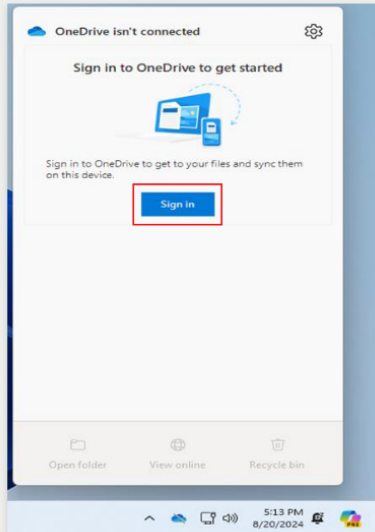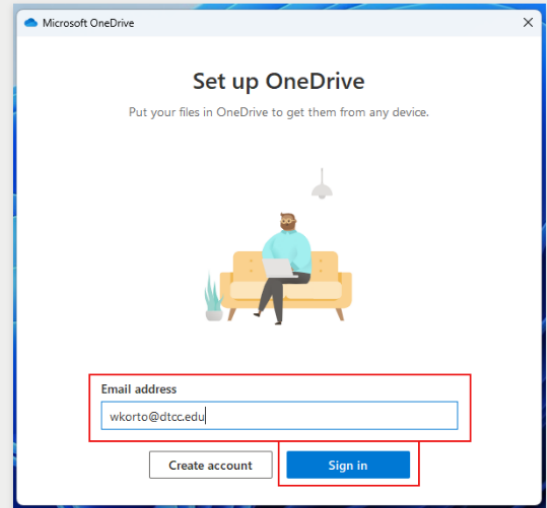# Instructions for Accessing OneDrive

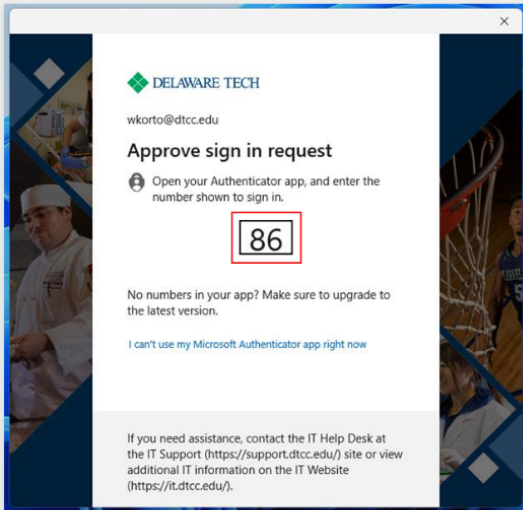1. Click on the **OneDrive Icon** at the bottom right of your screen.
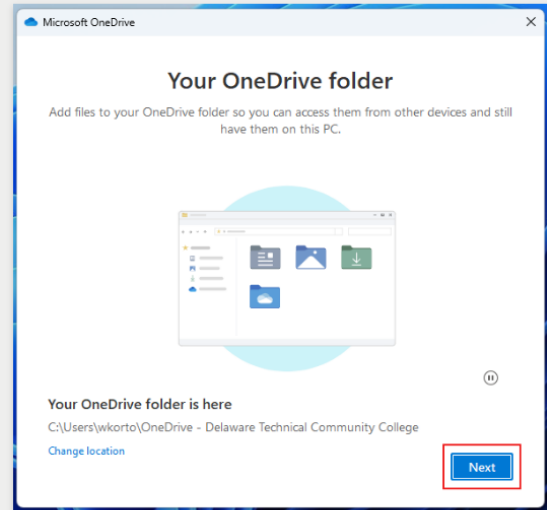

2. Click **Sign In**.

3. Enter your **DelTech** email address and click **Sign In**.

4. After clicking sign in, you'll receive a **code** via notification or text (based on your authentication method). The example below shows the Authenticator App notification.
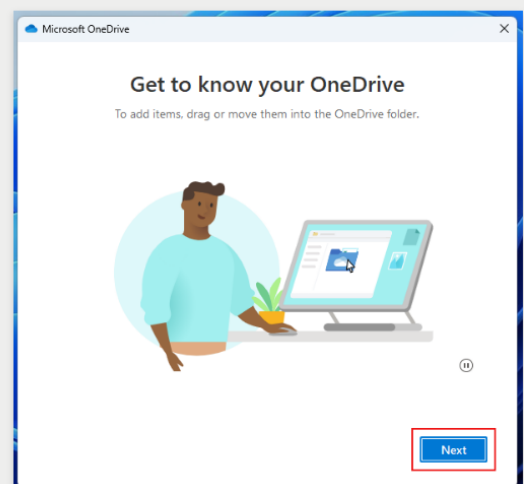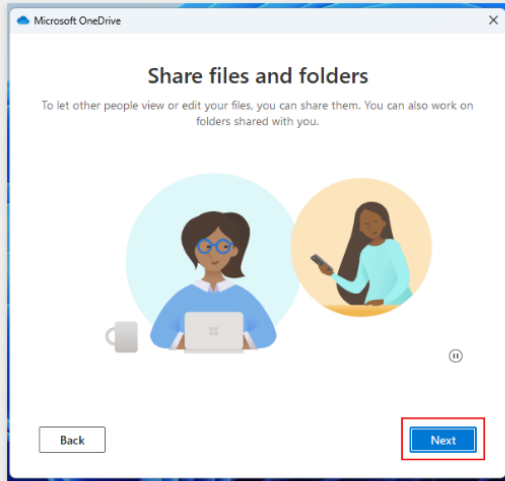

5. Click **Next**.

6. If you are using your DTCC-issued laptop or your office computer and want to back up your existing files, click the **Start Backup** button. Otherwise, click **I'll do it later**.
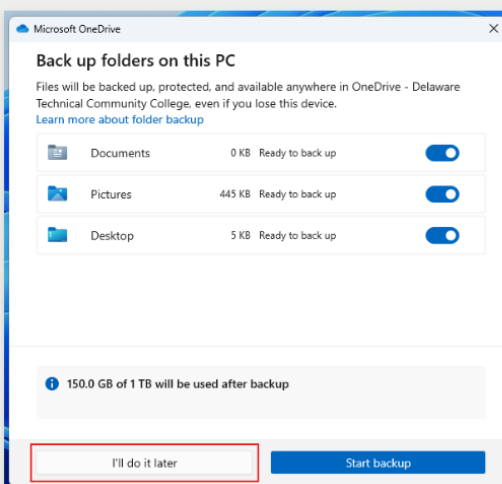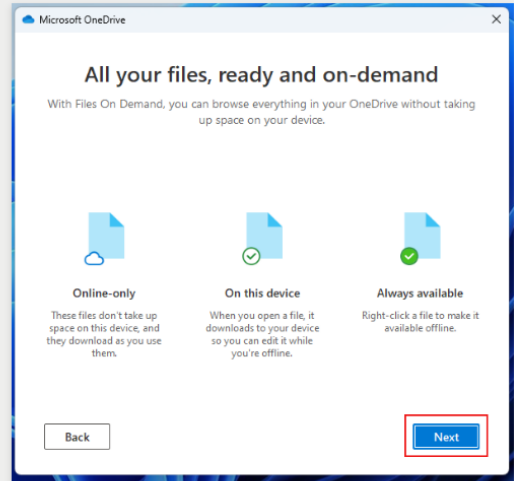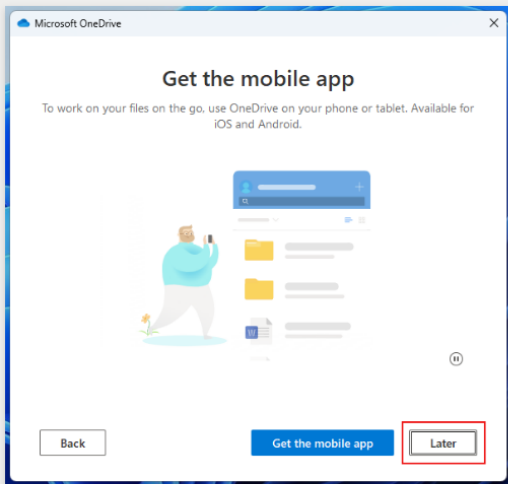

7. Click **Next**.
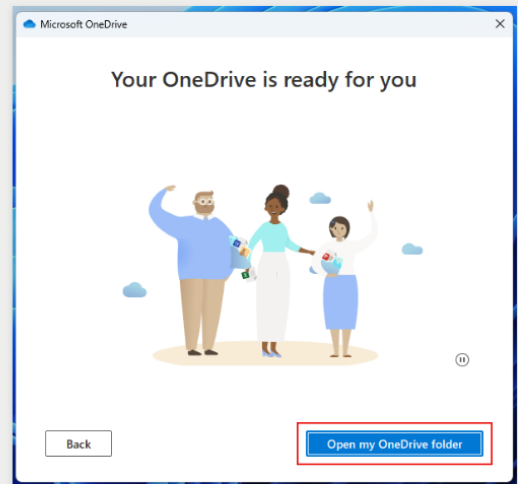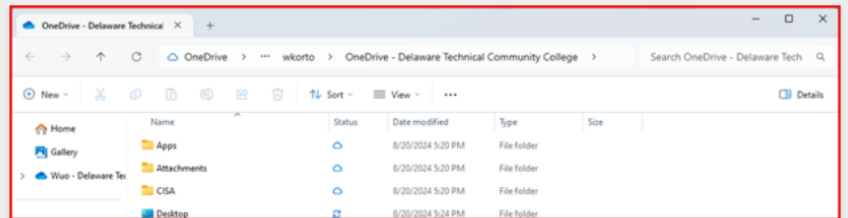
8. Click **Next**.

9. Click **Next**.

10. If you want to install the OneDrive mobile app on your phone or tablet, click **Get the mobile app**. Otherwise, click **Later**.

11. Click **open my OneDrive folder** to access your OneDrive files and folders.

12. OneDrive will open a File Explorer window while displaying the contents of your OneDrive desktop folder on your desktop.

Instructions for Accessing OneDrive Via a Web Browser

1. Open your preferred web browser and go to **onedrive.live.com**.
2. Click the **sign in** button.
3. Enter your **DelTech email address** and click **Next**. You may be asked to enter your password. If so, enter it and click sign in.
4. Once signed in, you'll be taken to your **OneDrive dashboard**, where you can view your documents.