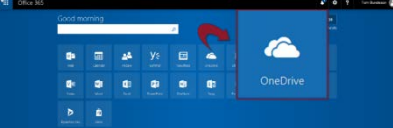
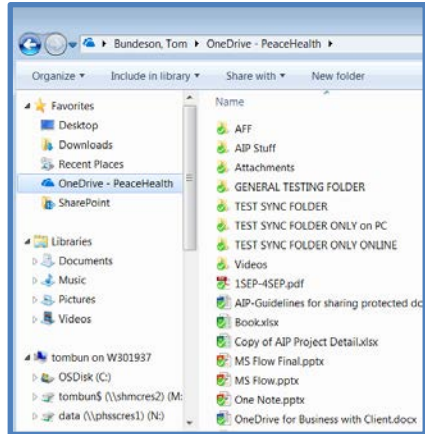
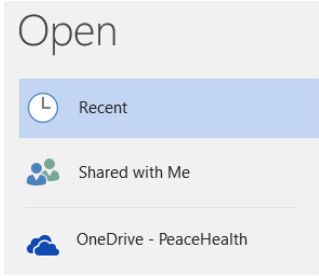
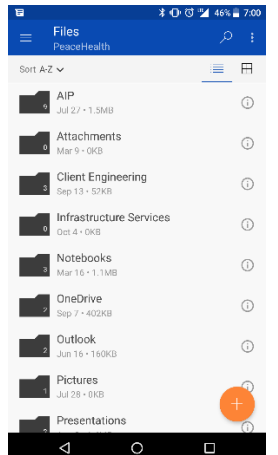
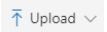
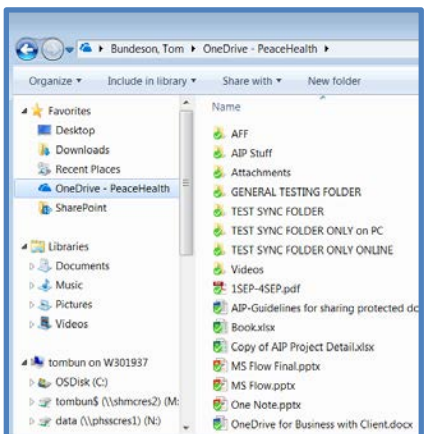
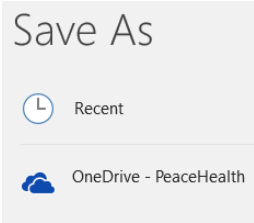
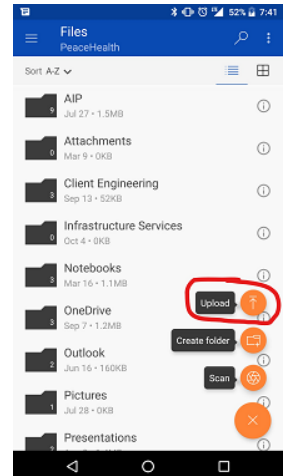





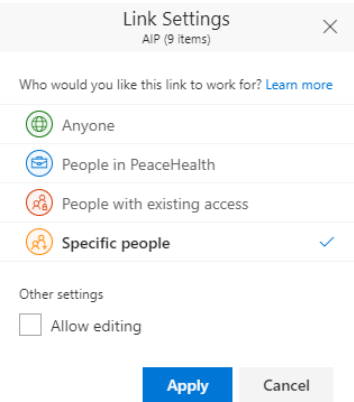
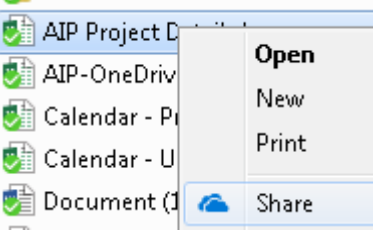
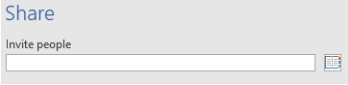

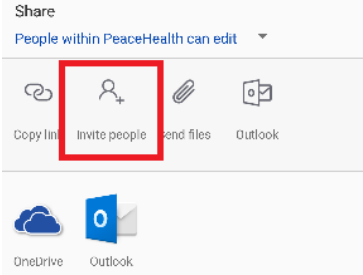
How do I access OneDrive?

Web	Windows	Office Apps	Mobile
<ol style="list-style-type: none"> Open your web browser and go to: www.office.com Log in with your PeaceHealth credentials 3X3@peacehealth.org Click on the OneDrive Icon 	<ol style="list-style-type: none"> Open File Explorer (like accessing your M: drive) Click on OneDrive - PeaceHealth on the left. 	<ol style="list-style-type: none"> In your Office app (Word, Excel, etc.) click File > Open. Select OneDrive - PeaceHealth:  <ol style="list-style-type: none"> On the right you select what file you want to open. 	<ol style="list-style-type: none"> Download the OneDrive mobile app Open the app and log in using your 3x3@peacehealth.org account. 

How do I save files to OneDrive?

Web	Windows	Office Apps	Mobile
<ol style="list-style-type: none"> Once logged into OneDrive on the web, click the Upload button. Select File or Folder. Browse to the item you want to upload and click Open. There will be a message in the upper right stating when it is finished uploading. You also have the option to drag and drop. 	<ol style="list-style-type: none"> In File Explorer drag and drop file to OneDrive - PeaceHealth on the left. You can also copy and paste files into this sync folder. 	<ol style="list-style-type: none"> In your Office app (Word, Excel, etc.) click File > Save or Save As Select OneDrive - PeaceHealth  <ol style="list-style-type: none"> Select where in your OneDrive you want to save, name the file and click Save. 	<ol style="list-style-type: none"> In the OneDrive app click the Upload icon and select the file: 

How do I share my files from OneDrive?

Web	Windows	Office Apps	Mobile
<ol style="list-style-type: none"> Once logged into OneDrive on the web select a file and click the Share button.  Click the “Only the people you specify...” dropdown. You will see 4 options:  Select the option you want, click Allow editing unless you want the person to have view only access and click Apply. Enter the person’s name or email address. Click Send. 	<ol style="list-style-type: none"> In File Explorer click on OneDrive – PeaceHealth on the left. Right-click the file or folder and select Share:  The same box will pop up that you see on the web. Refer to those steps in the web column of this table for details. 	<ol style="list-style-type: none"> In your Office app (Word, Excel, etc.) click Share in the upper right corner. You will see:  <p>Note: This is about to change with upcoming Office updates and will be the same pop-up as the web version. Until then:</p> Enter the person’s name or email address in the Invite people field. Select if you want them to be able to edit. Click Share. 	<p>Note: This will vary from Android to Apple and from phone to tablet.</p> <ol style="list-style-type: none"> Open a file in the OneDrive app. Click the Share icon:  Click Invite people:  Enter the person’s email address. Select if you want them to be able to edit. Click the Send button.