

Lamar County Mississippi  
Employee OneDrive Setup  
(backup important files to the cloud)

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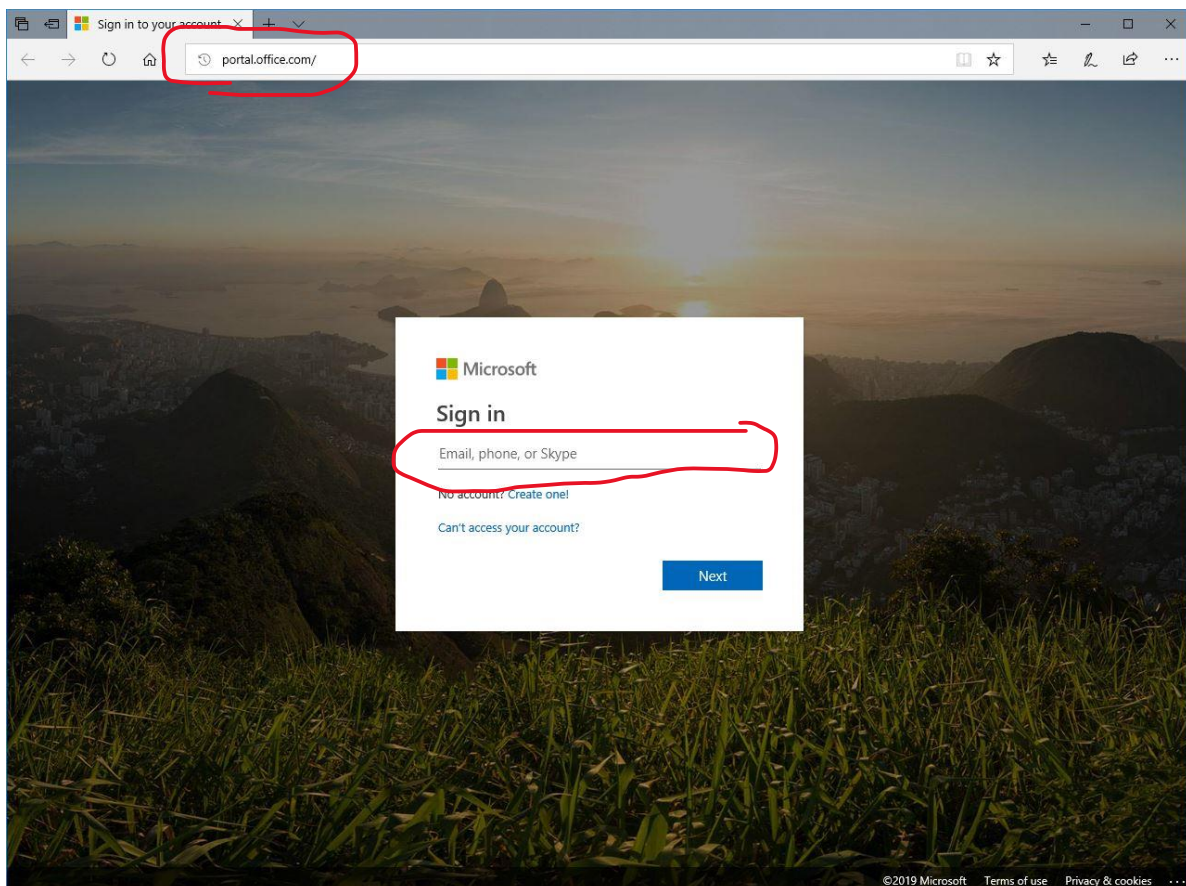
The following goes through how to set up your OneDrive account on a Windows PC. OneDrive is an application that allows you to backup your important work related files to cloud storage. If your computer ever crashes or is somehow destroyed, you may lose any files that are not backed up externally. All Lamar County employees with an active *lamarcountyms.gov* email address also have a OneDrive account.

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1. Log into your Microsoft account through a web browser.

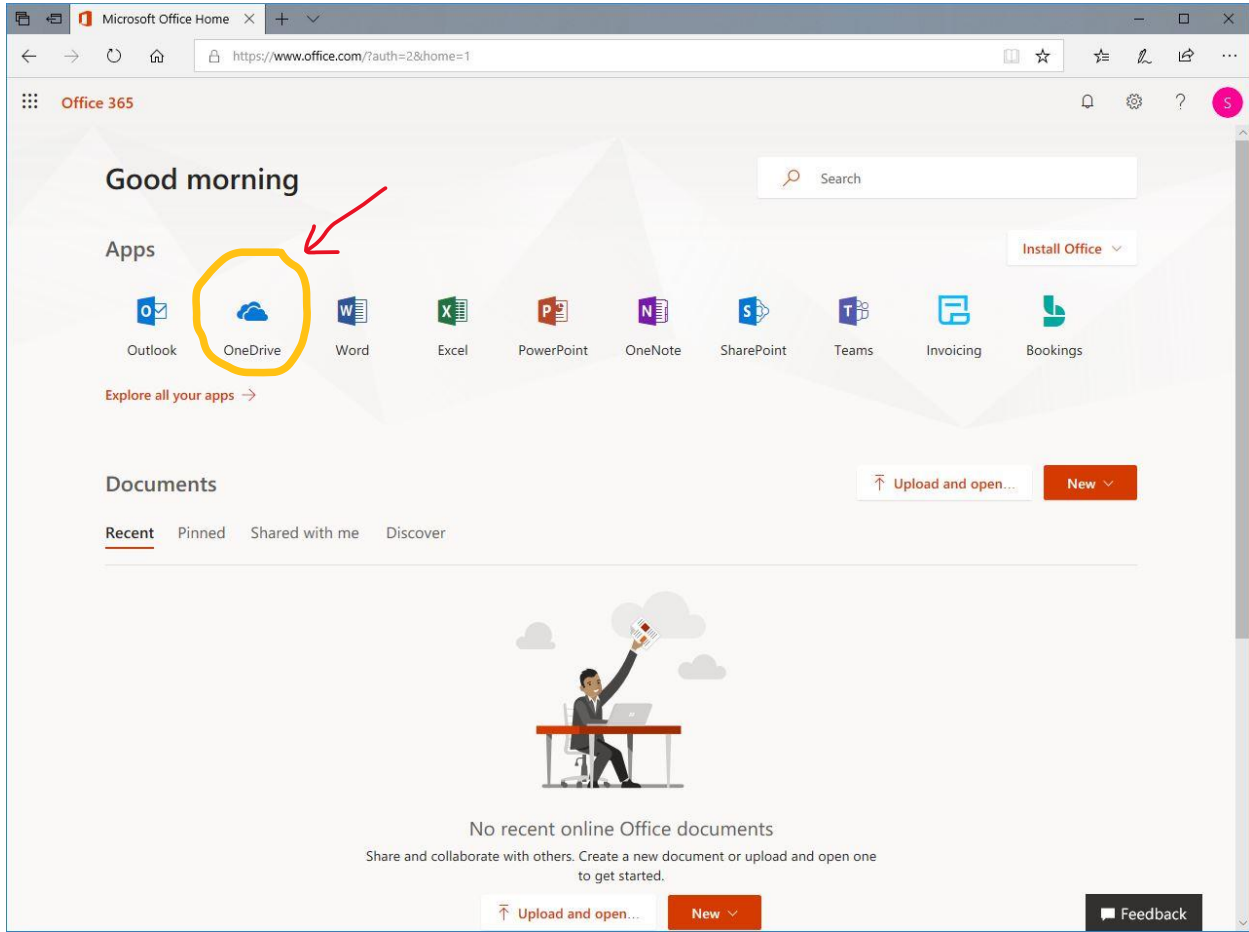
- You can log into your account at [portal.office.com](https://portal.office.com).
- Enter your complete email address. **Ex:** [sample@lamarcountyms.gov](mailto:sample@lamarcountyms.gov)
- Click the next button to continue.
- Here, you will be prompted to enter your password. Enter it and click “Sign In”

Note: Your Microsoft account password may be different than your computer log in. If you do not know your Microsoft password or have difficulty logging in, please contact IT Support.

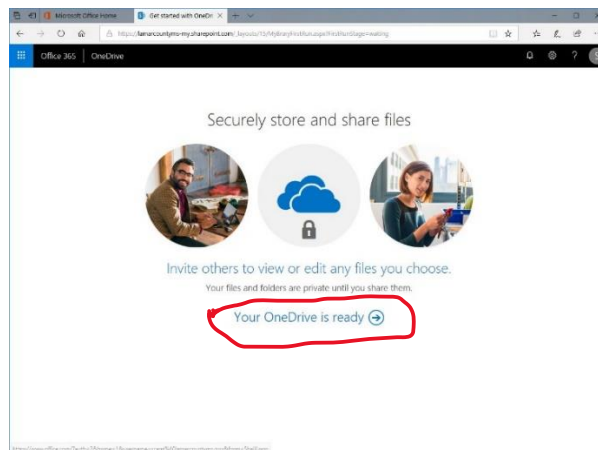


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2. Select OneDrive from the main Office 365 page.

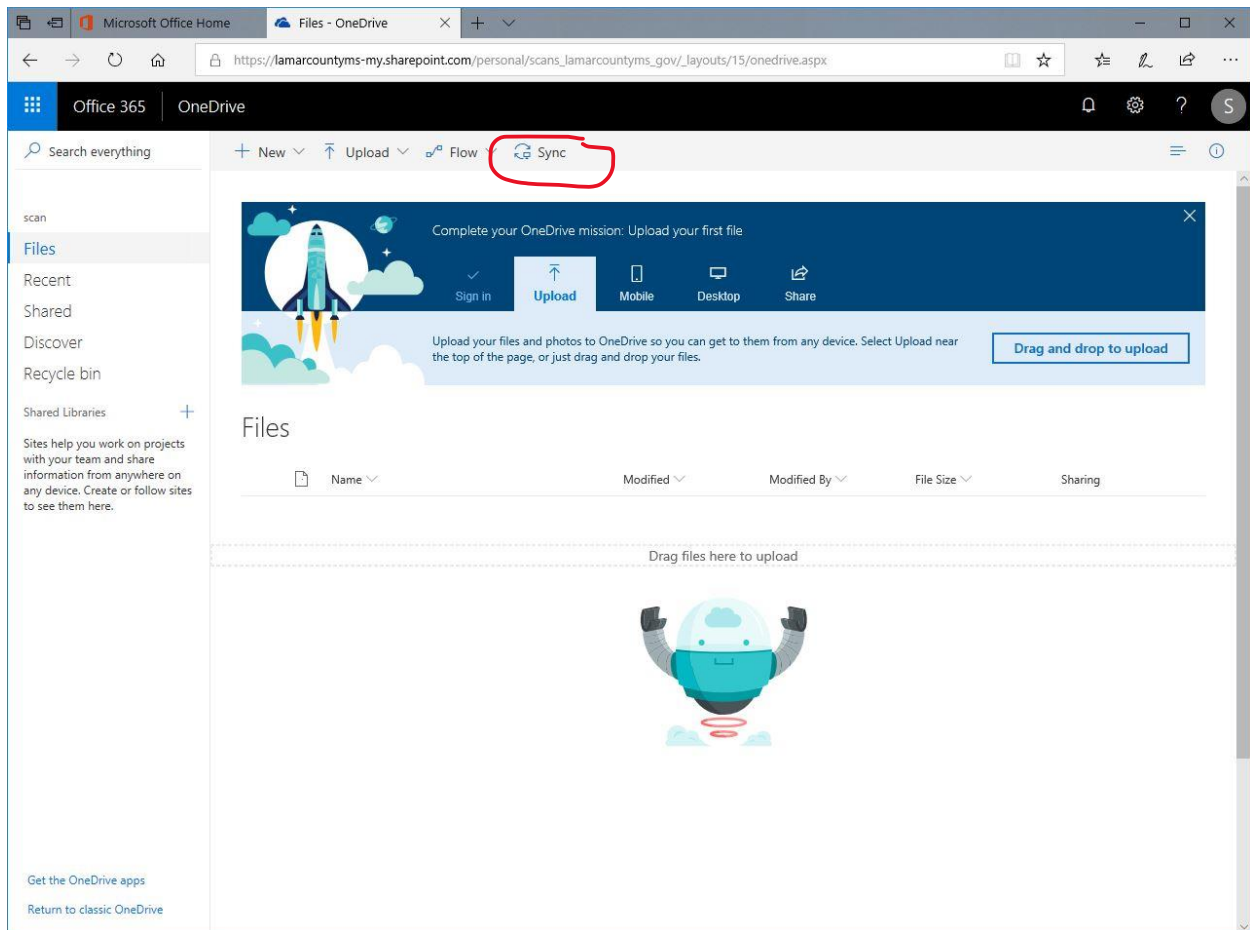


Your OneDrive will initialize. When it's ready, click "Your OneDrive is Ready"



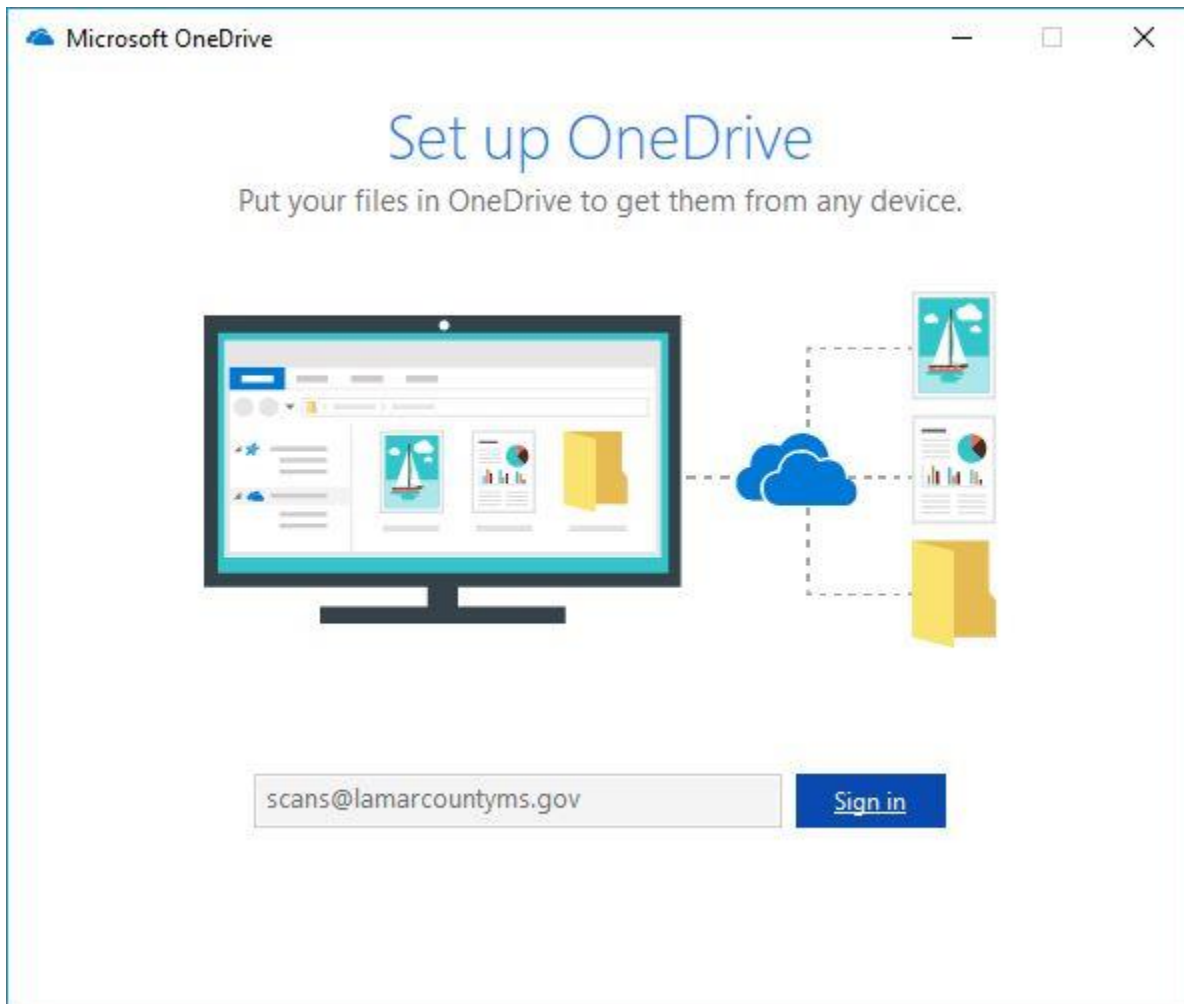
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3. At this point, you will be in your OneDrive Account. Any files that you have stored to your OneDrive account can be viewed here. You can drag and drop files and folders from your computer directly into the web interface. Microsoft documents and file types like Word, Excel, and PowerPoint can even be created, shared, and edited directly in the web interface. If you would like for a Desktop folder to be created, you will need to “Sync” your OneDrive with your computer. To do that click the “Sync” button on your OneDrive page.



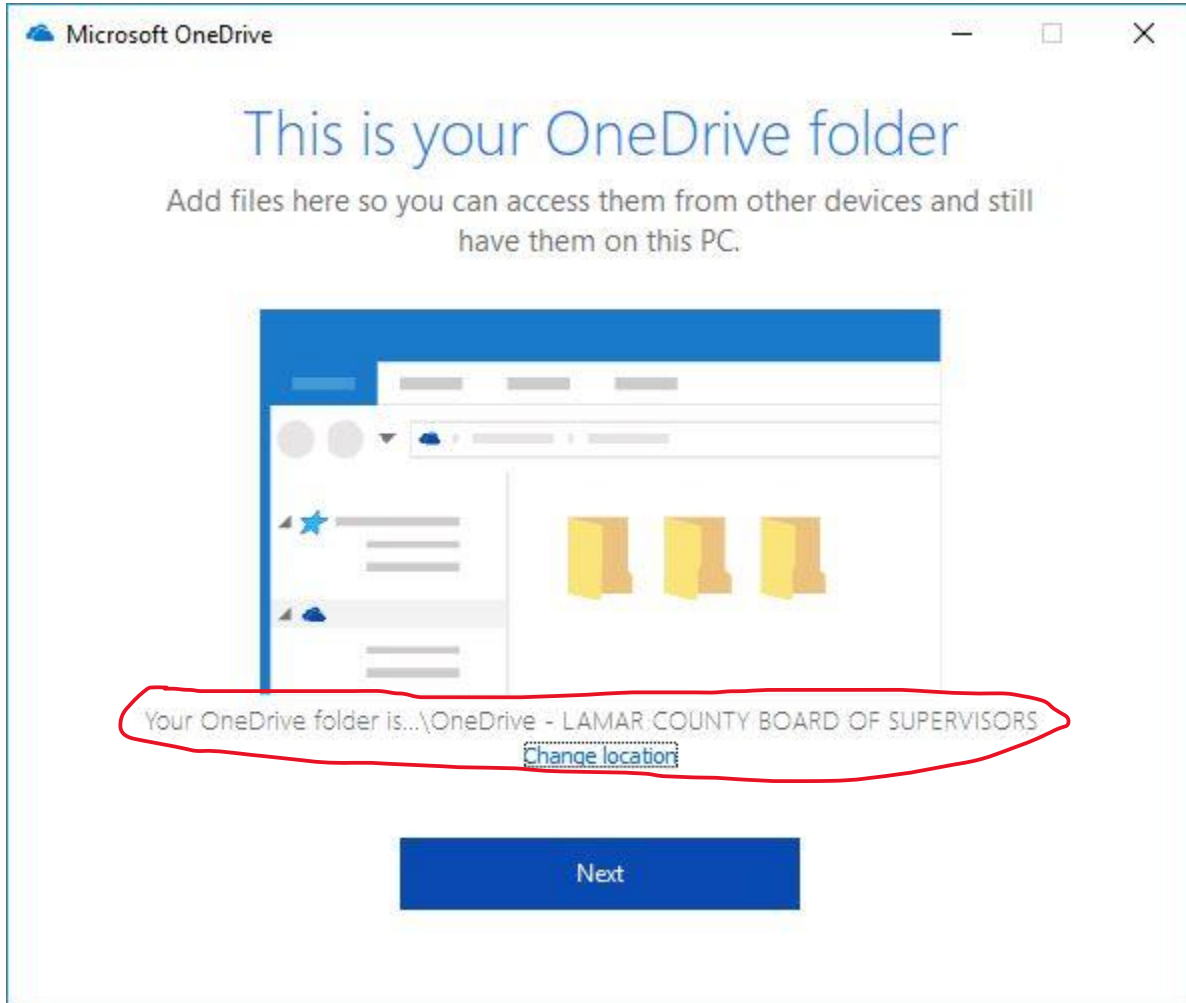
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4. Once clicked, the “Sync” button will either open the OneDrive app already installed on your computer or download the OneDrive application to install on your computer. Open it to enter your Microsoft account information.



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5. Your OneDrive will now be synced. A folder will be saved on your computer to the location showed below.



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6. Navigate to the folder location created and you will be able to view the documents already in your OneDrive or create new documents that will be stored in your OneDrive. After a file is created, you can confirm that it is in your OneDrive by checking for the green check mark below.

