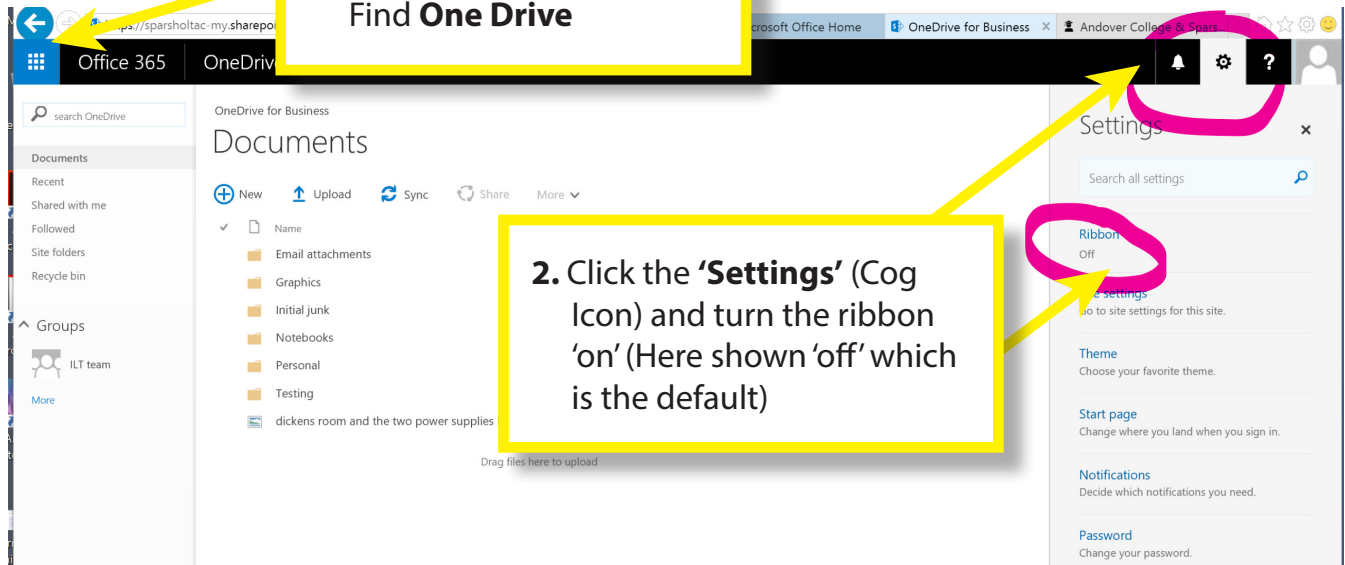


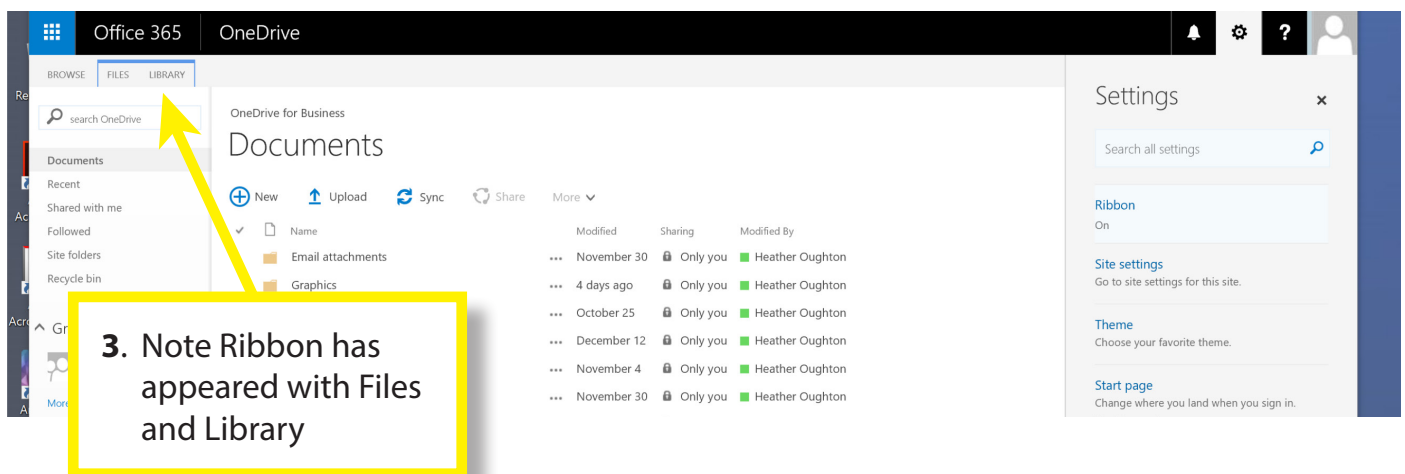
Moving files to One Drive

Guidance Sheet

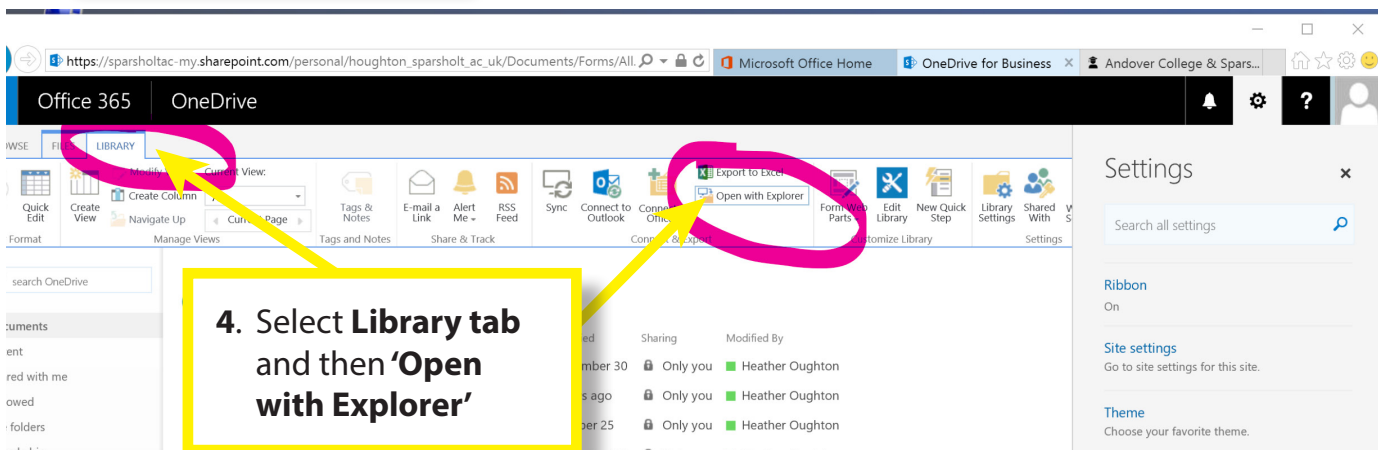
1. Open **Office 365** and click the **Tile icon (Apps)** Find **One Drive**



2. Click the **'Settings'** (Cog Icon) and turn the ribbon 'on' (Here shown 'off' which is the default)



3. Note Ribbon has appeared with Files and Library



4. Select **Library** tab and then **'Open with Explorer'**

Moving files to One Drive Guidance Sheet

