These steps are for installing the OneDrive app onto your personal computer ... so you don't have to log into the web to access your files.

IMPORTANT... if you already have a personal OneDrive account, you may already have this app installed.

Instructions to "ADD" a second account to your computer can be found at the end of this step-guide.
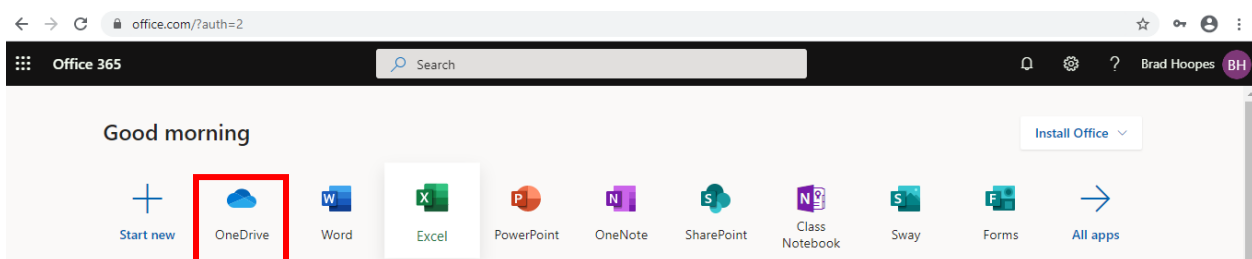

WARNING

If you sync any personal files to your LHUSD OneDrive, the files and your personal computer may be subject to public inquiry.
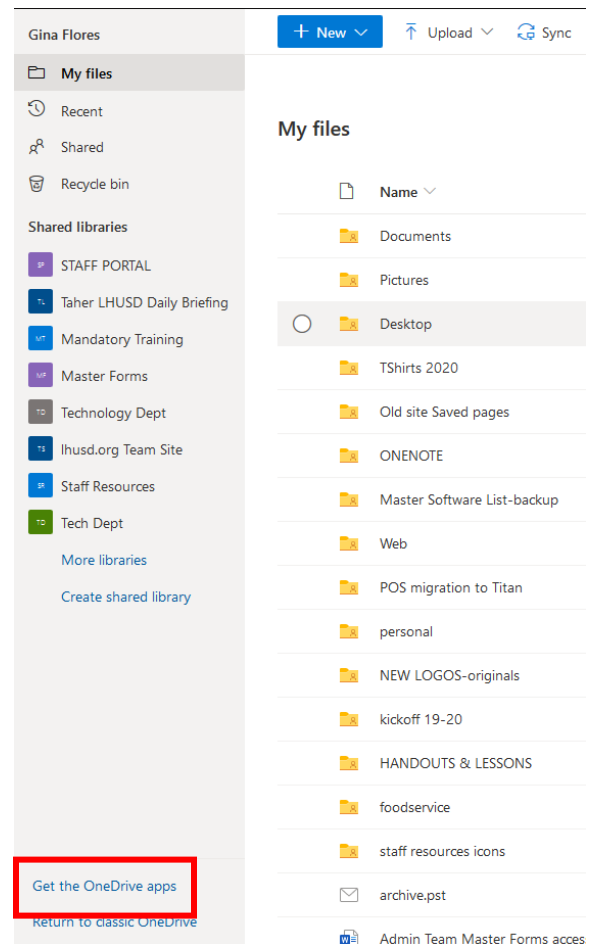
Make sure your home computer files **ARE NOT** syncing up to the district OneDrive by ensuring you do not enable "back up your folders" during the install steps (see below).

Installing ONEDRIVE on your HOME computer

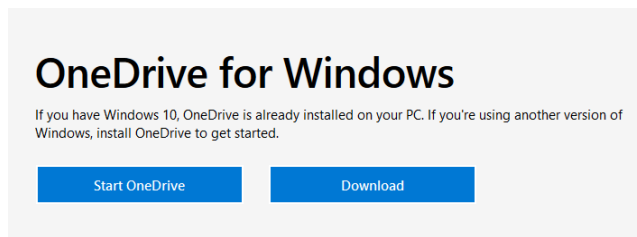- Open your web browser and type in Office.com

- Click the sign in button on your screen.

- Enter your LHUSD Login Credentials: Use first initial last name@lhusd.org and your current log in password that you use when logging into both of your school computers. (example: gflores@lhusd.org)

- You will see the following screen. Click on your OneDrive cloud icon.

- Once your OneDrive files are displayed, click the **GET THE ONEDRIVE APPS** link at the lower left of the screen.

Gina Flores	
📁 **My files**	
🕘 Recent	
⋇ Shared	
🗑 Recycle bin	

Shared libraries

- SP STAFF PORTAL
- TL Taher LHUSD Daily Briefing
- MT Mandatory Training
- MF Master Forms
- TD Technology Dept
- TS lhusd.org Team Site
- SR Staff Resources
- TD Tech Dept

More libraries

Create shared library

Get the OneDrive apps

Return to classic OneDrive

+ New ⌄   ↑ Upload ⌄   🔄 Sync

My files

	Name ⌄
📁	Documents
📁	Pictures
📁	Desktop
📁	TShirts 2020
📁	Old site Saved pages
📁	ONENOTE
📁	Master Software List-backup
📁	Web
📁	POS migration to Titan
📁	personal
📁	NEW LOGOS-originals
📁	kickoff 19-20
📁	HANDOUTS & LESSONS
📁	foodservice
📁	staff resources icons
✉	archive.pst
📄	Admin Team Master Forms acces

- A new browser screen will open... click DOWNLOAD for OneDrive for Windows or OneDrive for Mac

OneDrive for Windows

If you have Windows 10, OneDrive is already installed on your PC. If you're using another version of Windows, install OneDrive to get started.

Start OneDrive   **Download**
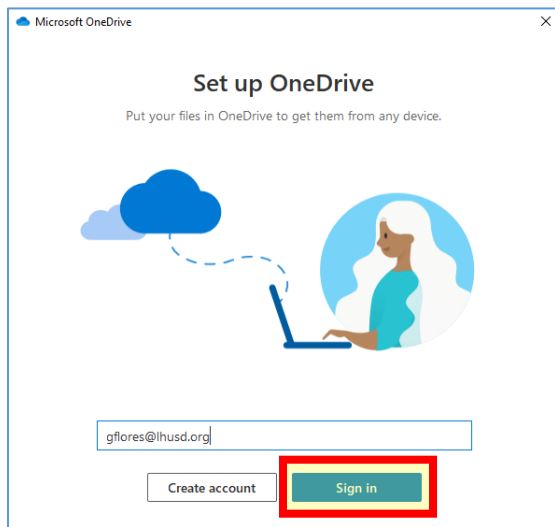
OneDrive for Mac

Install OneDrive to get started on your Mac.
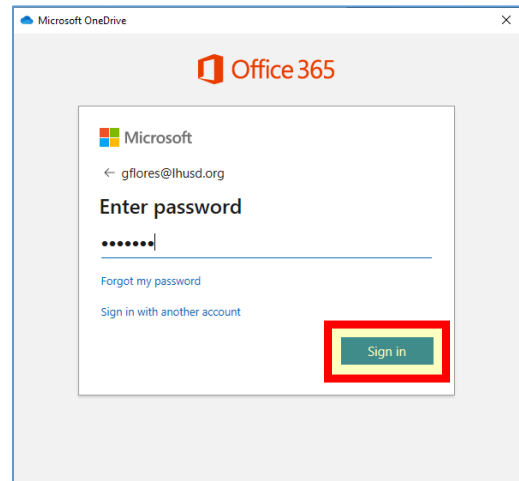
Download

- Download and install the program.

  You now need to set up the OneDrive to connect with your district account.

- Open OneDrive from your start menu (Windows) or Applications folder (Apple) – the setup wizard should appear. Following are the steps for the Windows wizard, the Apple wizard should be similar.

- Enter your email as **firstinitiallastname@lhusd.org** and click **SIGN IN**

(example: gflores@lhusd.org)
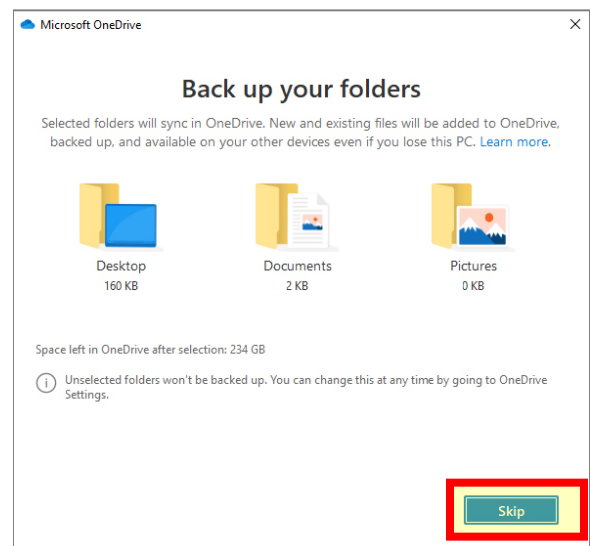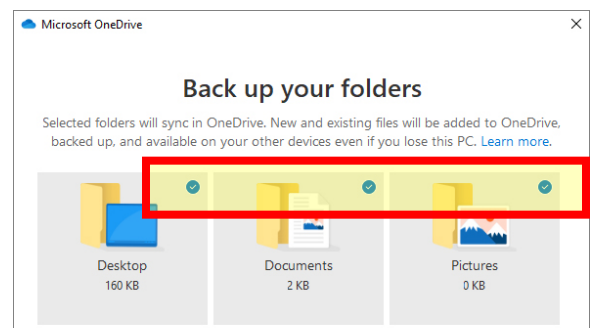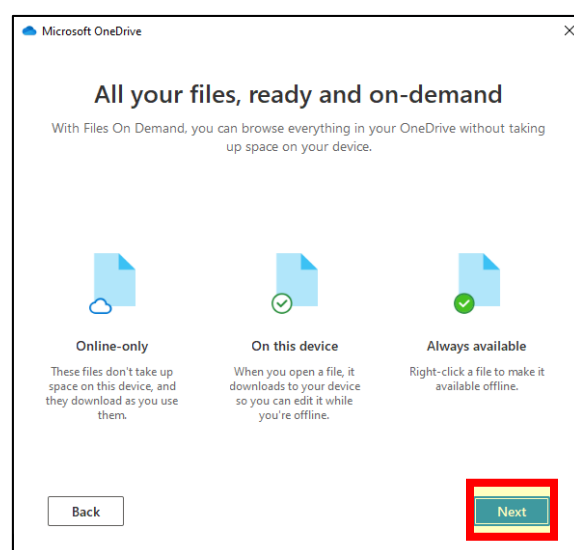
Enter your current district password and click SIGN IN
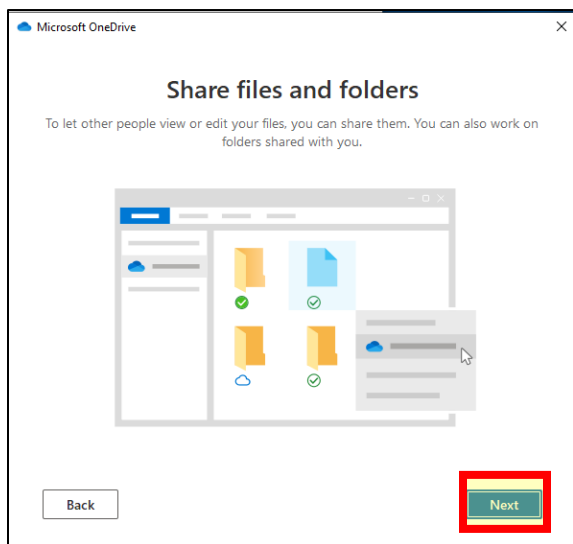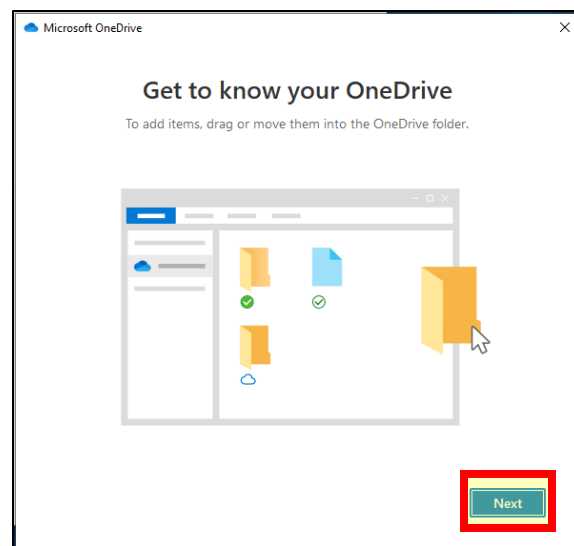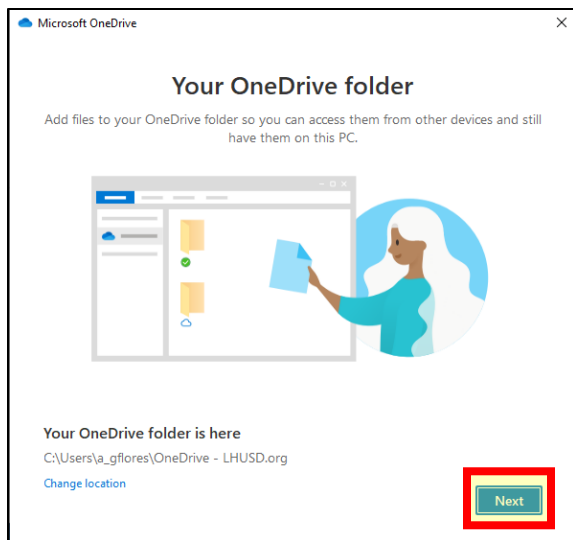

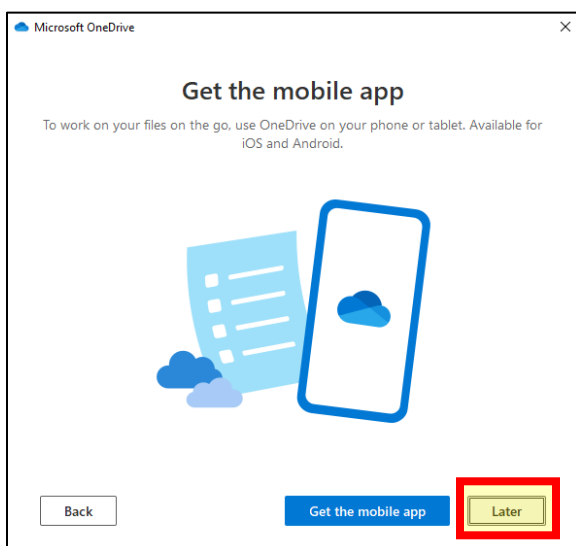- Click **NEXT** through the setup screens.

IMPORTANT

If you see a prompt to Back up your folders - Desktop, Documents and Pictures uncheck the small circle checks (upper right of each section) and click SKIP.

You DON'T want your personal computer files copied/synced to your district OneDrive.
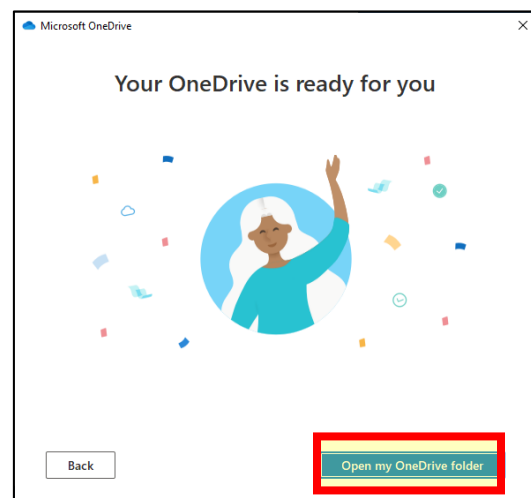
Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your OneDrive folder is here

C:\Users\a_gflores\OneDrive - LHUSD.org

Change location

Next

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

Next

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back   Next

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

Online-only
These files don't take up space on this device, and they download as you use them.

On this device
When you open a file, it downloads to your device so you can edit it while you're offline.

Always available
Right-click a file to make it available offline.

Back   Next

- Click **LATER** regarding the mobile app

- Click **OPEN MY ONEDRIVE FOLDER** to see your files

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

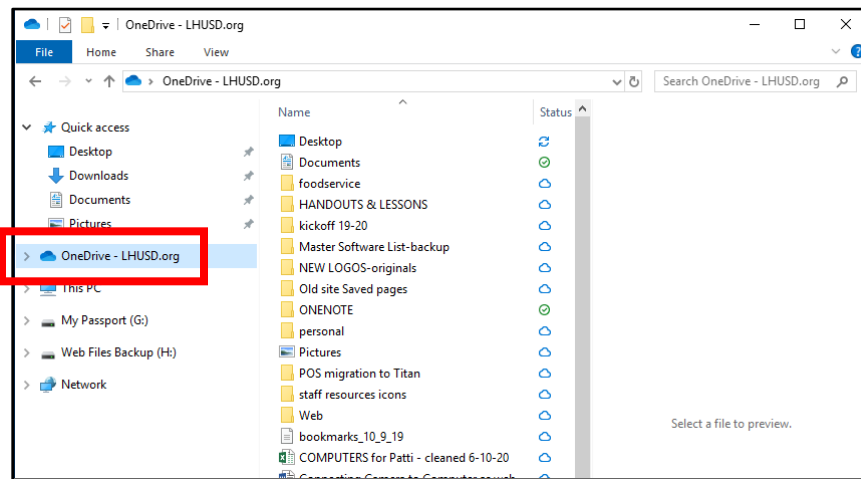Back   Get the mobile app   Later

Your OneDrive is ready for you

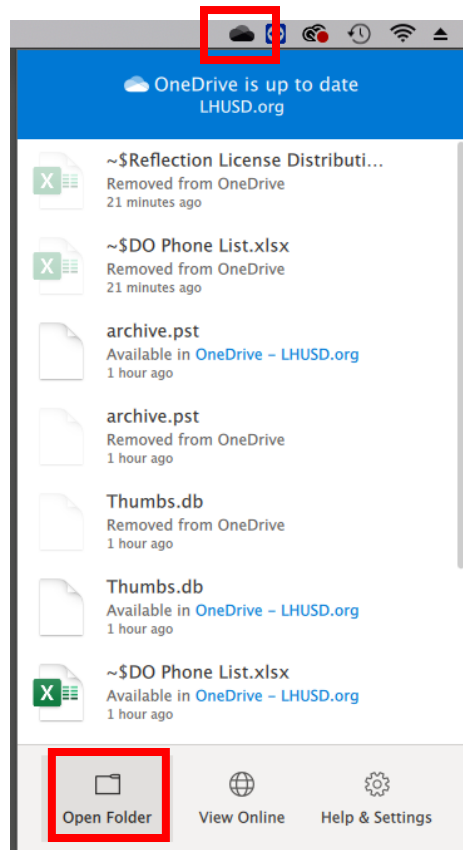Back   Open my OneDrive folder

WINDOWS

When you click on the Folders icon in your task bar, you will now see OneDrive-LHUSD.org on the left side of the window.

APPLE

The OneDrive cloud icon is in the menu bar at the upper right (to the left of the day and time).
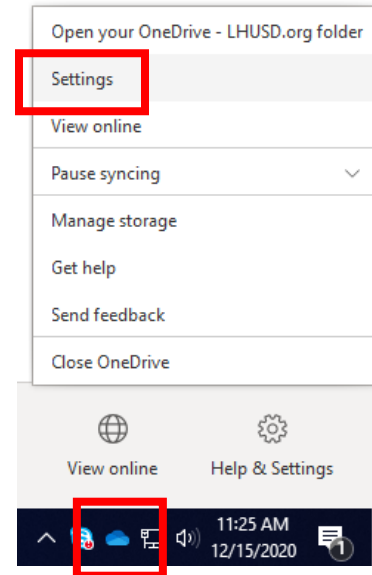Click the OneDrive icon and choose OPEN FOLDER at the bottom of the popup window.

Adding an additional ONEDRIVE account on your WINDOWS computer
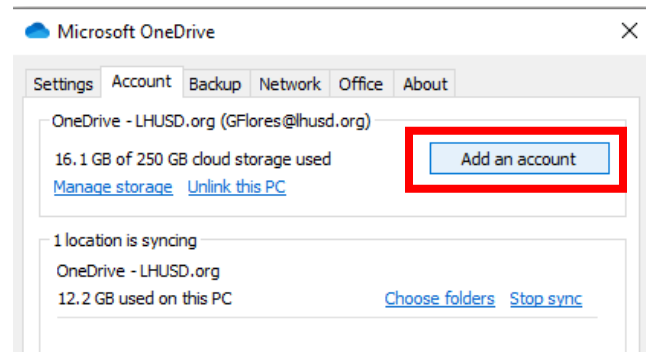
WINDOWS

- Right-click on the OneDrive cloud icon in your system tray (lower right corner of your screen)

    If you don't see the cloud, click the small UP arrow to view hidden icons

- Select Settings from the popup menu

- Click the ADD AN ACCOUNT button

A second OneDrive cloud should appear in the system tray with a line through it.

You will need to sign in to your district Onedrive account.

- Enter your LHUSD Login Credentials: Use first initial last name@lhusd.org and your current log in password that you use when logging into both of your school computers. (example: gflores@lhusd.org)
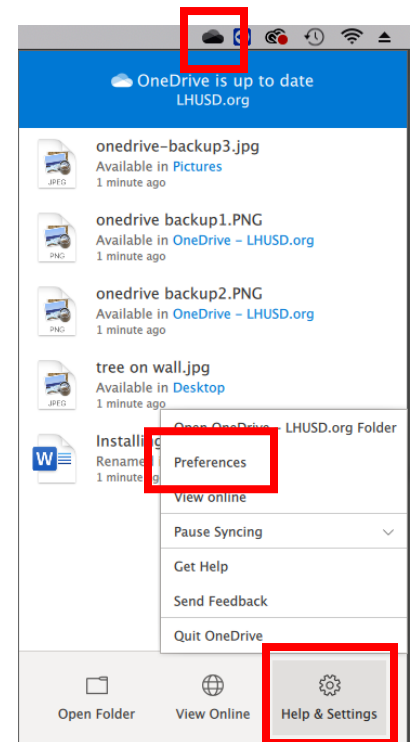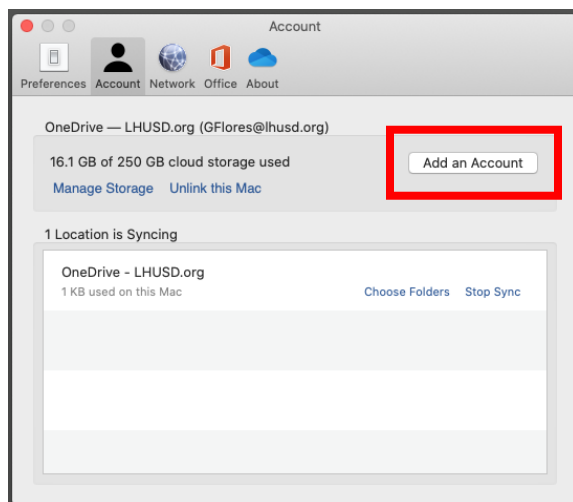
Once you follow through the wizard, both accounts should be syncing files to your computer.
You may see 2 separate OneDrive folders in your folders list and an additional blue cloud icon in your system tray – one for each account.

Adding an additional ONEDRIVE account on your APPLE computer

APPLE

- Click on the OneDrive cloud icon in the menu
  (upper right corner of your screen)

- Click the Help & Settings button

- Select Preferences from the popup menu

- Click the Account icon in the menu

- Click the ADD AN ACCOUNT button

You will need to sign in to your district Onedrive account.

- Enter your LHUSD Login Credentials: Use first initial last name@lhusd.org and your
  current log in password that you use when logging into both of your school computers.
  (example: gflores@lhusd.org)

Once you follow through the wizard, both accounts should be syncing files to your computer.
You may see 2 separate OneDrive folders in your folders list and an additional onedrive cloud icon in your menu
bar – one for each account.