

Overview

Westwood Heights Staff should save all documents to their Westwood Heights OneDrive.

This will ensure your documents are **stored safely**.

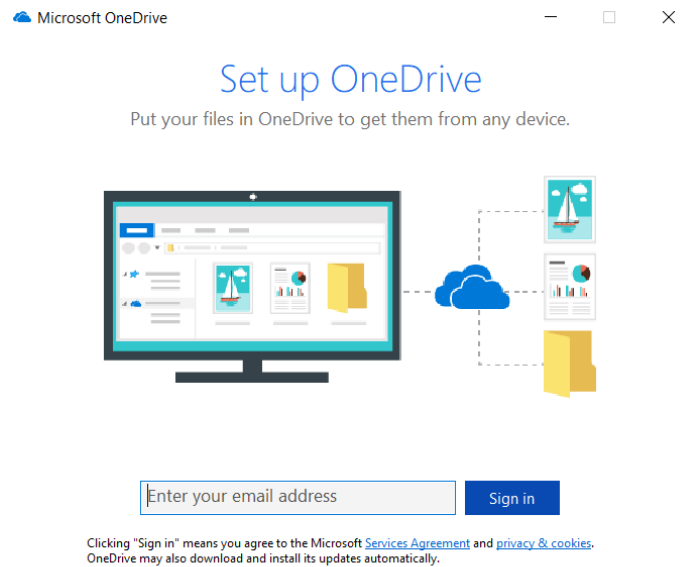
If you do not setup OneDrive you **will lose access** to your files when your computer is upgraded.

We recommend moving all your H drive files to OneDrive.

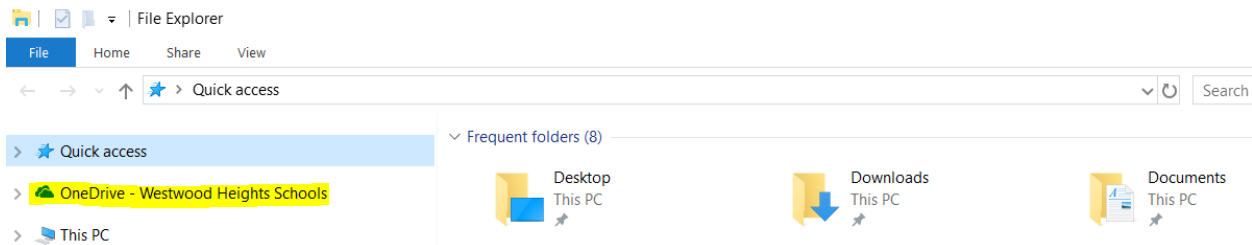
Students will not have access to OneDrive

OneDrive Folder (Westwood Heights Computer)

1. OneDrive will open when you Logon →
(Submit Help Desk ticket if it does not)



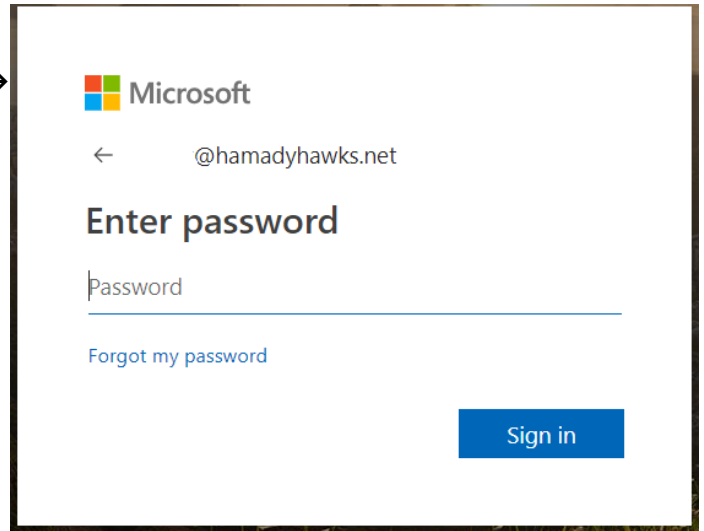
2. Login with your Westwood Heights Email (example: jsmith@hamadyhawks.net)
3. Follow On-Screen Instructions and Tips. (You do not need to install mobile app)
4. OneDrive can now be accessed from File Explorer



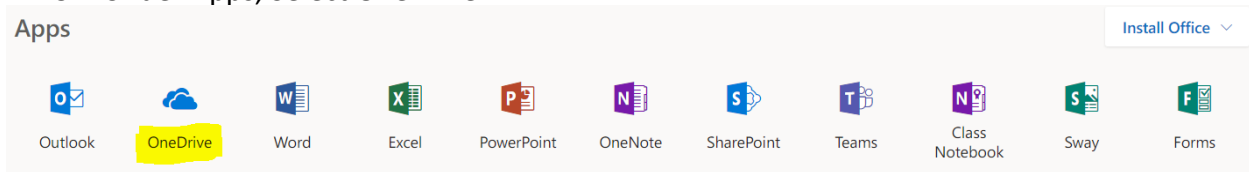
5. Any Files saved here will Automatically Sync with OneDrive
6. OneDrive will automatically backup your Desktop, Documents and Picture Folders.

OneDrive on the Web (Any Computer / From Home)

1. Visit <https://portal.office.com>
2. Login with your Westwood Heights Email → (example: jsmith@hamadyhawks.net)



3. Under Apps, Select OneDrive



4. You can now Download, Upload and Edit all your OneDrive Files.

