1. Select your "file explorer" on your taskbar
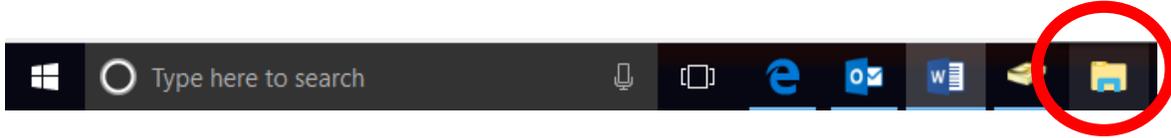
2. Click on "OneDrive" and enter your email address (sign in), Select **"Work or School"** (If given the option) then enter your password
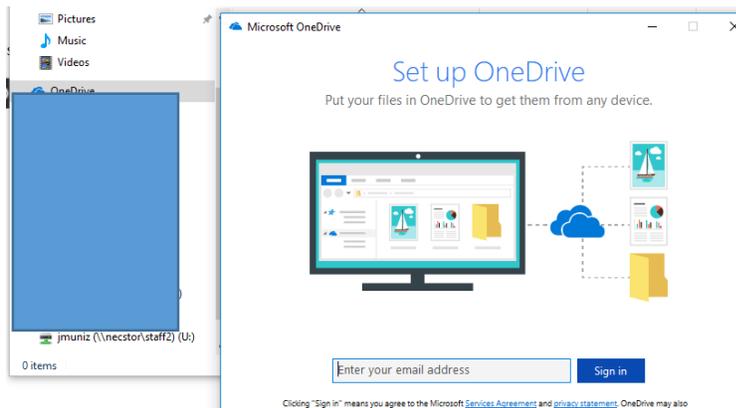
3. Select "next" and "next" again
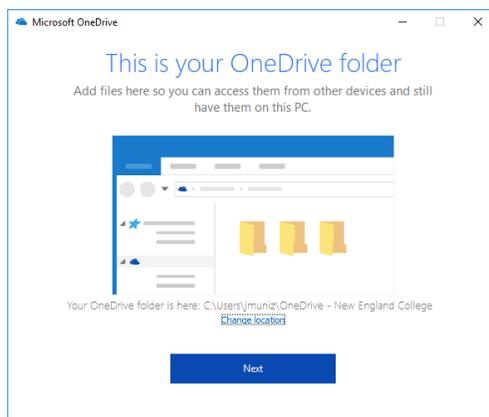
4. Continue to select the right arrow to finish your setup. Then your OneDrive will open once you are all done. "OneDrive-New England College"

5. To save your work to your one drive
   a. Drag and Drop
   b. File ->Save As -> OneDrive-New England College
      i. May have to do File->Save As->Browse->OneDrive-New England College your first time.