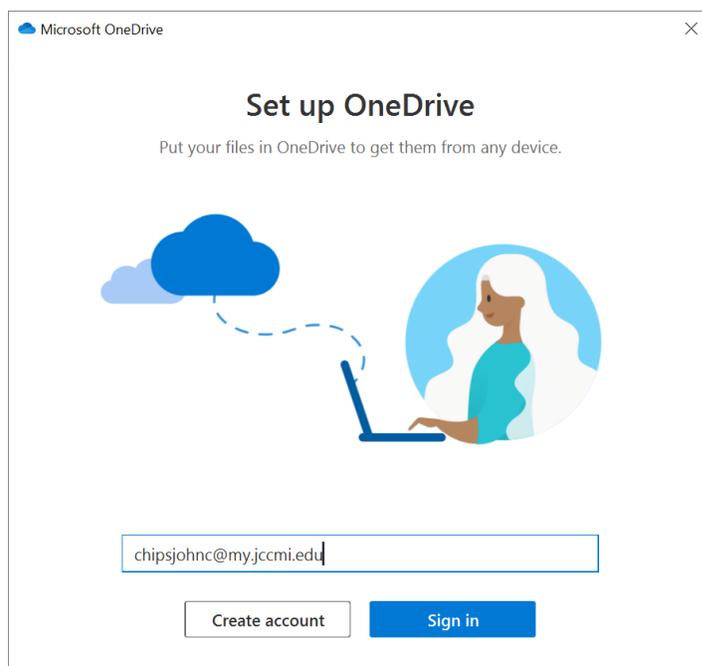
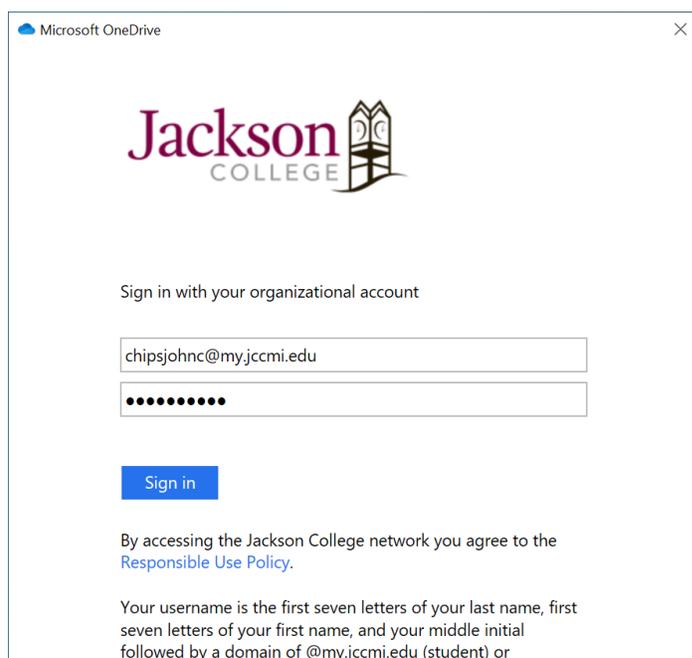


1. To download and install Microsoft OneDrive on your computer, go to <https://www.microsoft.com/en-us/microsoft-365/onedrive/download> and click “Download” and follow the instructions given.

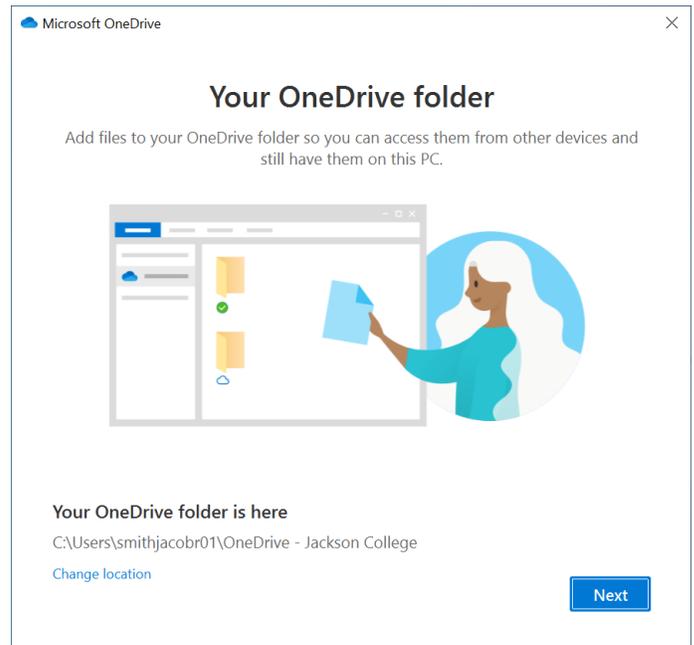
2. Once OneDrive has fully installed, open it and enter your JC email (including the @my.jccmi.edu or @jccmi.edu). When entered, click “Sign in”.



3. Next you will be prompted to enter your JC password. Once entered, click “Sign in”.



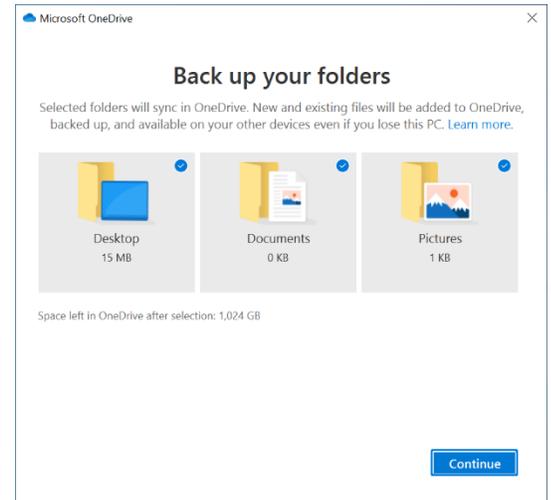
4. Once you have signed into OneDrive, you will be given the option to select a different location for your OneDrive folder. This is optional. Select “Next”.



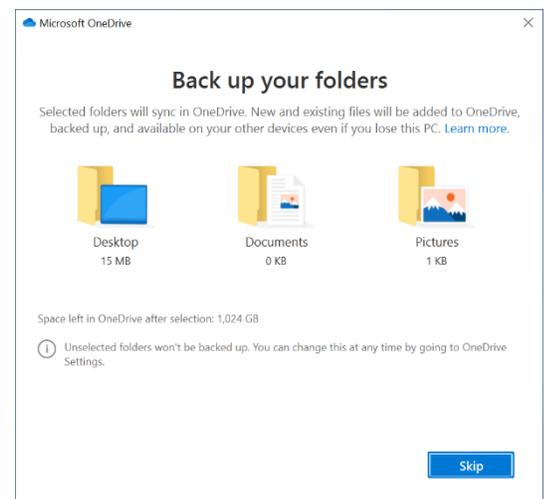
5. You then will be given the option to sync and backup any desktop, documents, or picture files that are already on your computer. This is also optional.

A.

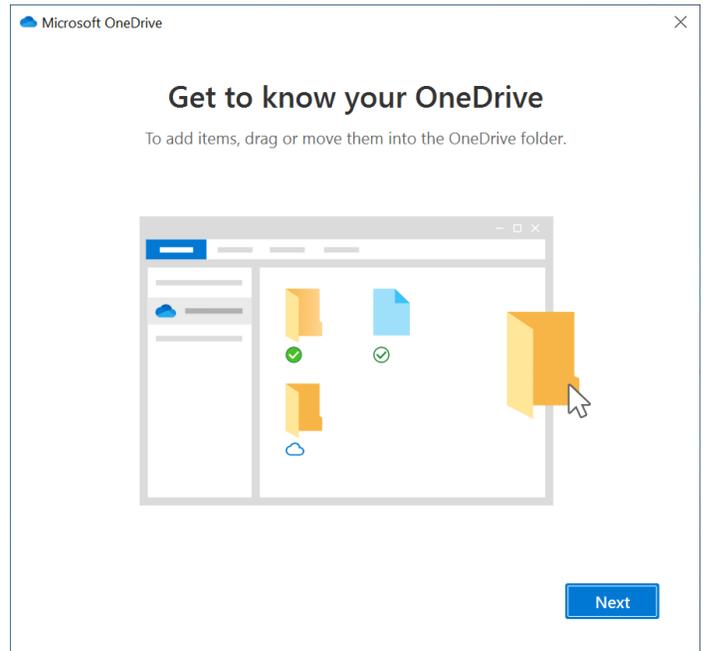
- a. If you choose to, select any you want to backup and click “Continue”.
- b. If you would not like to backup, deselect the folders and click “Skip”.



B.



6. After your files have been synced, you will be given a brief rundown on working with Microsoft OneDrive. Click "Next" as you go through.



7. You can now access your JC OneDrive from your computer. If you need to access your OneDrive after setup, you can type "OneDrive" into the search bar in the bottom left corner of your screen or click on the blue cloud icon in the taskbar tray in the bottom right corner. You also can access your OneDrive online at portal.office.com. If you need further help or run into an issue, contact the Solution Center at 517-796-8639 or at jcsolutioncenter@jccmi.edu.