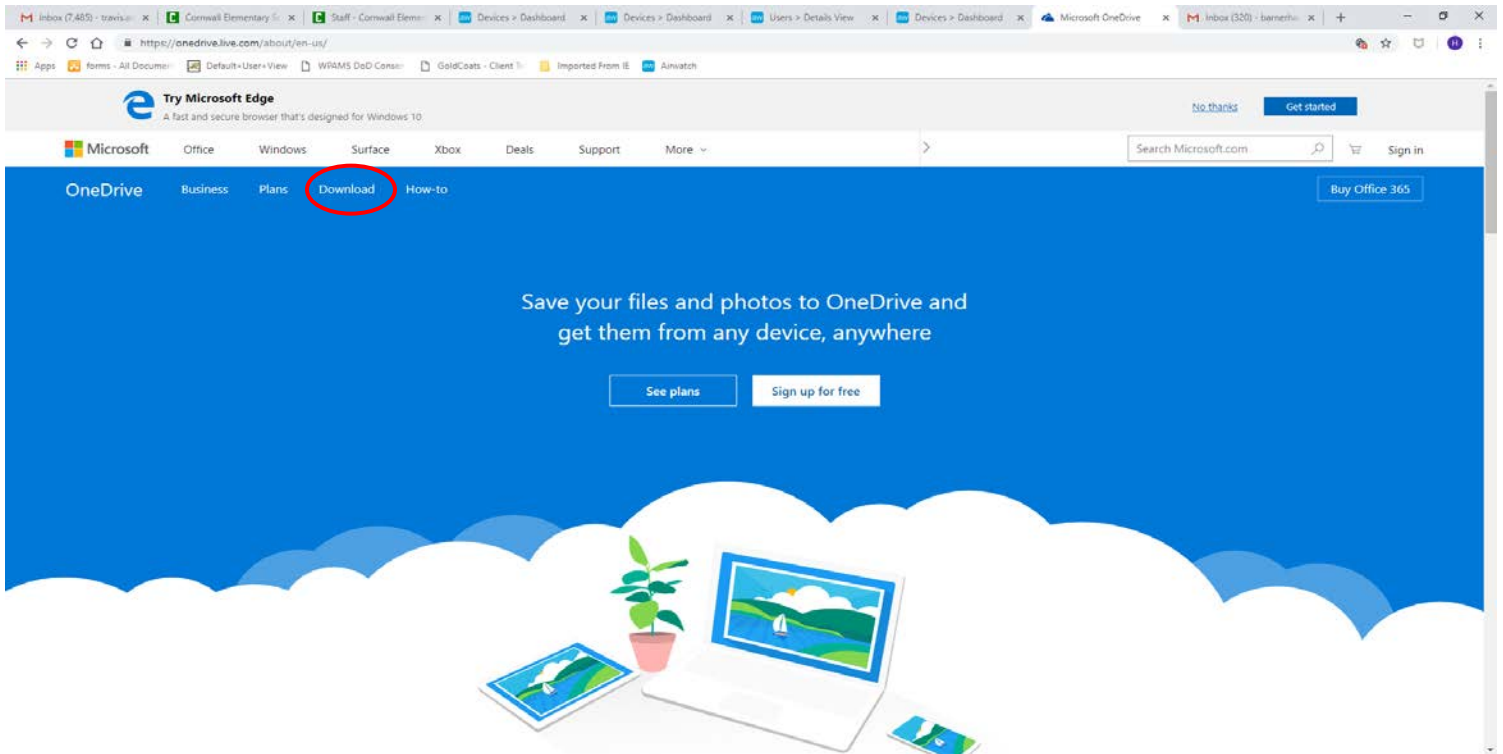


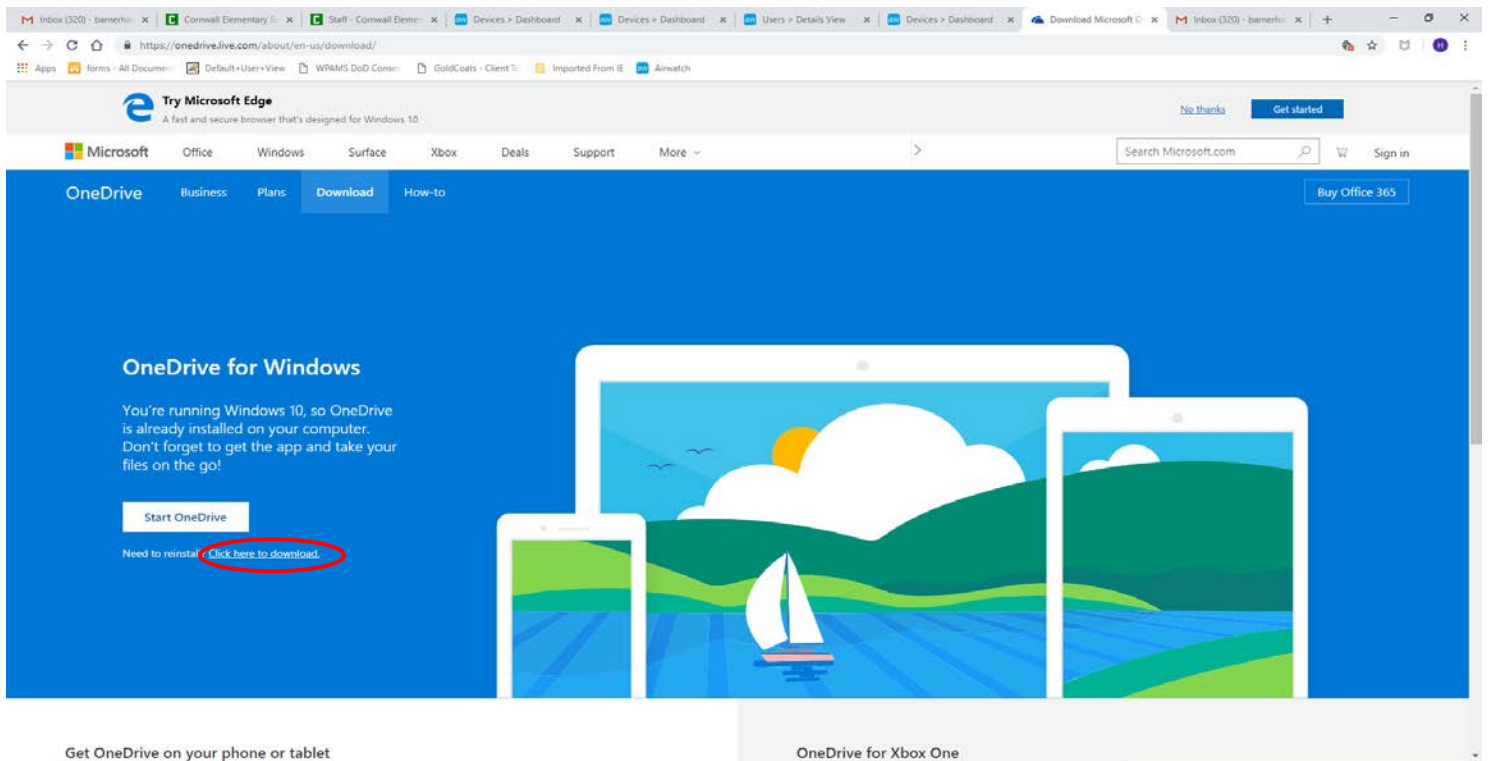
How to Install and Set-Up Microsoft OneDrive (Web)

STEP 1: Type <https://onedrive.live.com/about/en-us/> into your web browser. **NOTE: The browser used for this guide is Google Chrome.**

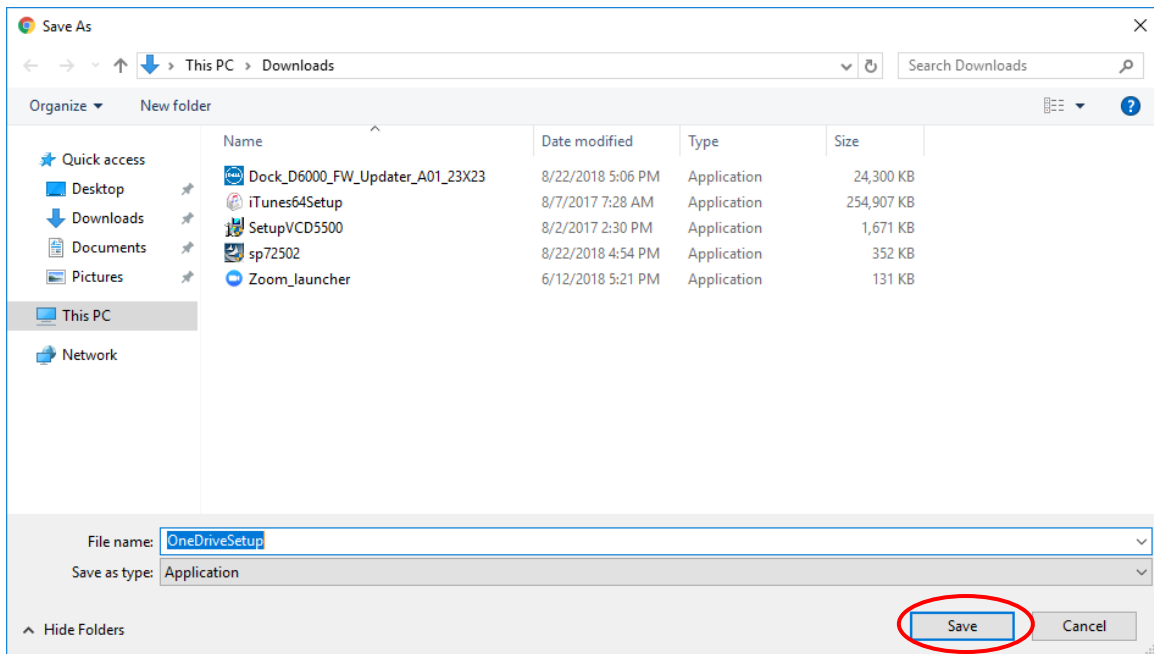
STEP 2: Select Download



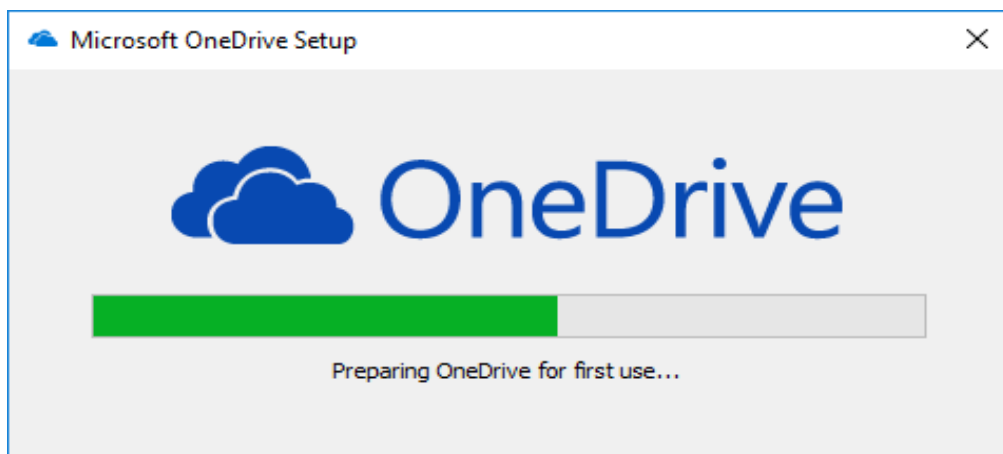
STEP 3: Select *Click here to download.*



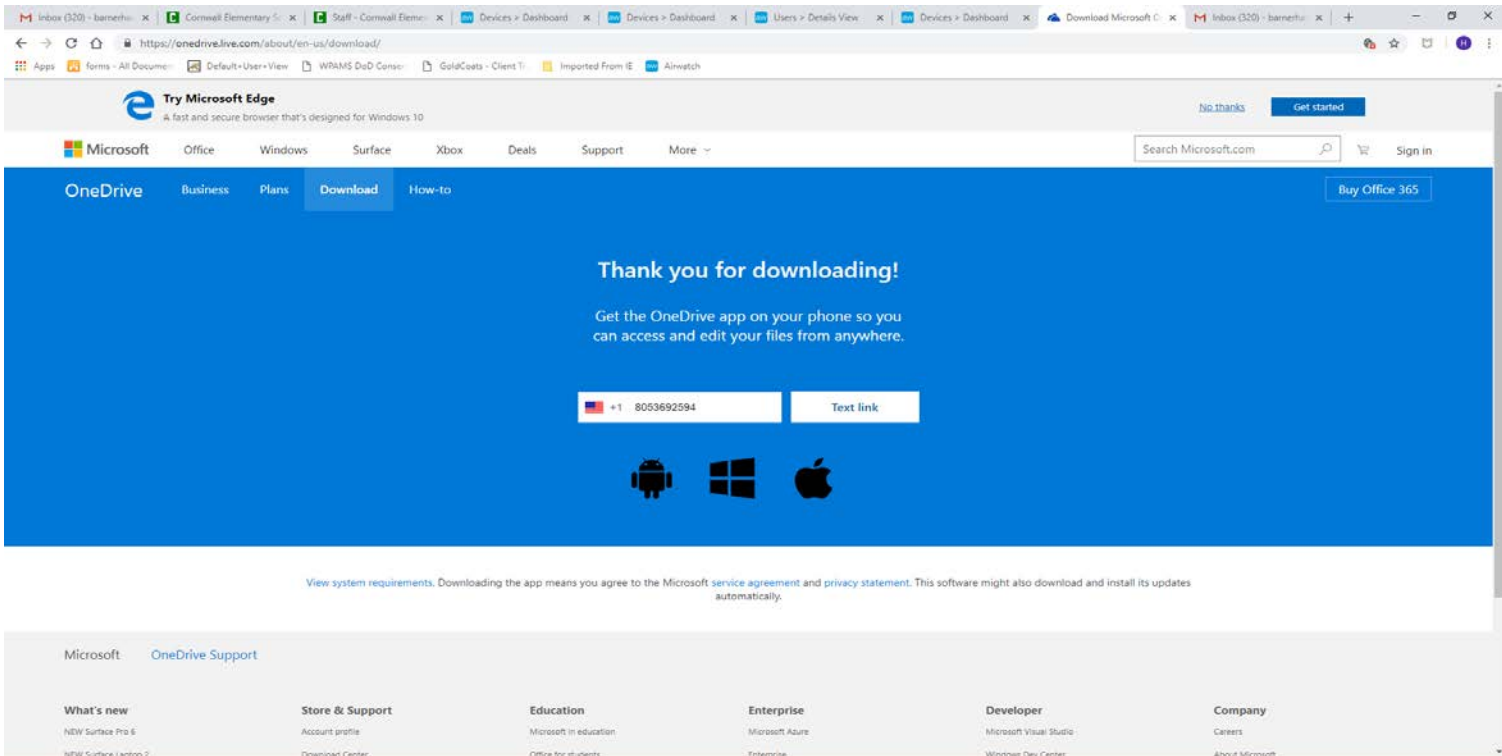
- Once you select *Click here to download* you will see a message appear at the bottom left (could be a different location for other browsers, but it should be somewhere at the bottom) click it and then save the *OneDriveSetup* on your computer.



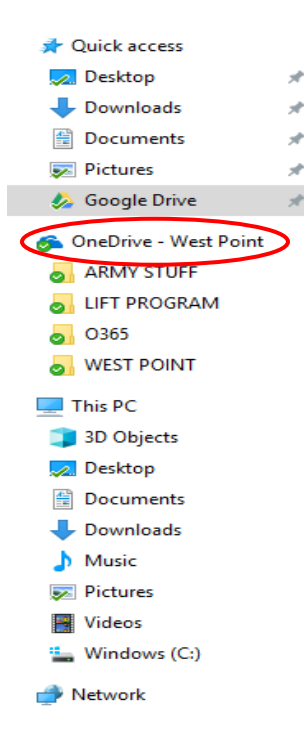
- Once you click *save* you will see that Microsoft OneDrive is preparing to install



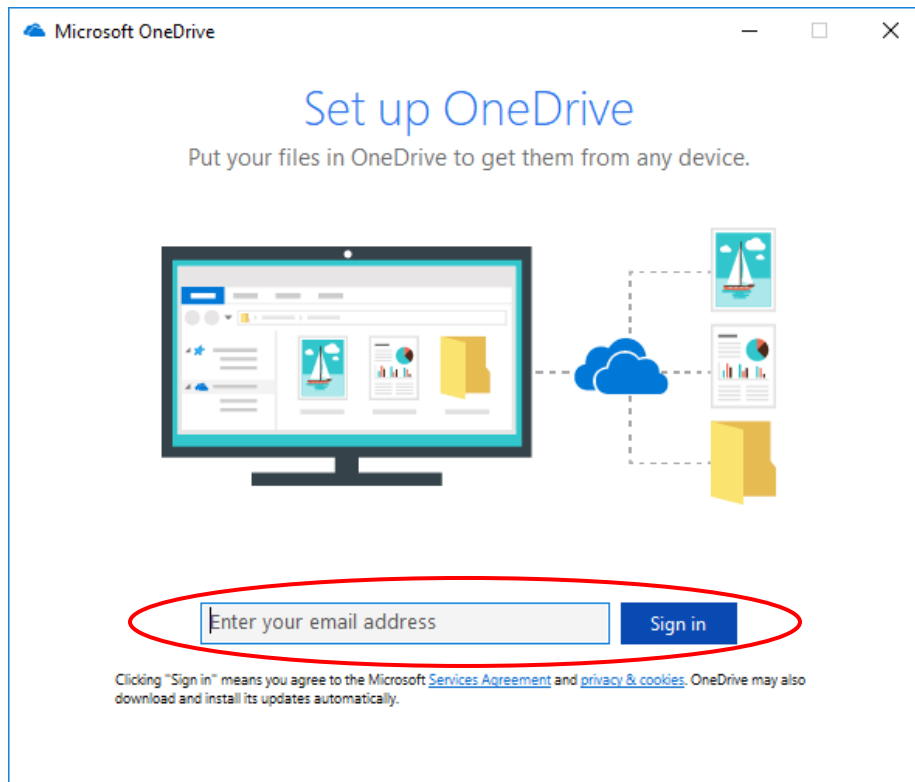
STEP 4: Once the download is complete it will say *Thank you for downloading*. You may enter your phone number to receive the link that will direct you to the app store to download the OneDrive application onto your mobile device.



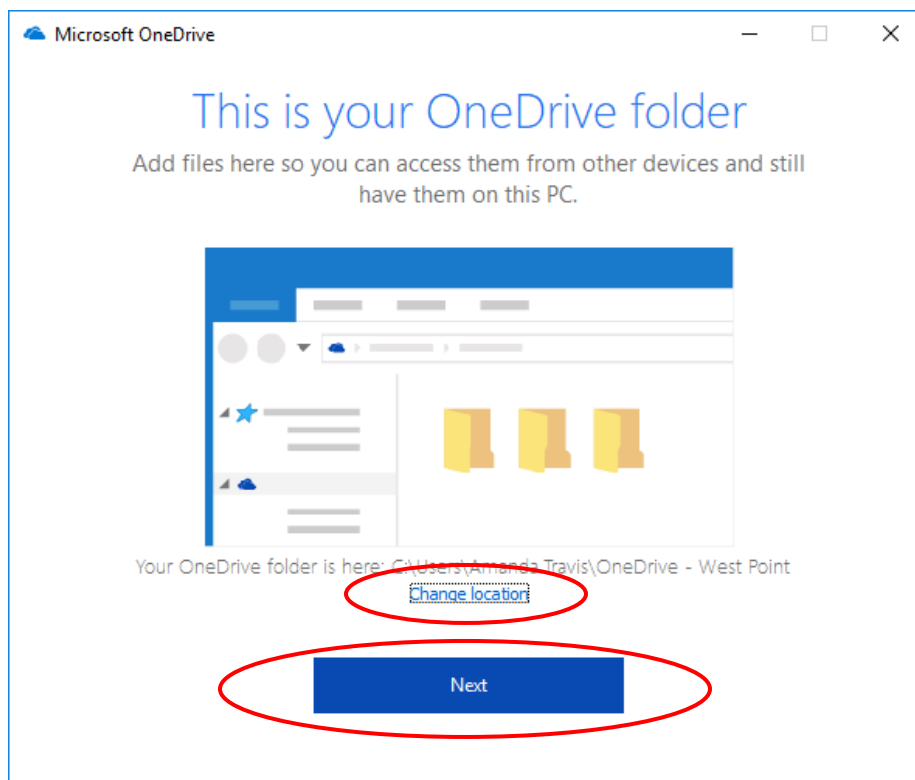
STEP 5: You should see that Microsoft OneDrive is installed on your computer. Double click it and finish the set up. **NOTE: If you do not see that OneDrive has been installed then a message to finish the set up should pop up, just continue to STEP 6.**



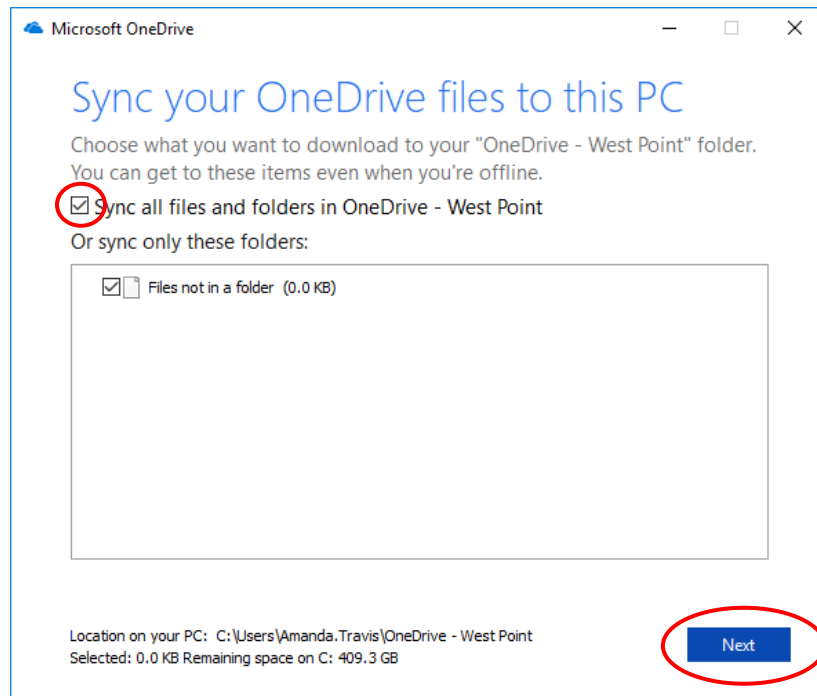
STEP 6: Enter your @**westpoint.edu** e-mail address and click **Sign in**



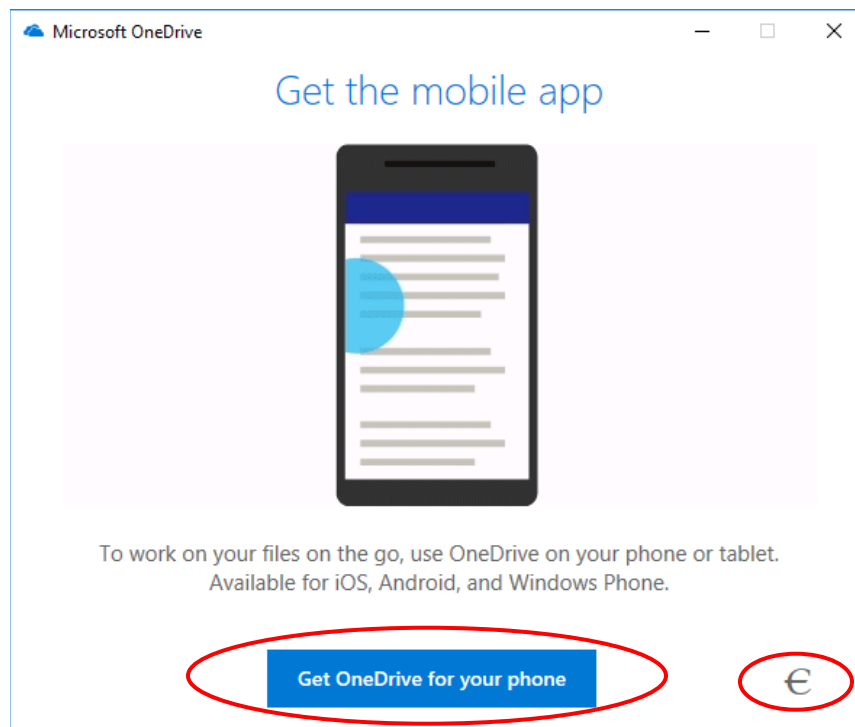
STEP 7: Click **Change location** to change the location of your OneDrive folder. If you are satisfied with its location click **Next**



STEP 8: If you wish to **Sync (back up)** your folders to OneDrive *check the box*, if not click *Next*



STEP 9: If you wish to download OneDrive on your mobile device click *Get OneDrive for your phone*, if not click the fancy *E*. **NOTE: If you receive an error message after clicking Get OneDrive for your phone, just click the fancy E to proceed. You can still download the OneDrive application from the app store later.**



STEP 10: You are all set up with Microsoft OneDrive

