# Microsoft One Drive Instructions

1. **Click** on the one of the links received through email about **Folder Access**.

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1. After clicking on the link, a Microsoft Edge will open. **Click** on **Documents** as shown in a figure below.

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1. **Click** on **Sync** as shown in a figure, at the top of the screen.

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1. A pop up message will appear, **Click Open**.

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1. After you **Click** **Open**, your folder will begin to Sync on PECB One Drive. You will find One Drive at File Explorer as shown in a figure below.

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