

When You Forgot Your Files:

Using OneDrive and Moving H:\ Drive Files

Did you forget to copy files from the school server and/or your H:\ drive before this extended closure?

If you can get close to any BCPS school building by pulling into the parking lot or bus loop, you should be able to get onto the network.

BEFORE you take off for a school, here is what you must do!

Do these steps AT HOME! You need to be connected to the Internet.

OneDrive First Run

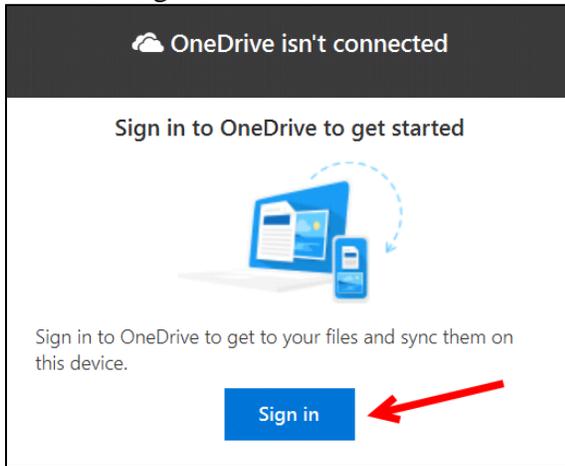
1. Make sure that Office has been launched, open Word, and that the Accept and start button has been clicked.



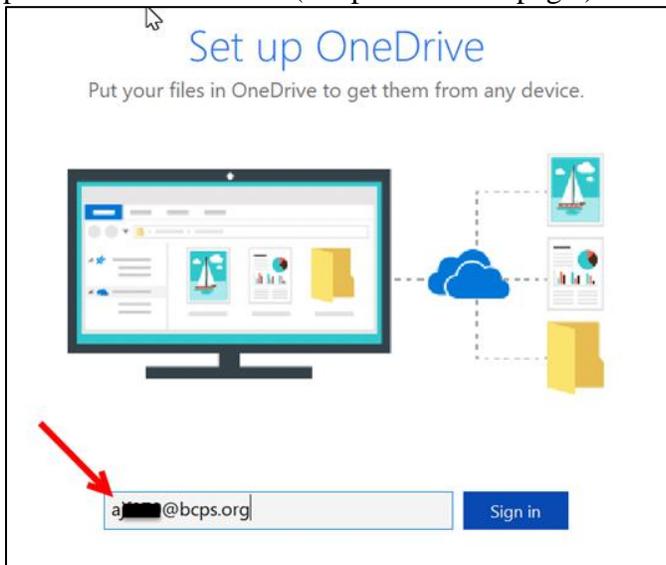
2. Click on the OneDrive clouds icon in the system tray.



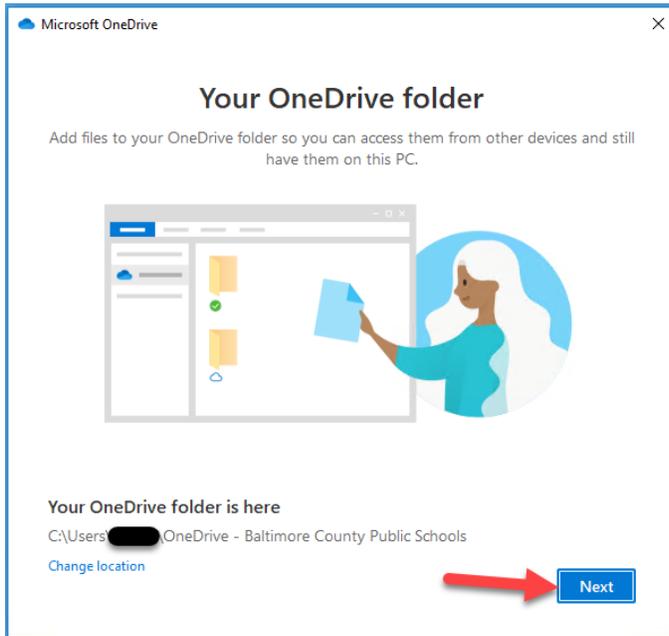
3. Click the Sign In button.



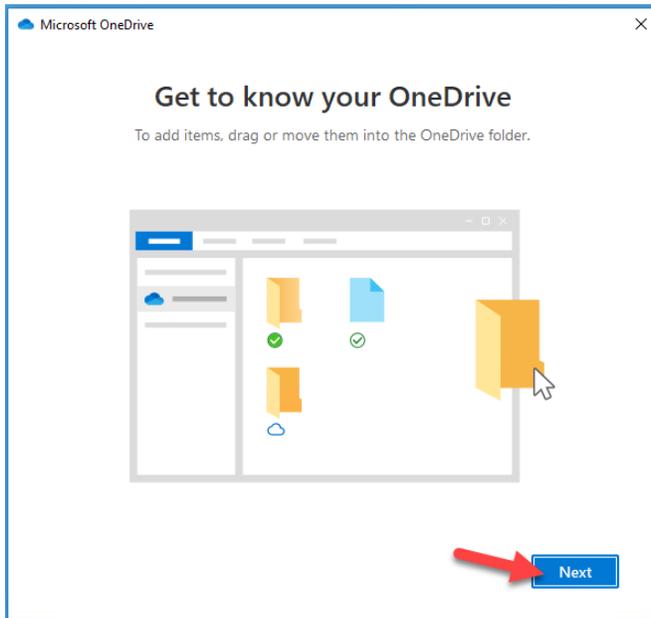
4. Enter FULL username WITH the @bcps.org where it says Enter your email address. Do NOT use a private email account. (Graphic on next page.)



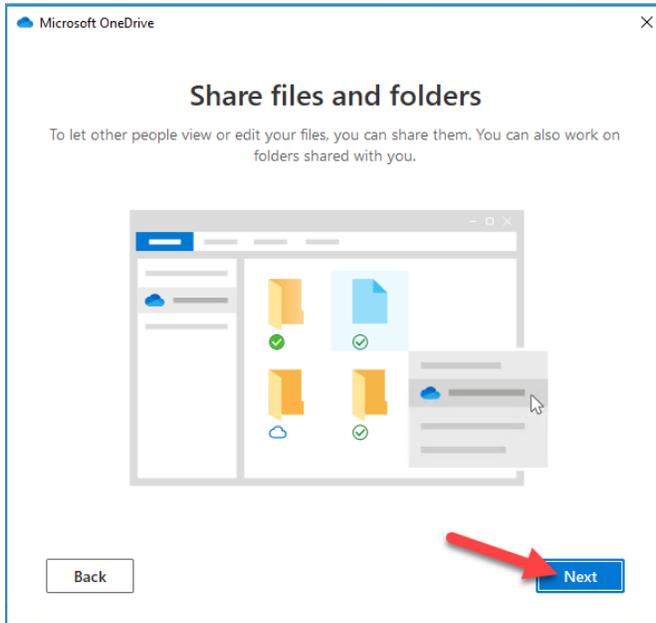
5. Click **Next**.



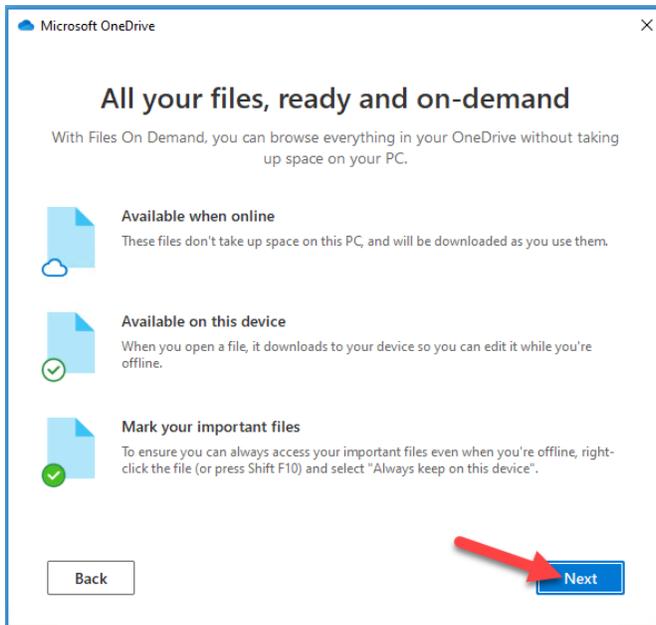
6. Click **Next**.



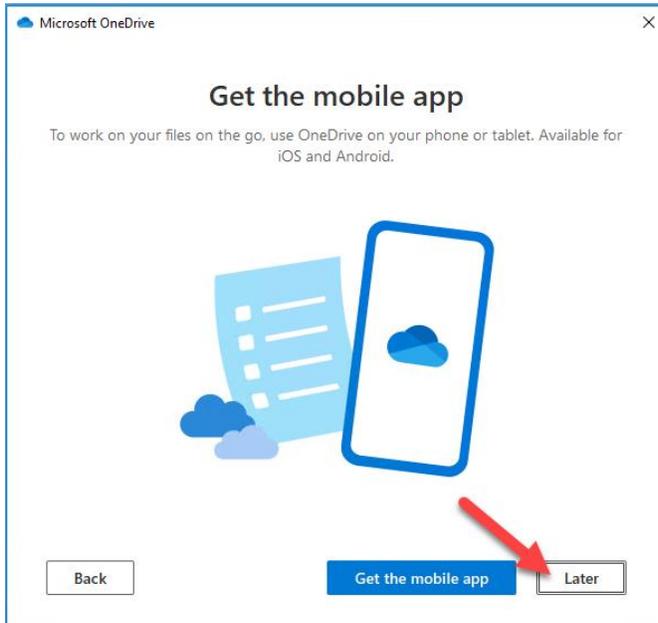
7. Click **Next**.



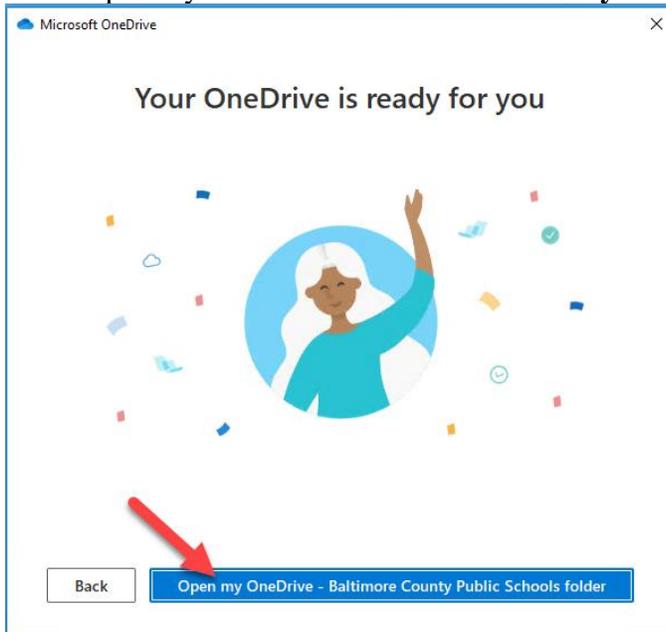
8. Click **Next**.



9. Click **Later**.



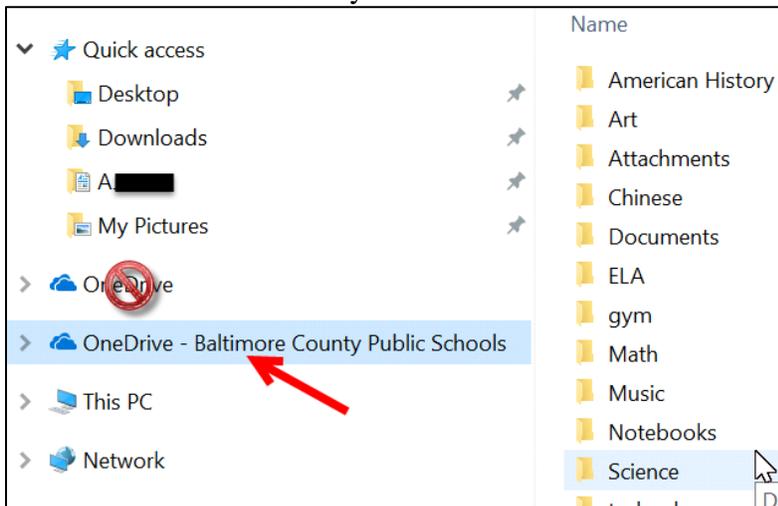
10. Click Open my **OneDrive – Baltimore County Public Schools folder** button.



11. The folder will open, and the OneDrive cloud icon will turn blue.



12. OneDrive Baltimore County Public Schools is now available in the File Explorer.



Get a ride to a BCPS School!

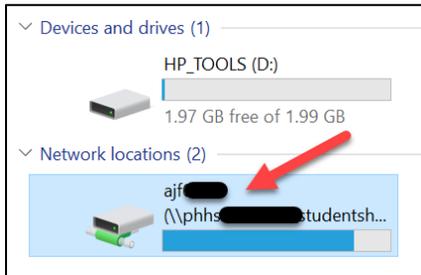
1. Pull close to the school building and take out your computer.
2. REBOOT it if it was already turned on.
3. When it restarts, wait a few seconds for the WiFi to connect and then log in with your BCPS credentials like you would in school.
4. After you connect, move to the next steps....

Copy H:\ Drive to OneDrive

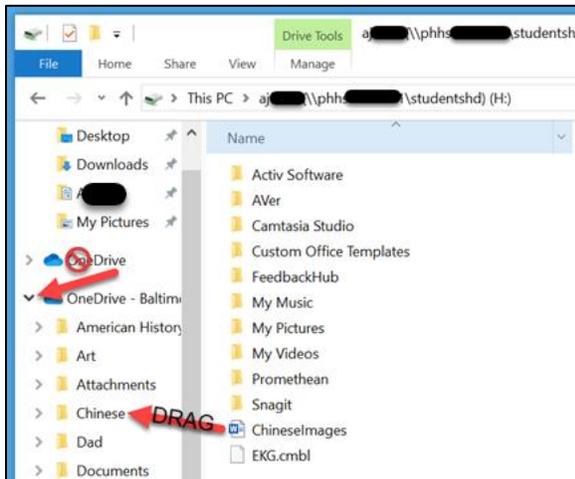
1. Log into the Windows device and open the **Student Folder** on the desktop.



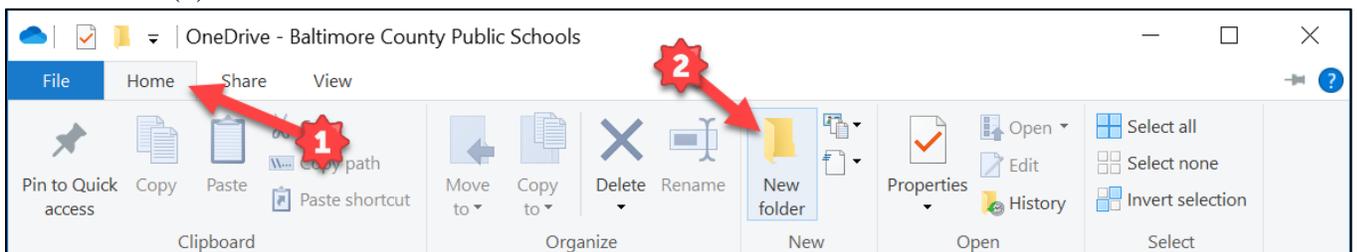
2. Locate the Student H:\ drive that is labeled with the username of the student. Double-click to open.



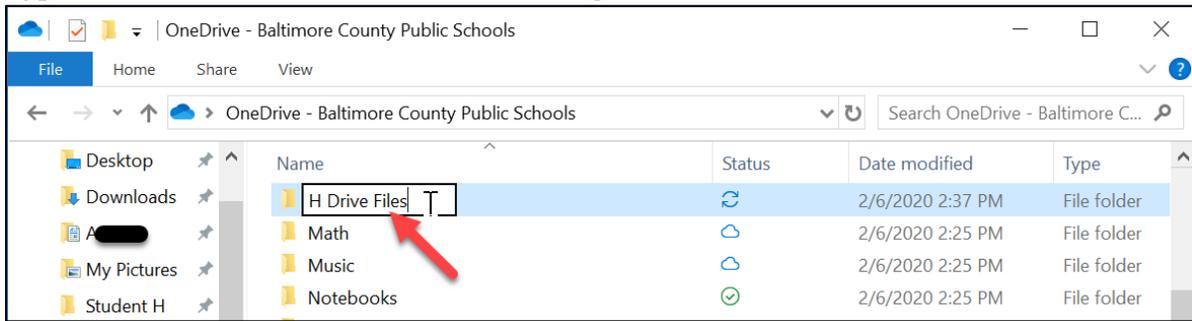
3. Click the arrow that is shown before the **OneDrive – Baltimore County Public Schools** icon to reveal folder contents. Drag files from the H:\ drive to preexisting folders to move them to the OneDrive.



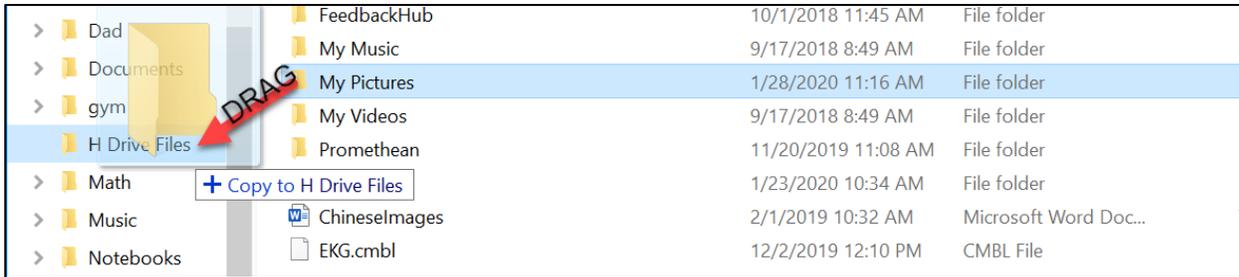
4. To create a new folder for backing up files to your OneDrive, click the **Home Tab** (1) and then click **New Folder** (2).



5. Type a name for the new folder that is meaningful.



6. You can then drag entire folders to the newly created location.

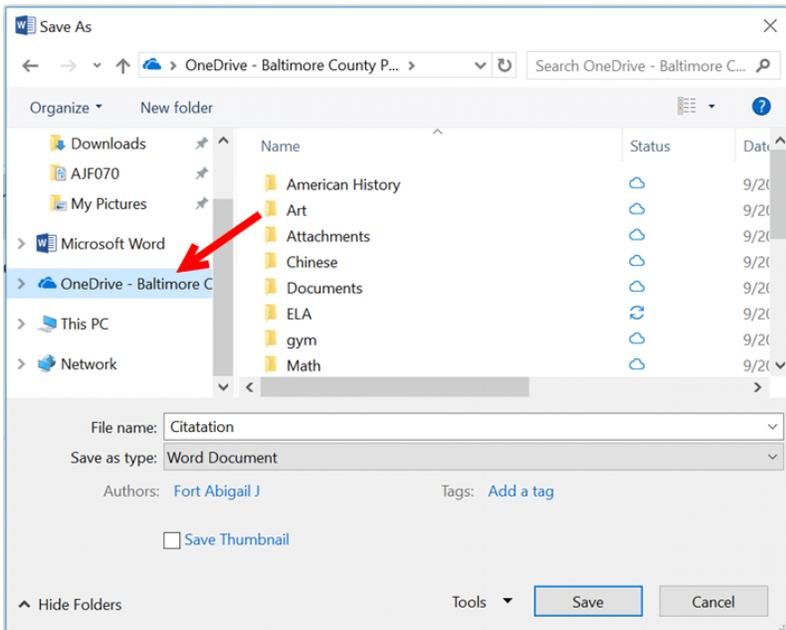


That's it! After you have copied your files you can now go home!

Remember that you can now save directly to your OneDrive. This is where you should save your files EVEN AFTER school reopens. See steps below...

Save Directly to OneDrive

1. From the save dialog box select **OneDrive – Baltimore County Public Schools** and save the file as normal.



2. This location can be used even if the device is off line. The file is stored locally and then uploaded to the cloud location when back on the network.