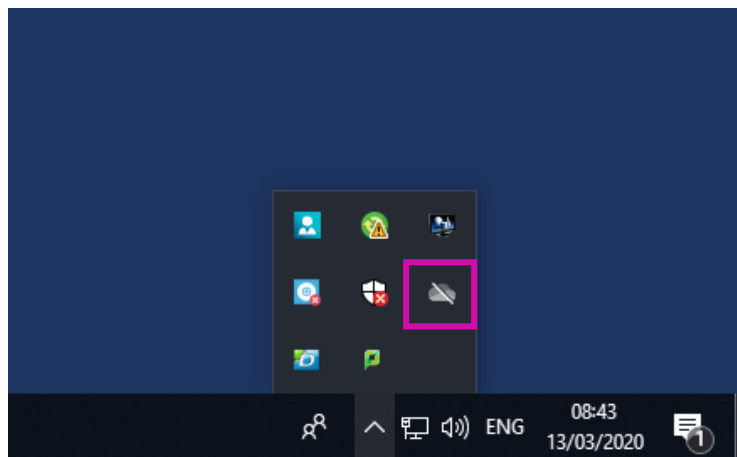


# Share Multi-Academy Trust

## Using OneDrive to access your files anywhere

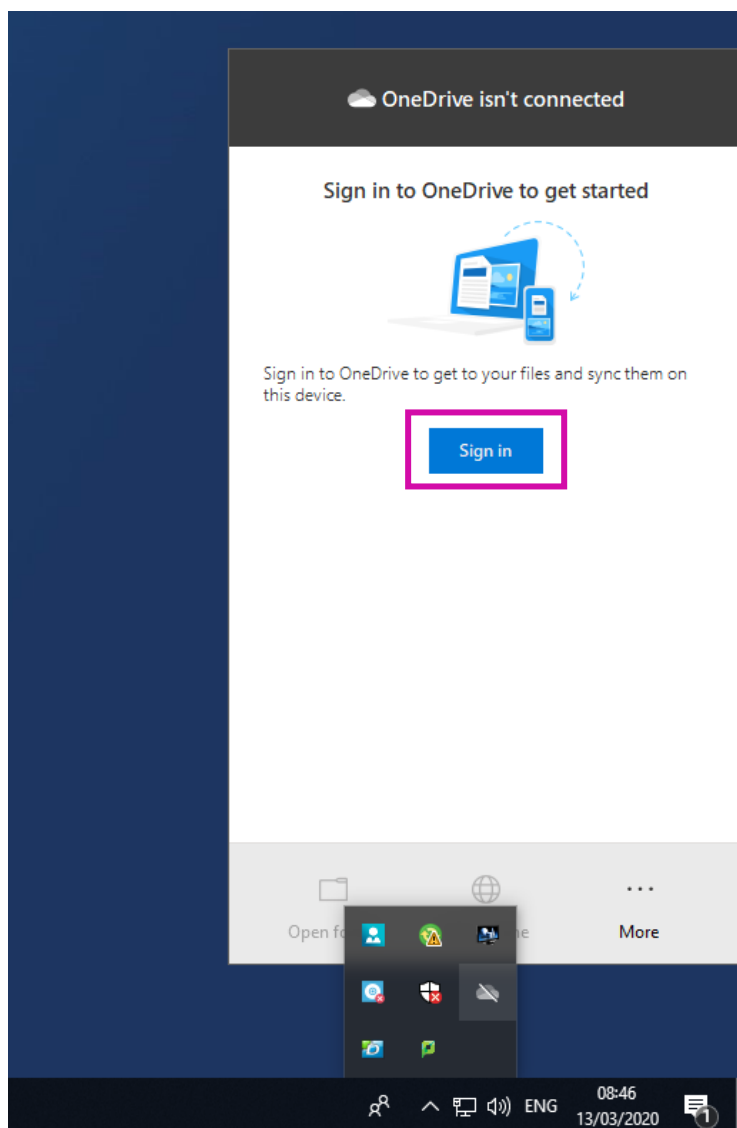
You can use OneDrive, a part of the MAT's Office 365 system, to store files in the cloud and access them anywhere. This guide will show you how to sign into the OneDrive app on a Windows 10 device. You can also sign into OneDrive on MacOS, tablets and mobile phones. Please see your device's app store to get the app. The signing in process is the same as the example below.



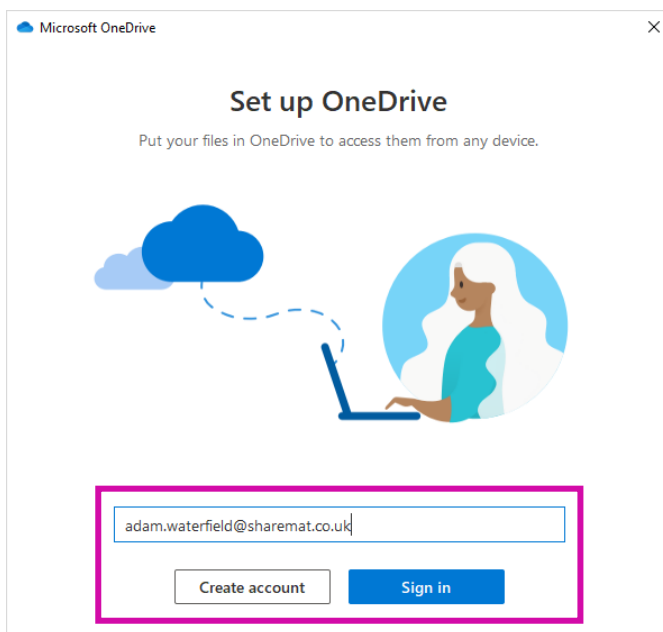
### Open the OneDrive app by clicking on the Cloud Icon

The cloud icon can be found down in the bottom right corner near the clock. It may be hidden in the ^ menu.

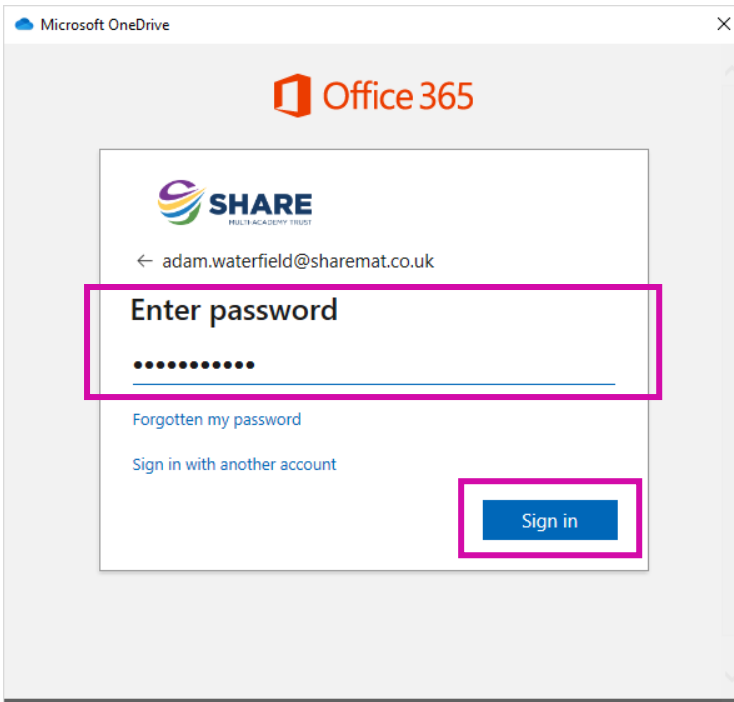
If your version of Windows 10 doesn't have the app pre-installed, you will need to download it from: <https://onedrive.live.com/about/en-gb/download/>



### Click the Sign In button



Enter your @sharemat.co.uk email address in the email address box and click Sign In.



**If prompted, enter your email address password and click Sign In**

You may be asked to enter your password depending where you are. In school, you may not be asked for it, so don't be alarmed if it doesn't request it.

**Complete the rest of the on screen instructions**

Simply accept all the defaults, they are all fine. This will complete setup.

## Browse your OneDrive

After setup is complete, you will find an option has appeared in File Explorer called **OneDrive – Share Multi-Academy Trust**. This is your personal 1TB of cloud storage. You can simply drop, copy, cut, paste and save files into this folder as you desire and they will be synced to Office 365. Anything you save in here is then available via office.com or anywhere you install and sign into the OneDrive app.

