Phoenix Shared Drive Instructions

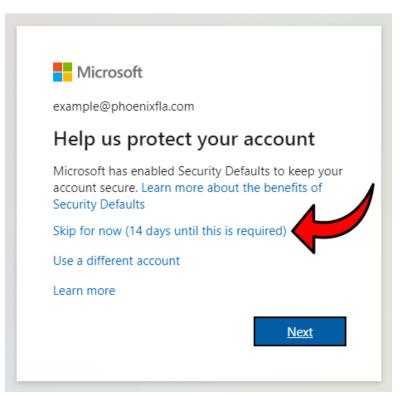
Step 1: Locate your email address and password provided by Phoenix IT.

Step 2: Open a web browser and navigate to https://portal.office.com/

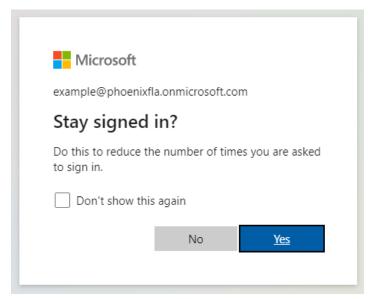
Step 3: Sign in with your provided email address and password.

Microsoft	Microsoft
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Example@phoenixfla.com	Enter password
No account? Create one!	
Can't access your account?	
Next	Forgot my password
	Sign in

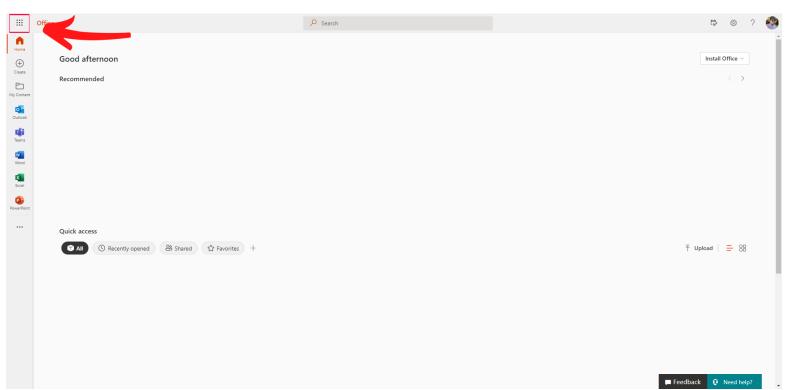
Step 4: Select Skip for now. (Please Note: You will need to see IT within 14days to add our Security Verification App to your phone.)



Step 5: Stay signed in? Select "Yes" if you are on your work or home computer. Select "No" if you are using a public or shared computer.



Step 6: You are now signed into your Microsoft 365 Homepage. From here you can access Outlook (Emails), Word, Excel, OneDrive, and Teams. Click on the 9 dots grid on the tops left.



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Step 7: Click on "OneDrive" it will open up in a new tab.

Step 8: From the OneDrive Home screen, on the left you click on "Shared". Then you will see "Phoenix Shared Drive" appear in the center. Click on that.

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Step 9: Creating a new folder: To create a new folder, click on "New", and then "Folder".

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Step 10: To Upload a document to a folder: Click on "Upload"

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Get the OneDrive apps Return to classic OneDrive **Step 11:** To Download a Document: Click on the white circle to the left of the document. A Blue Check Mark will appear, you can select multiple documents at a time. Then Click "Download".

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