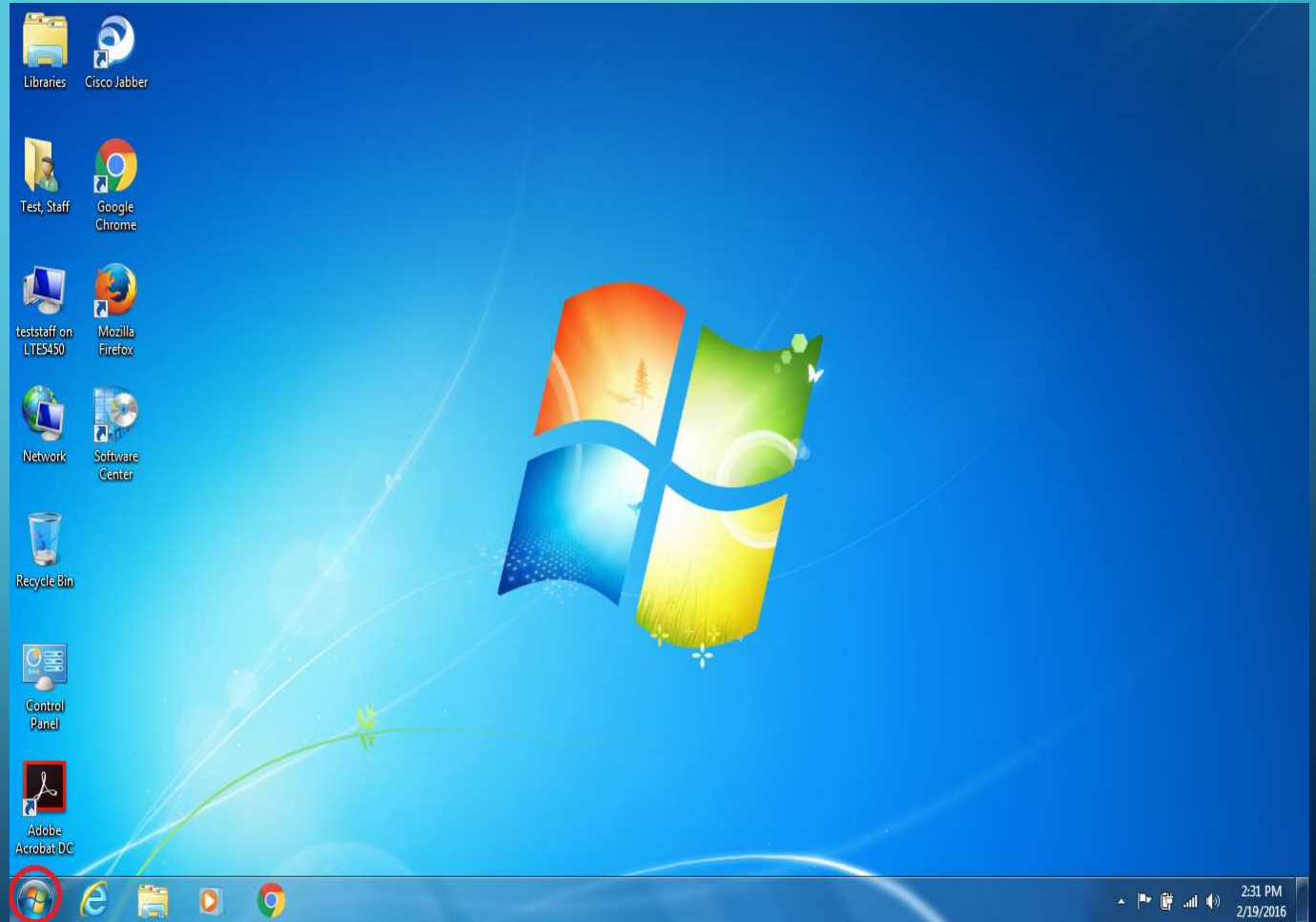




# How to Setup OneDrive for Business and Syncing OneDrive for Business to your CALU Account

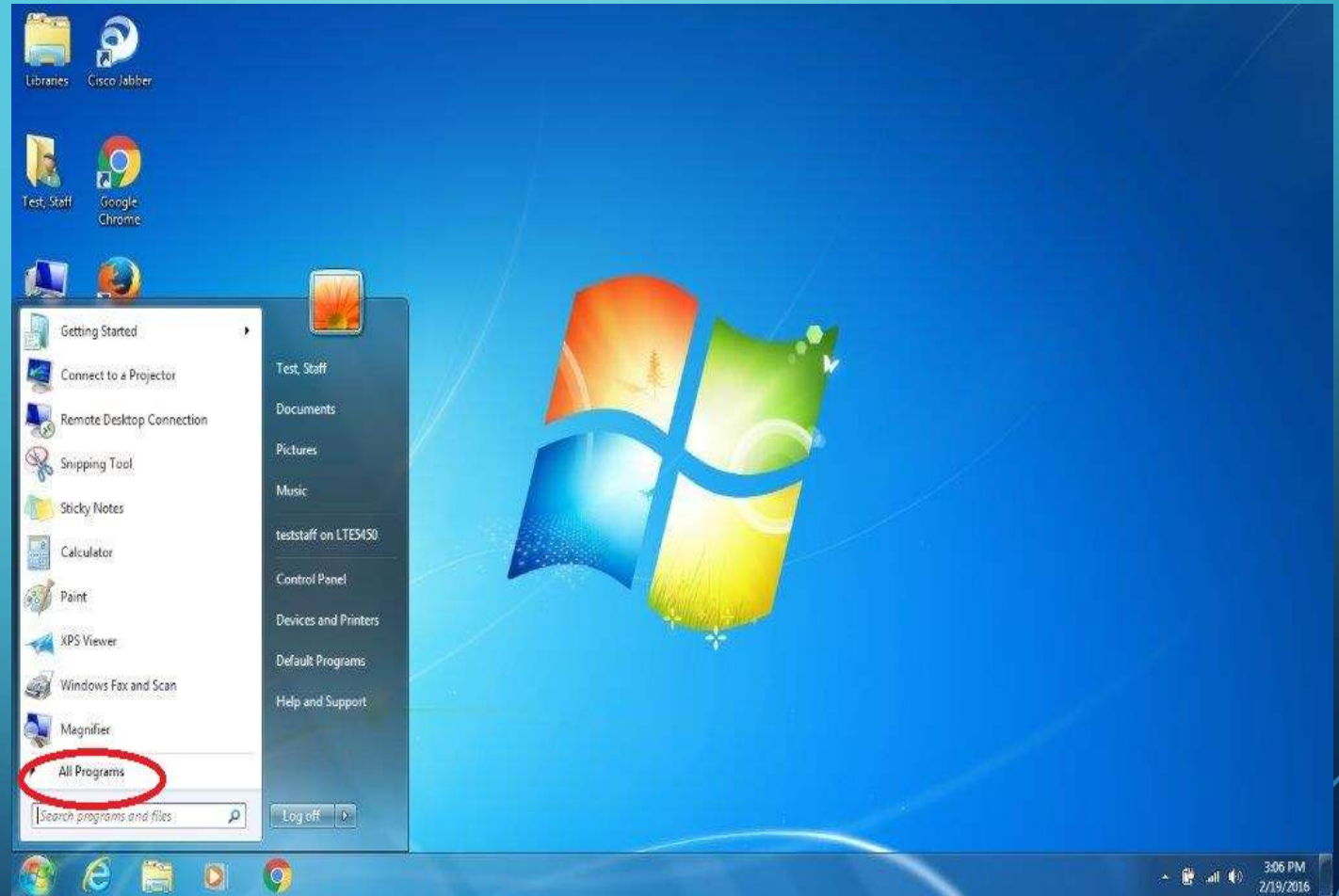
# START MENU

Use the left mouse button to bring up start menu by choosing far left icon on bottom of your screen



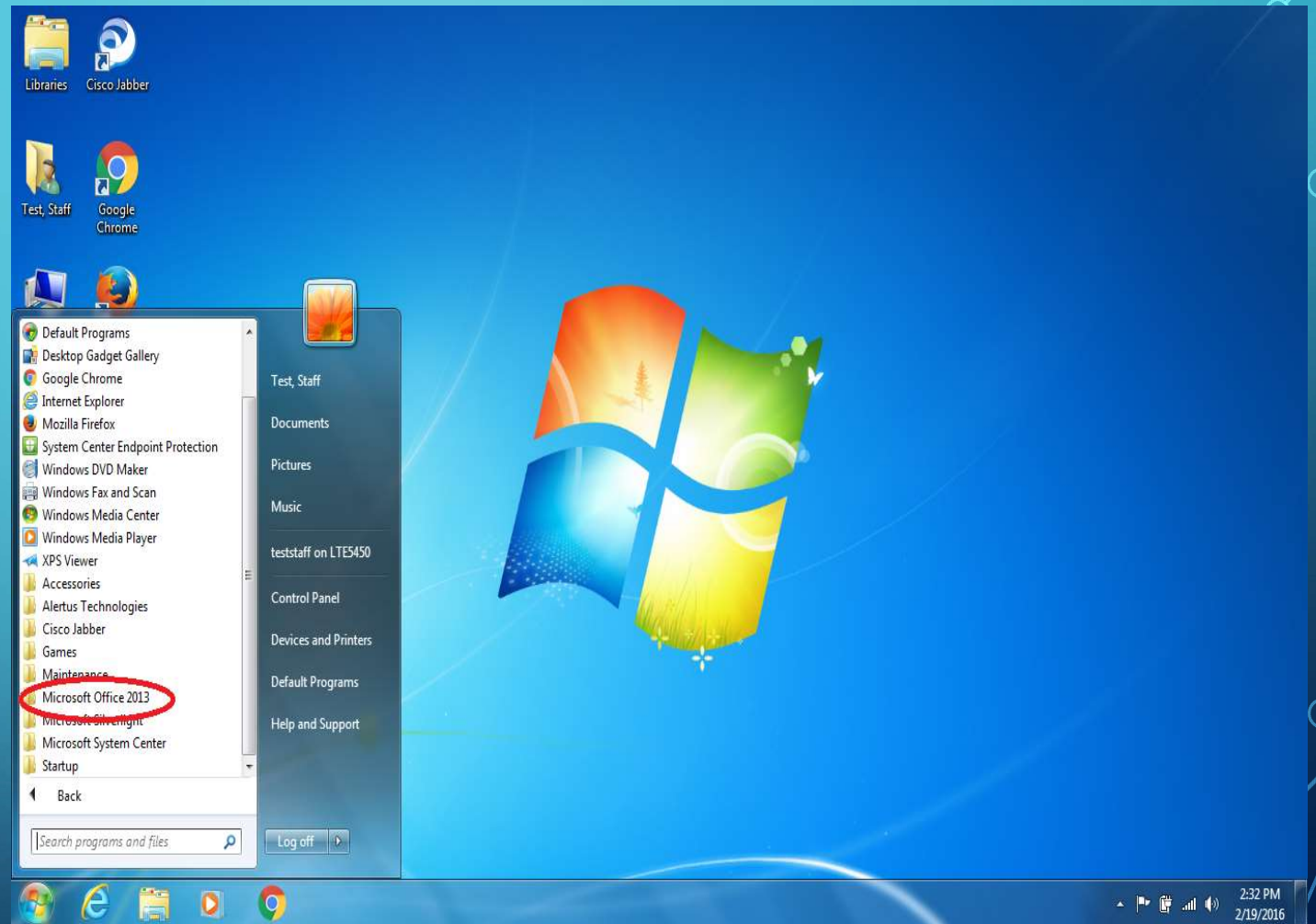
# ALL PROGRAMS

Use the left mouse button to bring up all programs.



# MICROSOFT OFFICE 2013

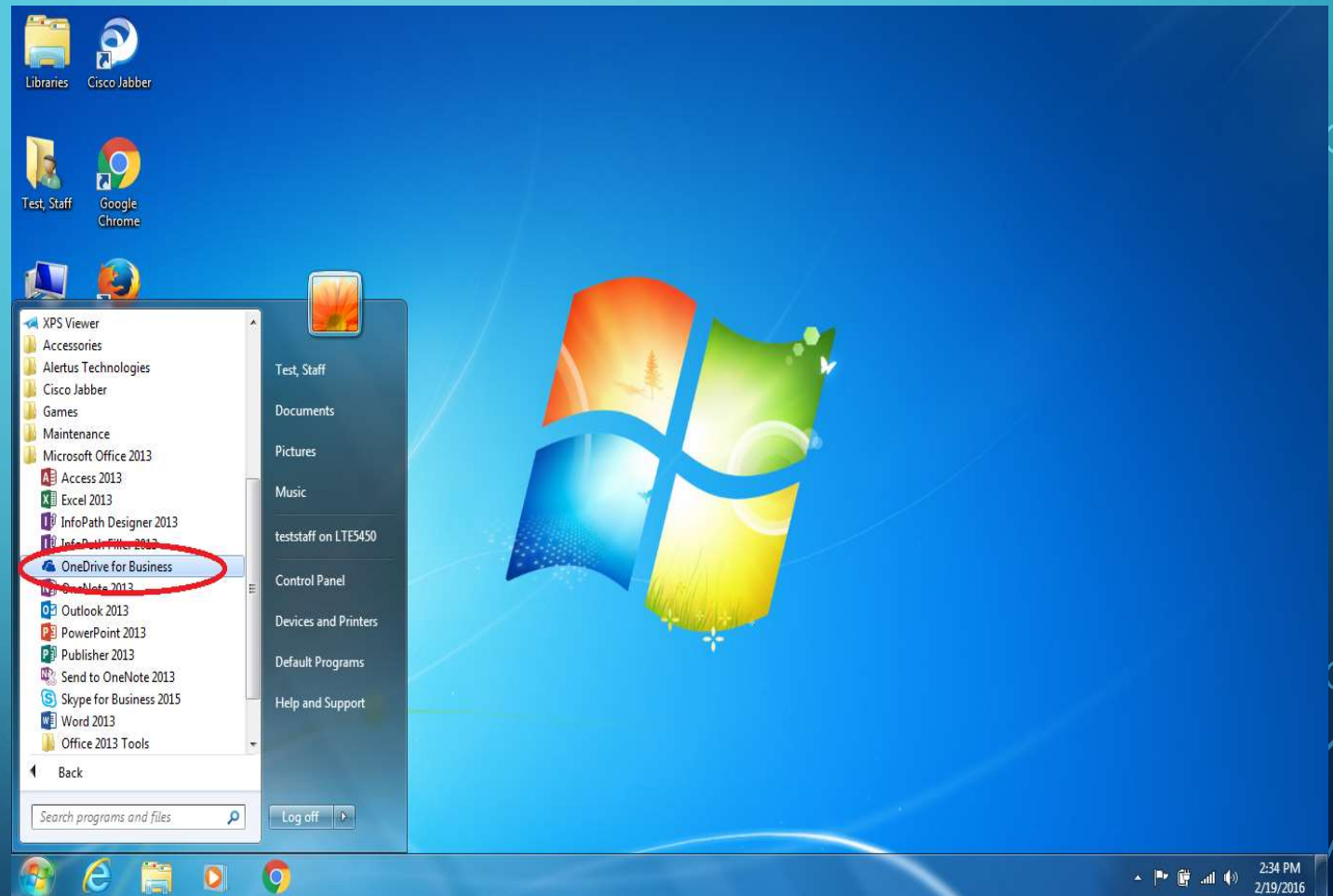
Use the left mouse  
button to bring up  
Microsoft Office 2013



# ONEDRIVE FOR BUSINESS

Use the left mouse  
button to bring up  
OneDrive for Business.

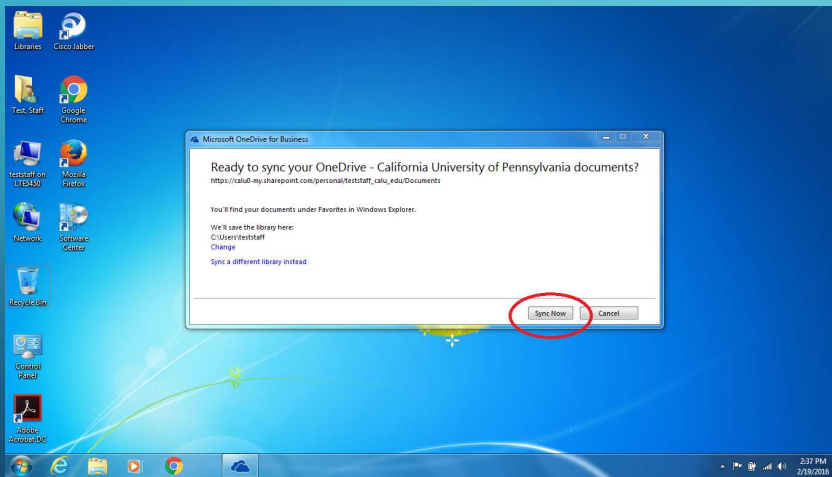
Contact the Helpdesk if  
OneDrive for Business is  
not installed on your PC.



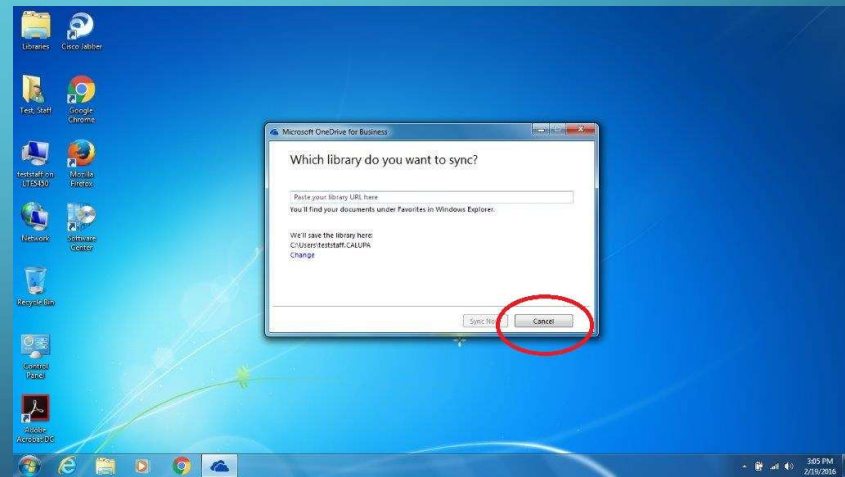


# ONE OF THE FOLLOWING SCREENS WILL APPEAR

USE THE LEFT MOUSE BUTTON TO BRING UP CHOOSE SYNC NOW IF YOUR SCREEN LOOKS LIKE THIS

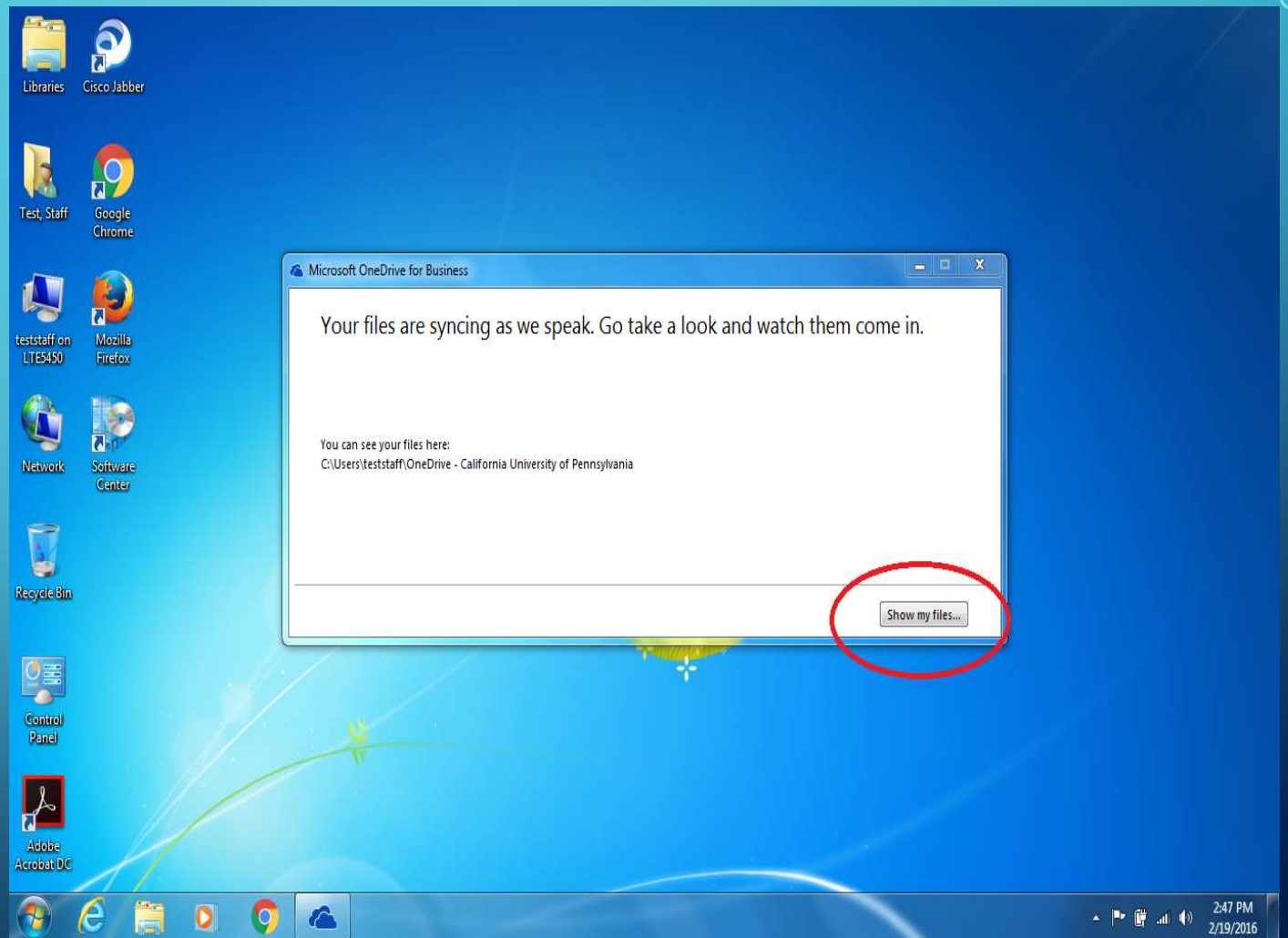


USE THE LEFT MOUSE BUTTON TO BRING UP CHOOSE CANCEL AND START OVER IF YOUR SCREEN LOOKS LIKE THIS



# SHOW MY FILES

Use the left mouse button to bring up Show My Files.



# SHOW MY FILES OUTPUT

