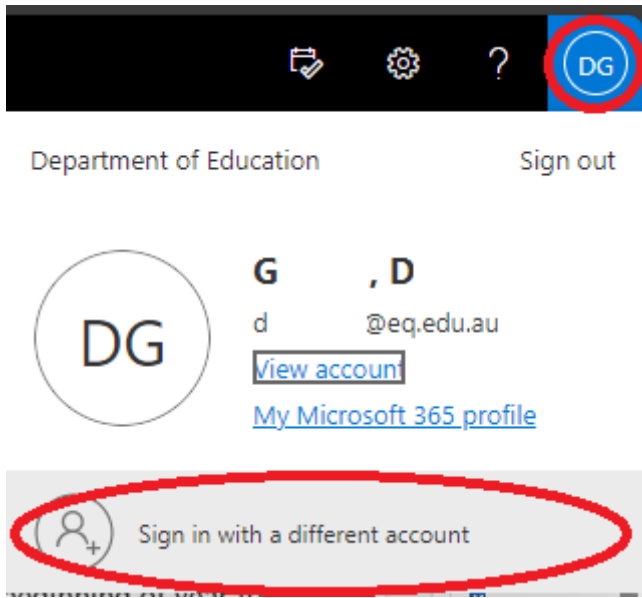
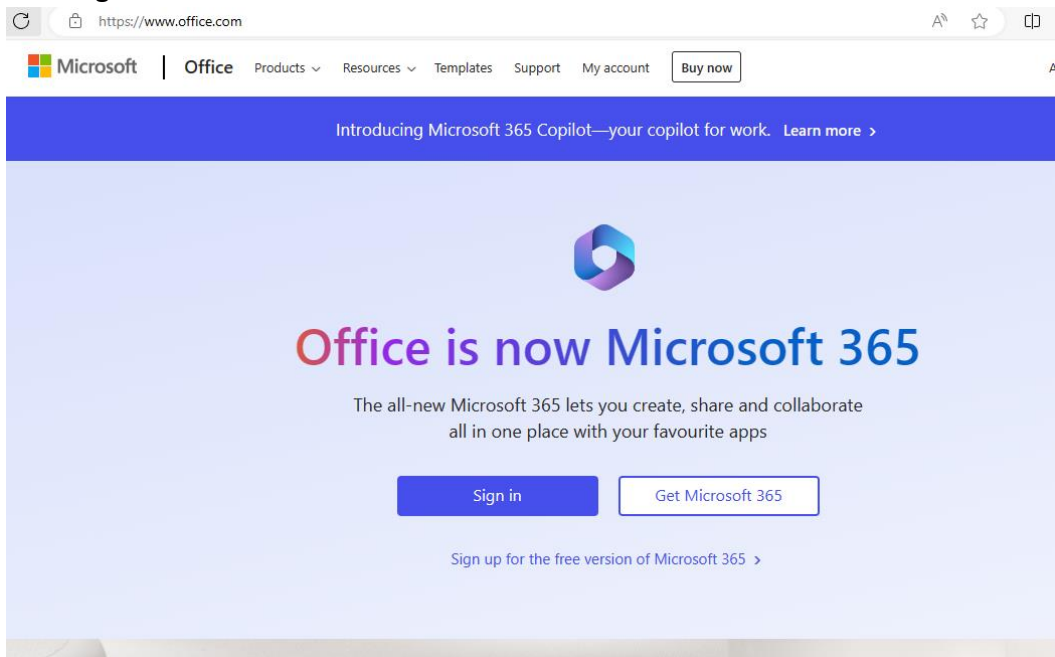


How to setup the School/Ed Qld OneDrive and Network on a Windows Laptop

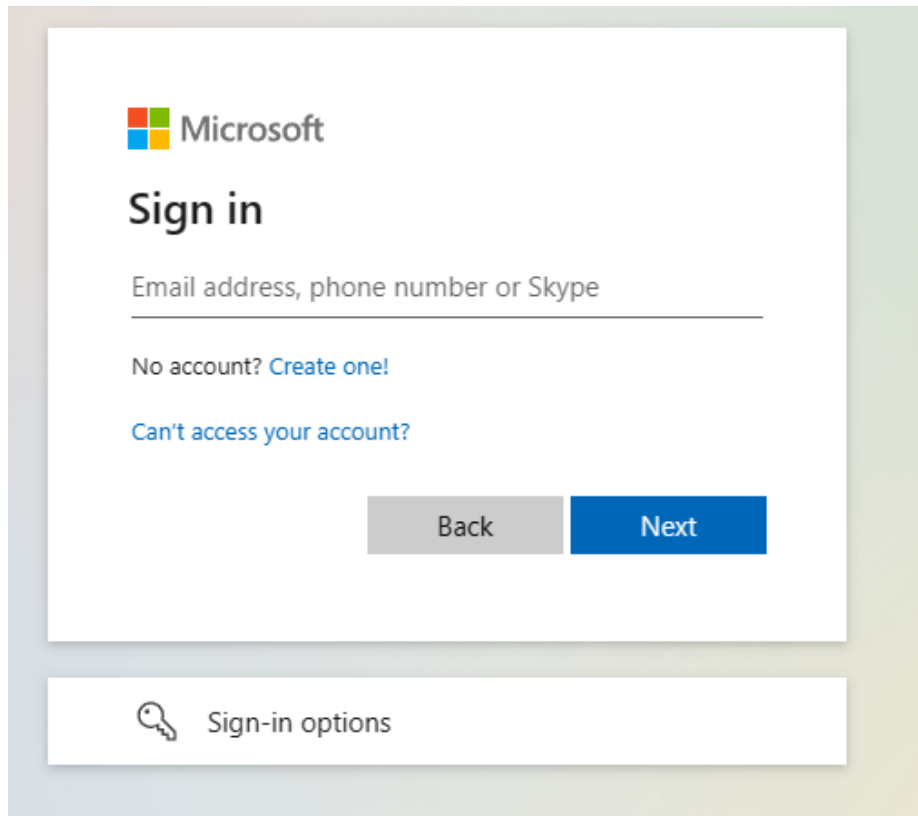
- 1) Open your Internet browser (Edge, Chrome, FireFox, Etc) and go to www.office.com
 - a) If automatically signed in, Click the Initials in the top right corner. Sign in with a different account.



- b) Click Sign in.



- 2) Put in the student's **School** email address



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below this main area is a separate box containing a key icon and the text "Sign-in options".

- 3) Type in the student's **school** username and password (not the full email address again) and Agree to the conditions of use **Checkbox**. Click **Sign in**.

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use](#)

[Change my password](#)

- a) If a password reset is required, you will be presented with the below message. Otherwise continue to Step 4.

Managed Internet Service

Please enter your current password and verify your new password.
Your password must be reset before you can log on. Please change your password and try again or contact the Service Centre.

Username

Please enter and confirm your new password

Username

Current
Password

New
Password

Confirm
New

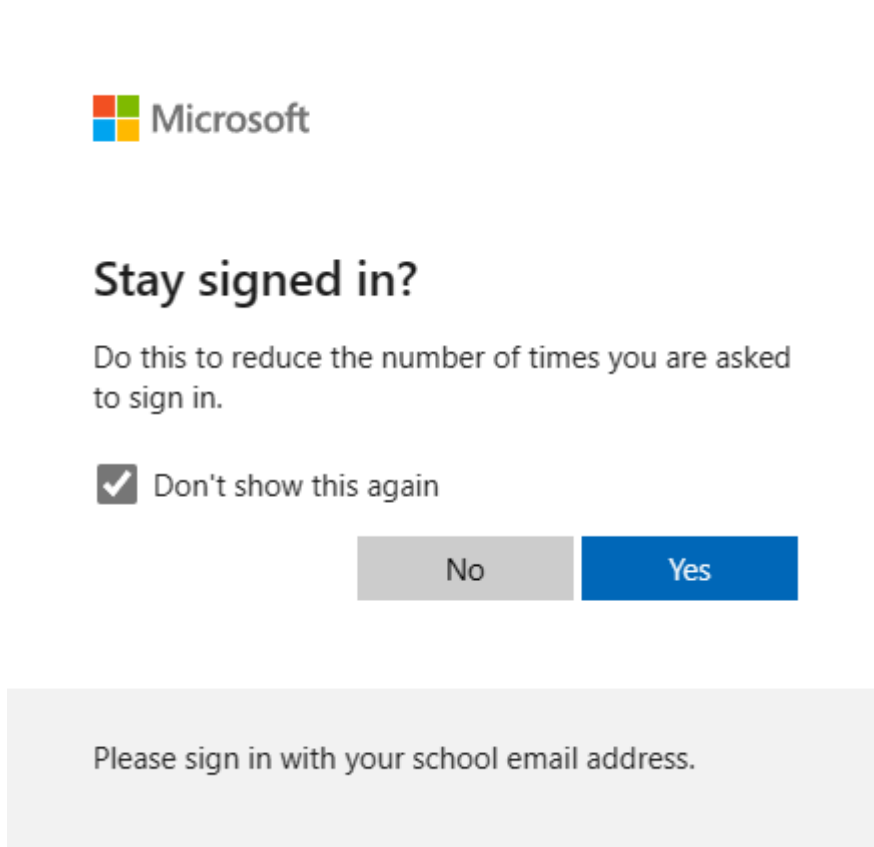
Password

[Change](#)

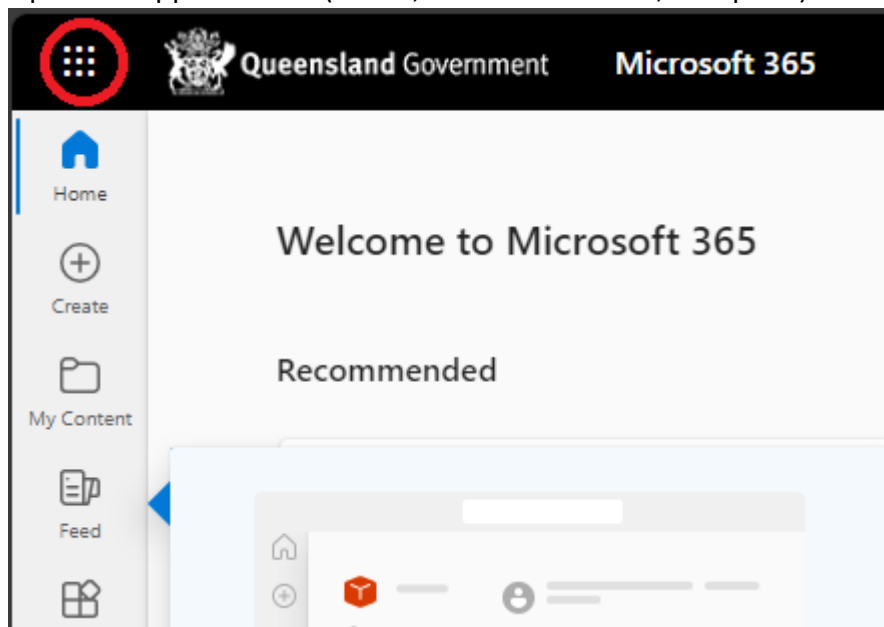
Note that the password must meet these requirements:

- Have at least 8 characters and
- Contain 3 out of the following 4:
Capital, Lowercase, Number, or Punctuation (#,\$,!,*, etc.)
- Cannot be based on your First, Last or User name.
- Cannot be any of your 15 previous passwords.

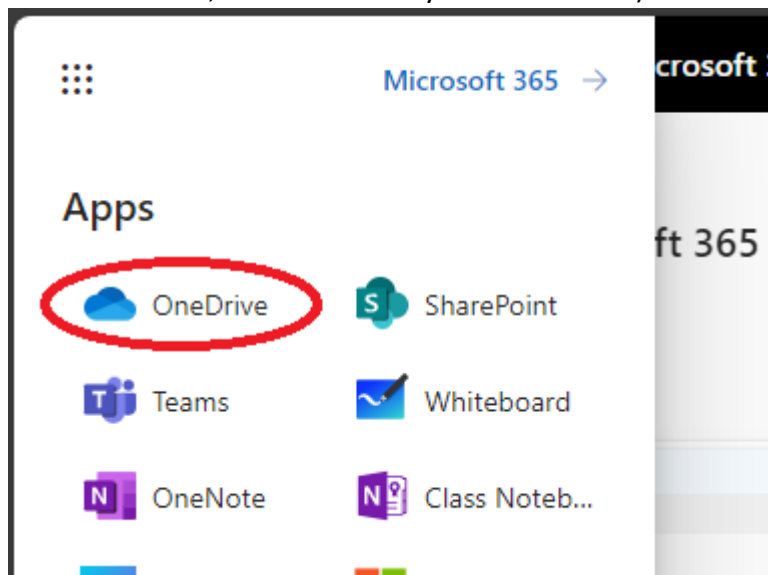
- 4) Tick the box to stay signed in and click **Yes**



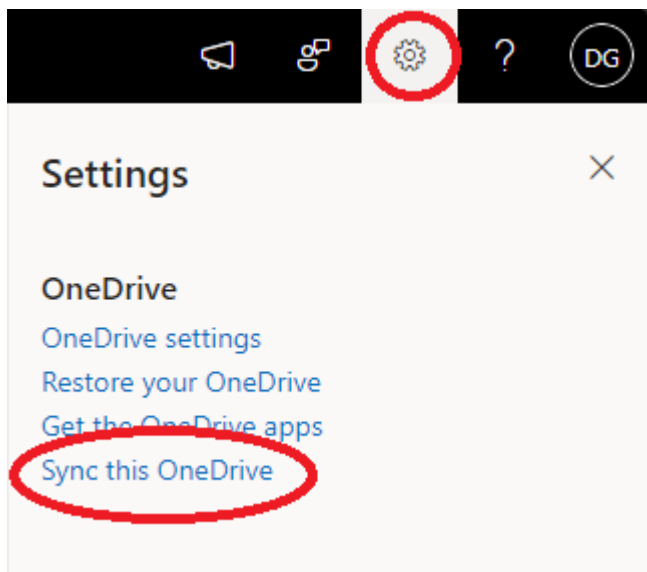
- 5) Open the App Launcher (9 dots, looks like a waffle, at top left)



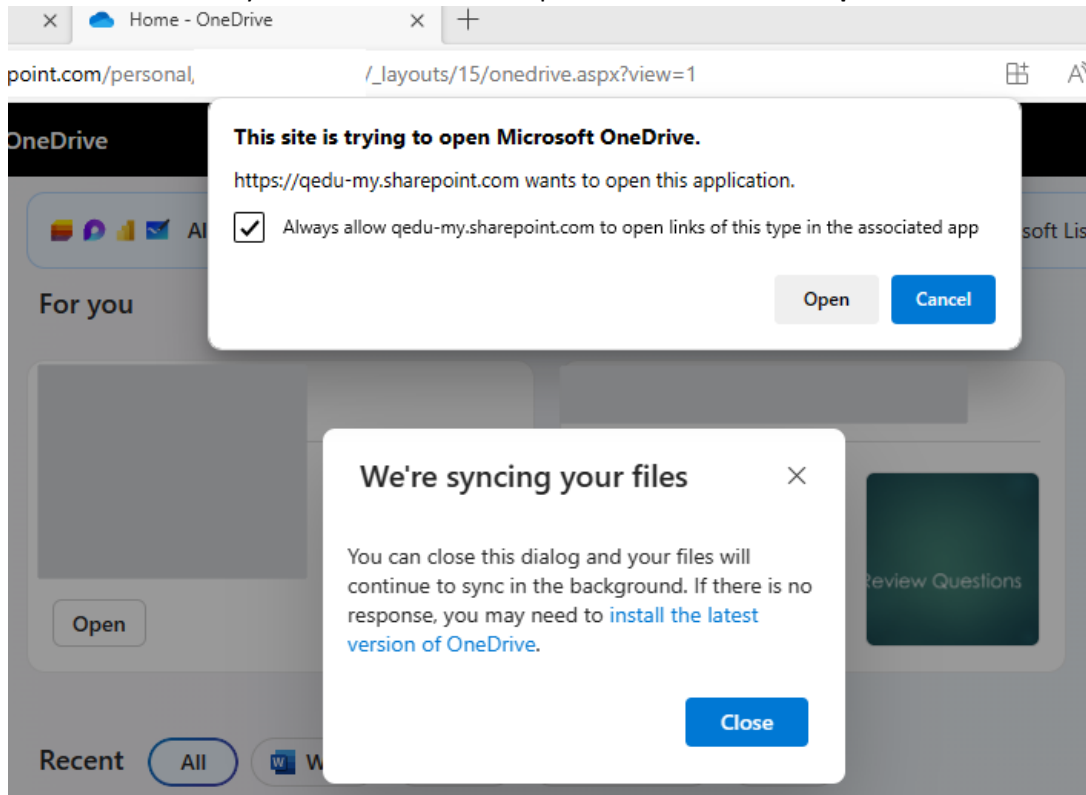
- 6) Open OneDrive (It may go to a Delve page, but it should run some code and then have a Proceed button, which will take you to OneDrive)



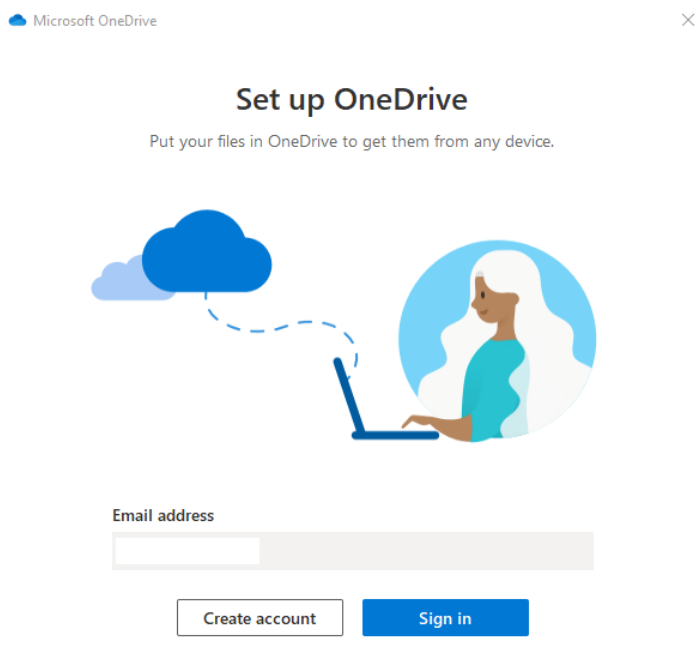
- 7) Click on the Cog/Settings button in the top right of the screen, and click on **Sync this OneDrive**



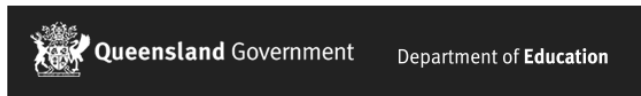
8) Tick the box to always allow the website to open OneDrive and click **Open**



9) Wait for the OneDrive program to open and click on Sign In (it should have the email address prefilled – confirm this is the school email address)



10) Type in the student's school username and password and click **Sign in**



Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use](#)

[Change my password](#)

11) Leave the box ticked, and click **OK**

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

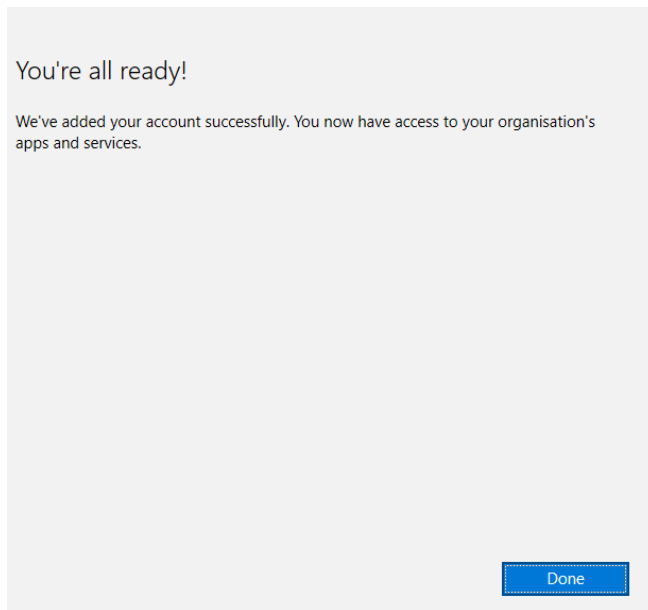
Allow my organization to manage my device

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

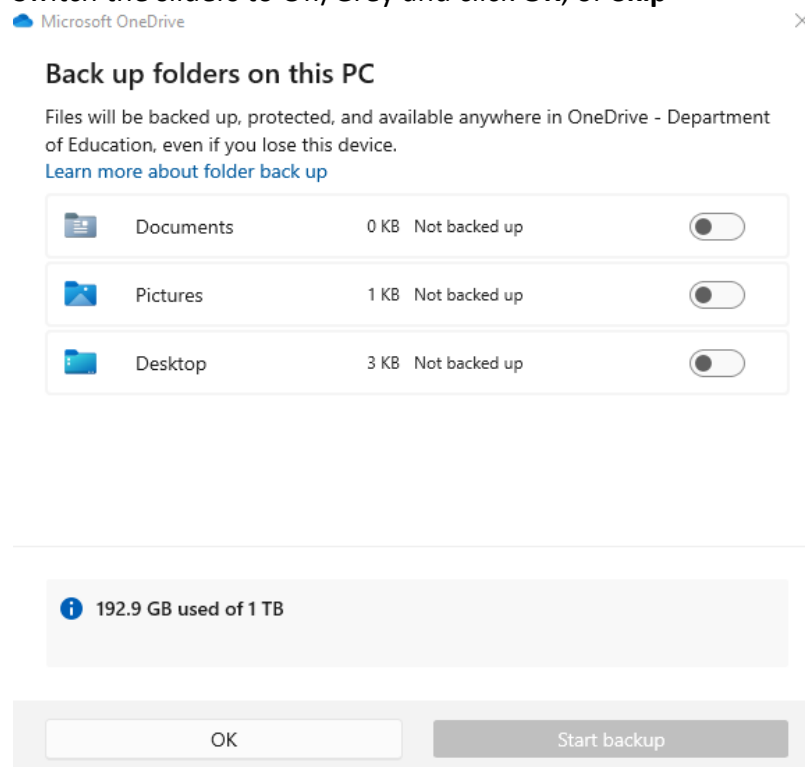
No, sign in to this app only

12) Click Next

13) It says You're All Ready, but there's a few more screens



14) If a personal OneDrive account has not already been setup, this screen may appear. Switch the sliders to Off/Grey and click **OK**, or **Skip**



15) Click **Next** three times.

16) Click **Later**, and then **Open My OneDrive**.