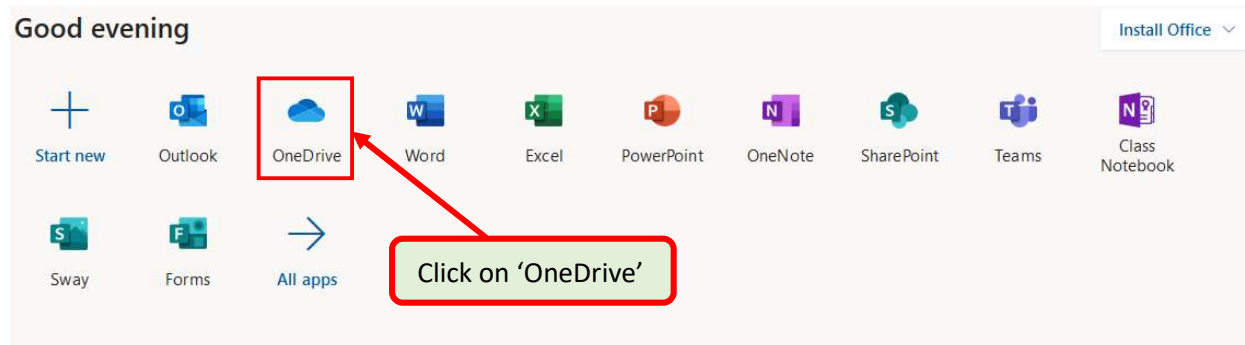
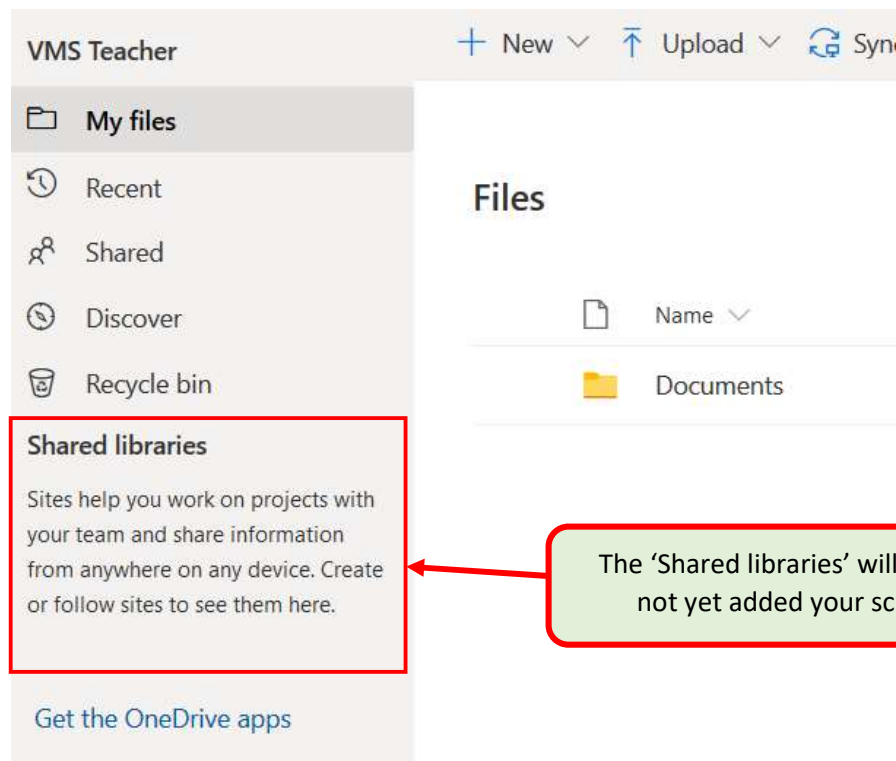


Adding School's Shared library to your Account

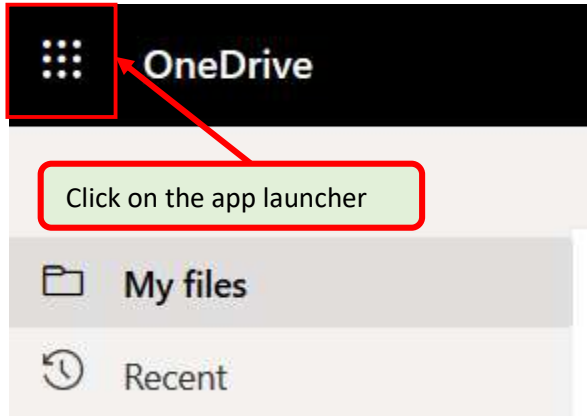
1. Log in Office 365 (<https://office.com>).
Once logged in, click on 'OneDrive' on the dashboard



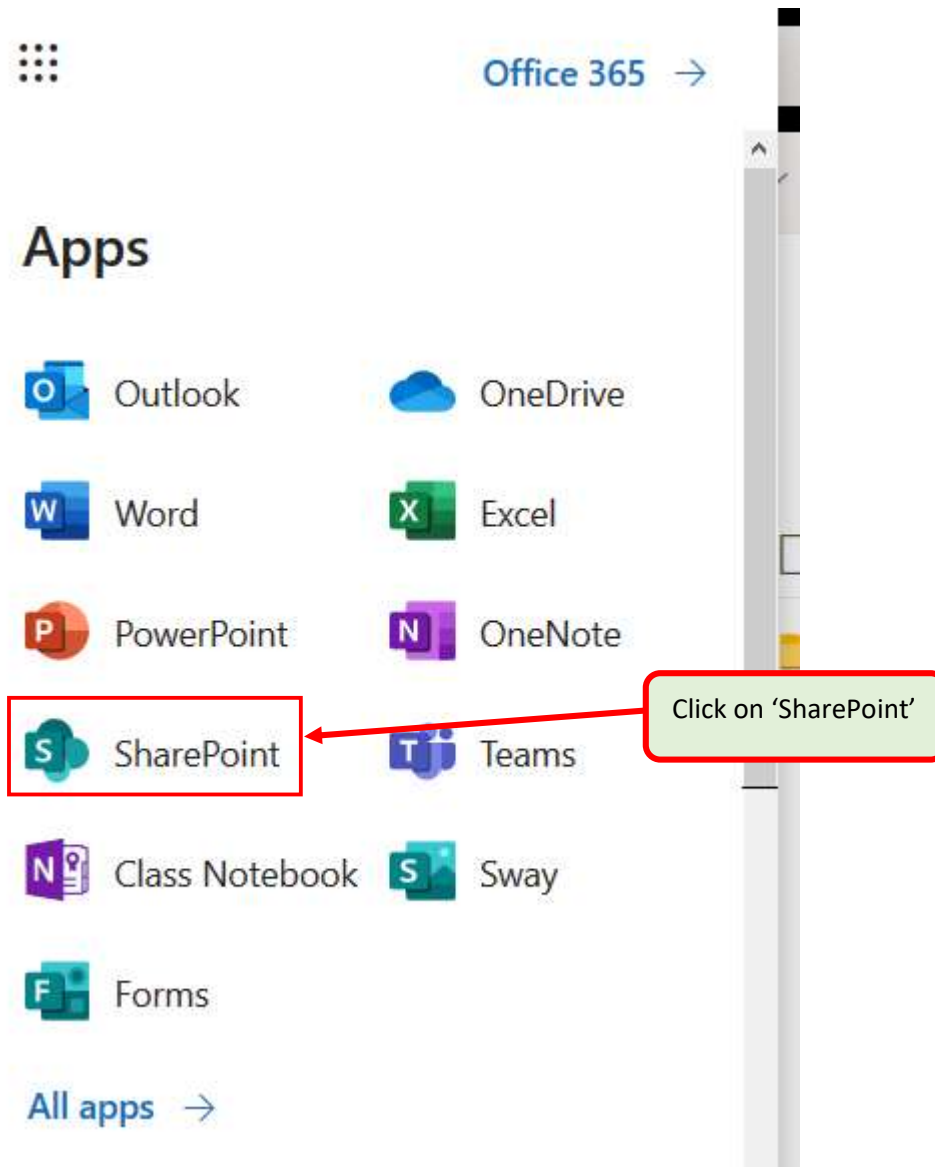
2. Once inside of OneDrive, if you have already added your school's Staff Shared library, it show up on the left-hand side.
If it is empty under "Shared Library" (as shown in picture below), then you have not yet added your school's Staff Shared library. Proceed to Step 3



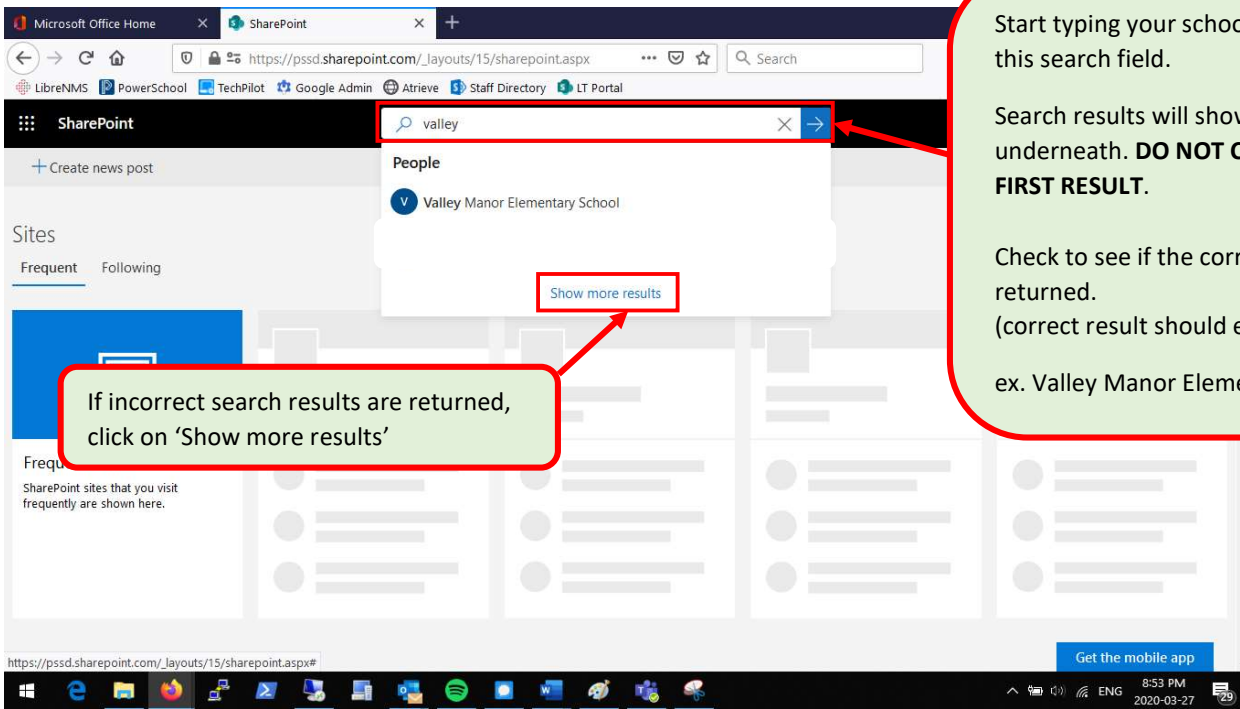
3. Click on the app-launcher in the top-right hand corner.



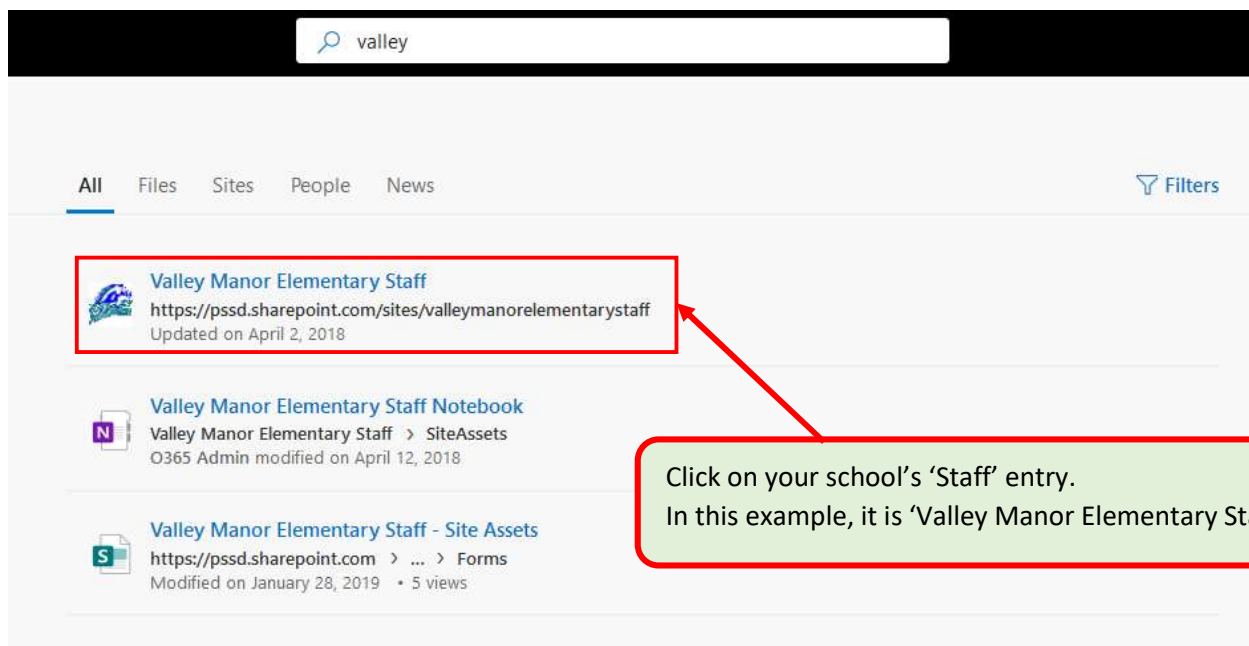
4. The app launcher will show you the app selection menu. Click on the 'Sharepoint' web app.



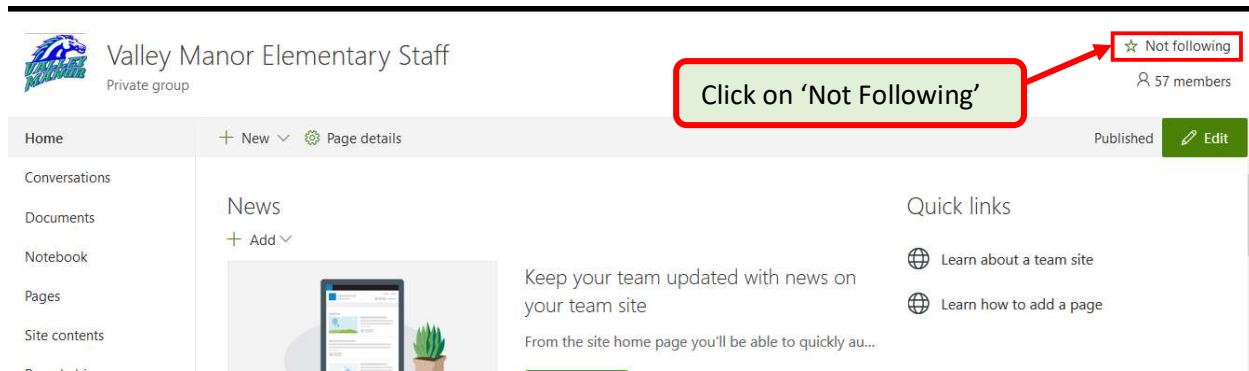
5. Once Sharepoint is loaded. Click into the search field and start typing your school's name.
A drop-down menu will appear displaying search results - **DO NOT CLICK ON THE FIRST SEARCH RESULT.**
- Check to see the search result. The result proper entry for your school should end with 'Staff'
 - For example, in the picture below, the first search result displayed is 'Valley Manor Elementary School' - incorrect. The correct search result should be: 'Valley Manor Elementary Staff' - correct.
- You may need to click on 'Show more results'.



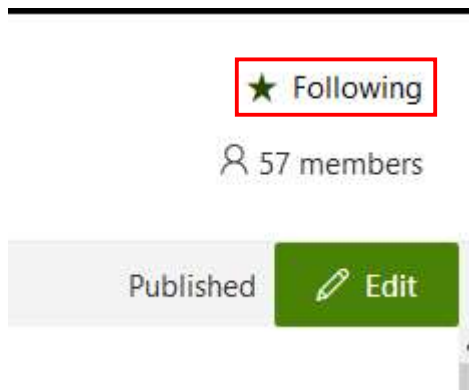
6. The 'Valley Manor Elementary Staff' is now displayed.
Click on your school's 'Staff' entry.



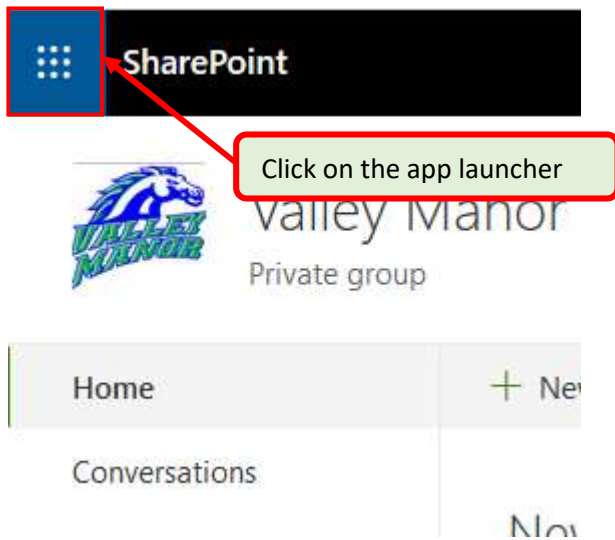
7. Your school's 'Staff' group will now be opened up.
In the top-left hand corner, click on 'Not Following'



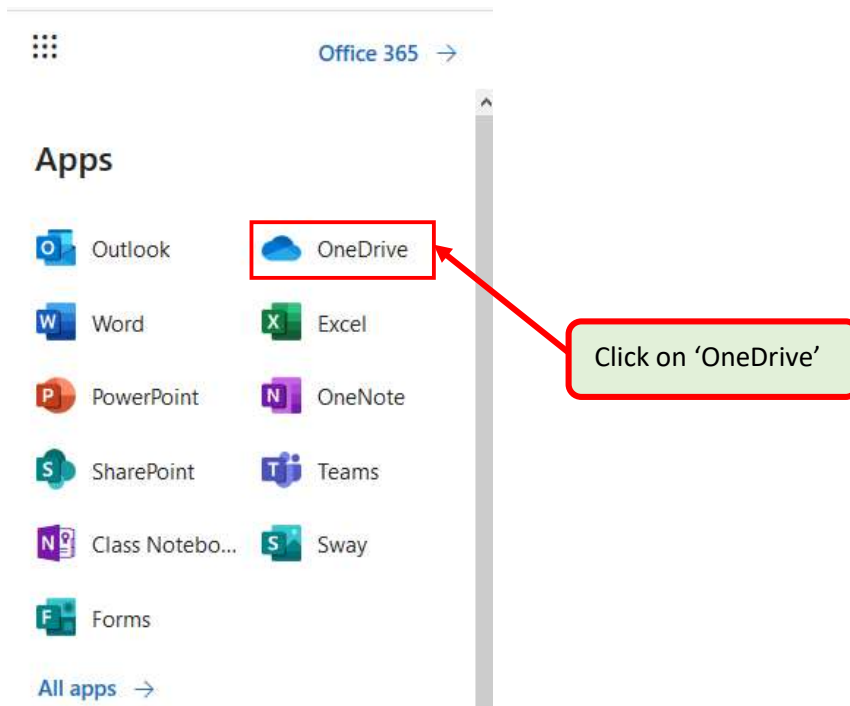
8. You will see 'Not Following' change to 'Following' status.



9. Click on the app launcher in the top-left hand corner.



10. Click on 'OneDrive'.

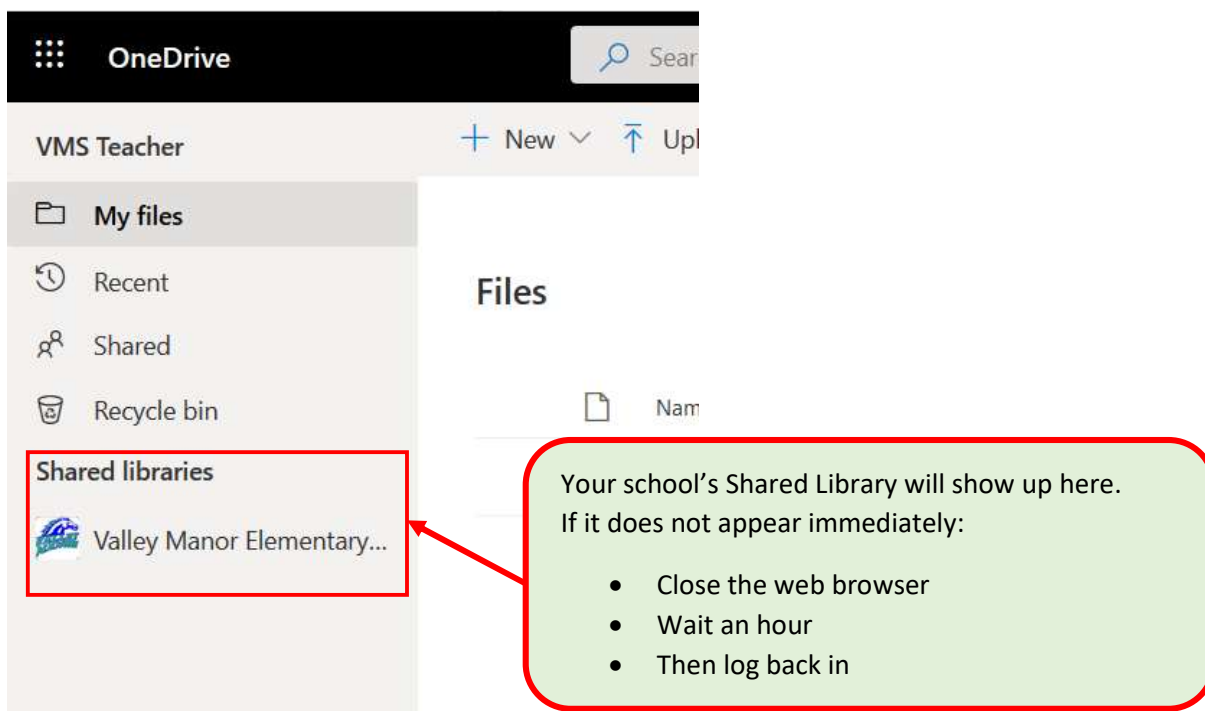


11. Now you should be back in 'OneDrive'.

Check under 'Shared Libraries', you should see your school's Shared Library now.

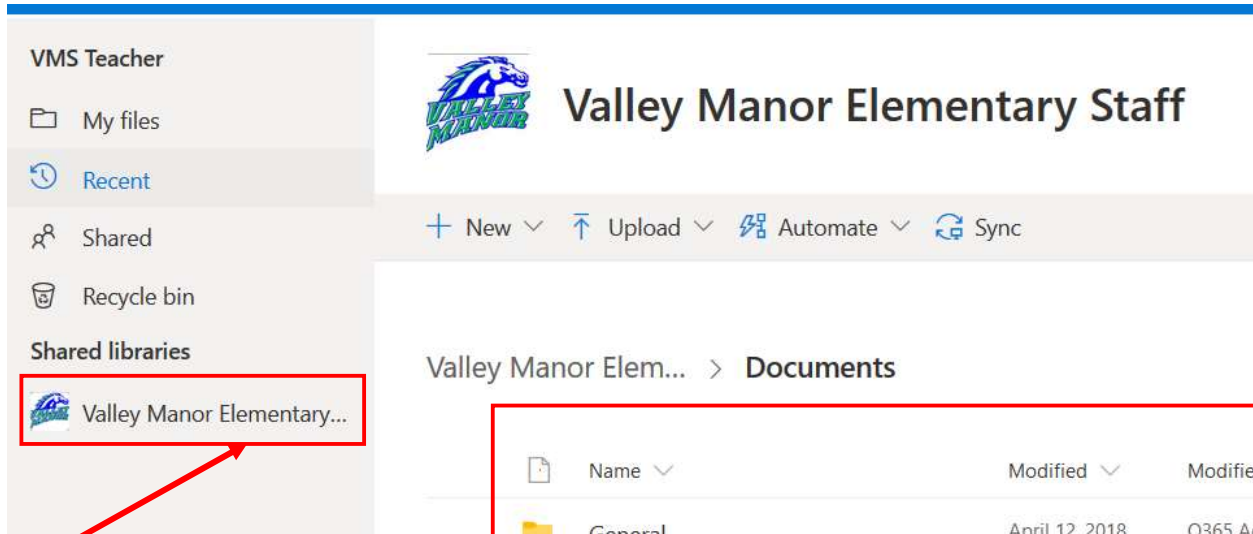
If your school Shared Library does not show up, you may need to:

- Close the web browser
- Wait an hour
- Then log back in



12. To access the Shared library:

- click on your school's Shared Library on the left-hand side, the main 'OneDrive' area will load the files/folders for the Shared library



Click on your school's Shared Library. This will load the files/folders for the Shared Library.

The files/folders for your school's Shared Library will load here.