



Advanced IT Services



OAK Trust Useful Guides
**ACCESSING OLD
ONEDRIVE DATA**

HERE TO HELP

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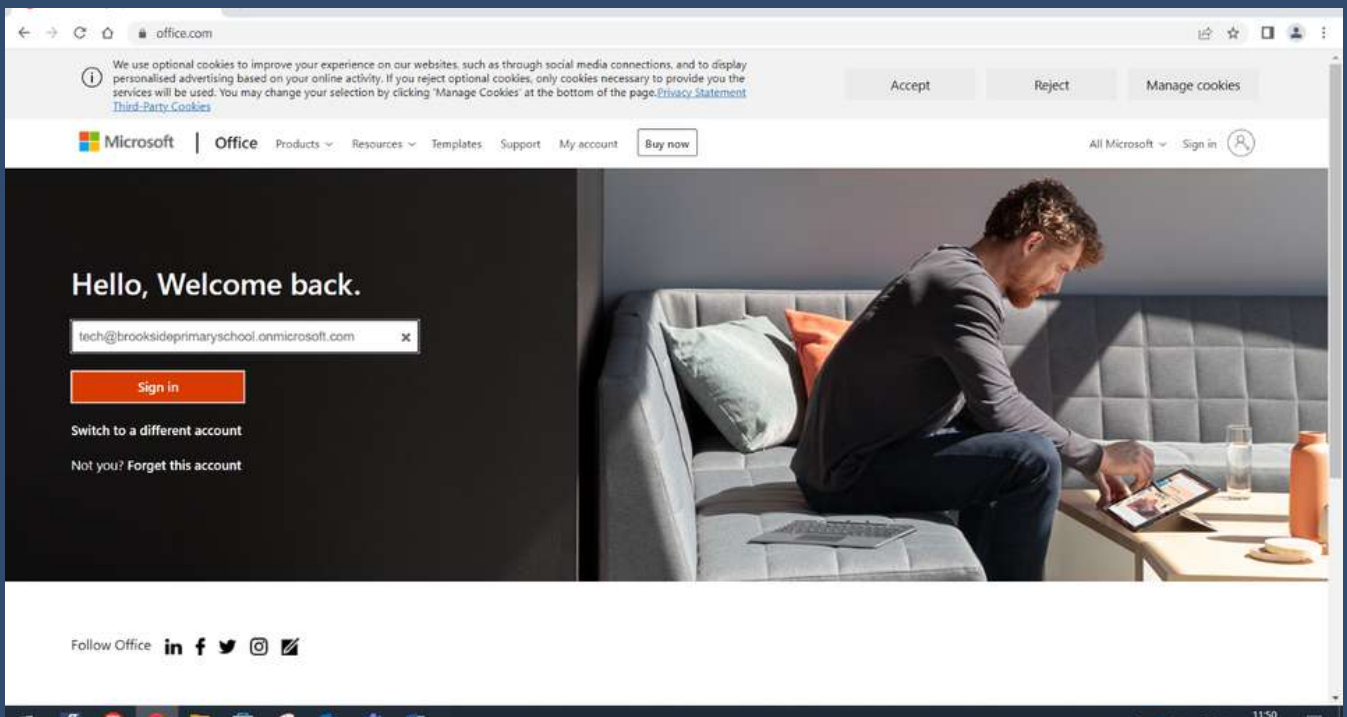
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YOUR GUIDE

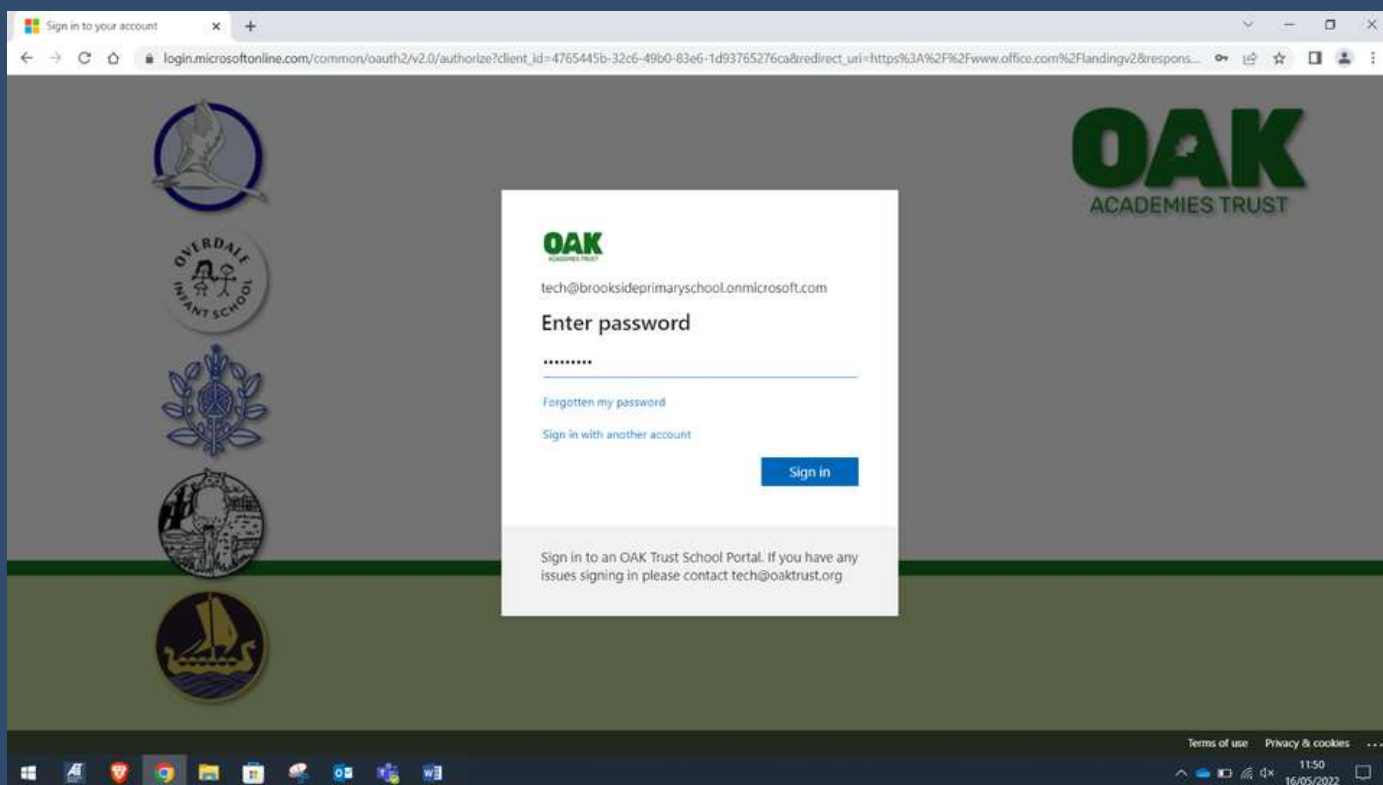
This guide details how you can access your old One Drive data. Please ensure you follow each of the steps directly.



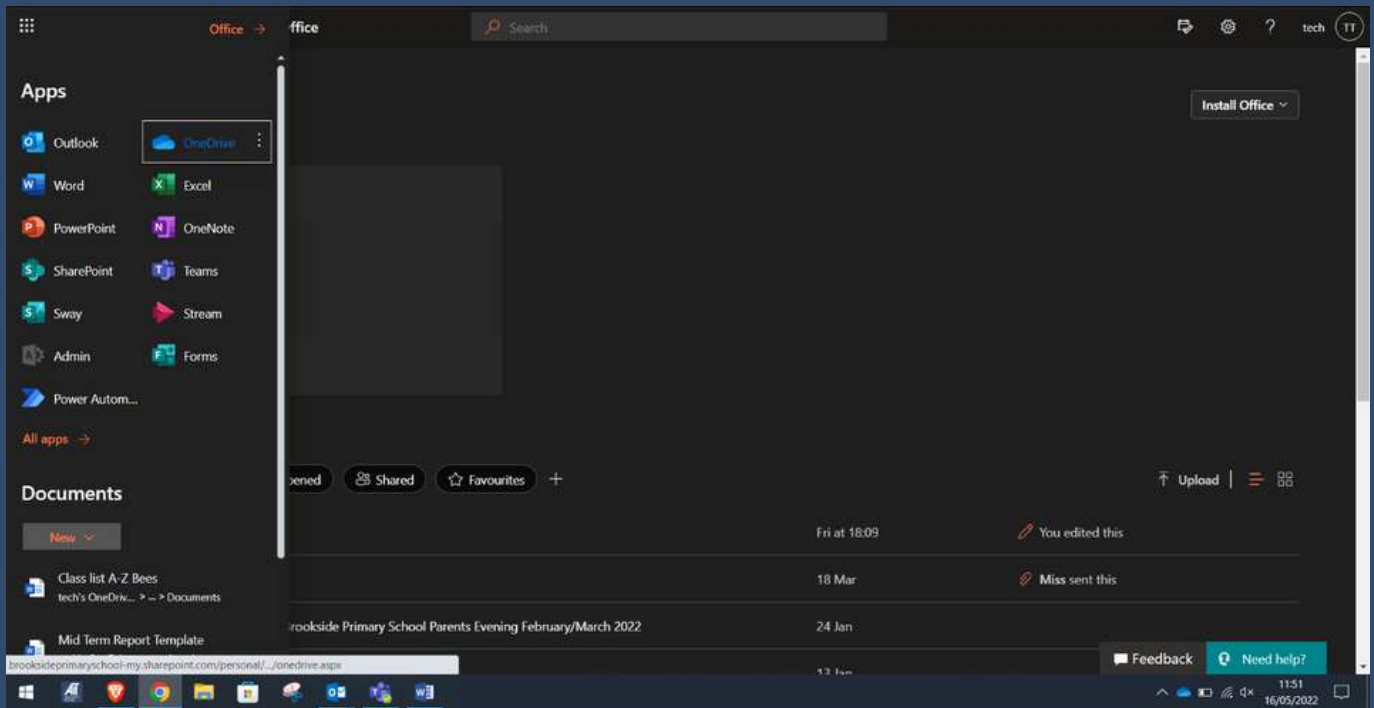
1. To access your old One Drive data, open a **private browser** and go to <https://office.com>. Click 'Sign in'



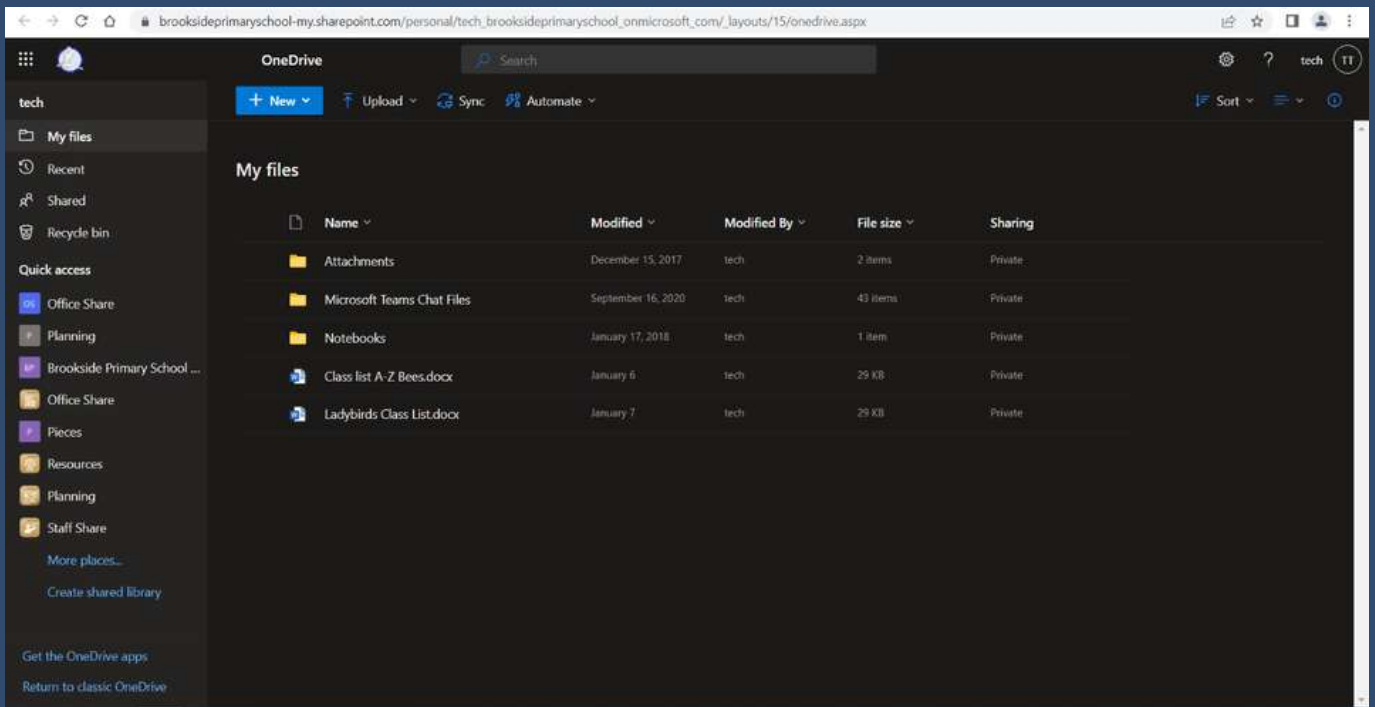
2. Enter your **username** followed by **your school domain** and '**onmicrosoft.com**'. For example, if your username is '**jd**oe', you will enter **jd**oe@yourschooldomain.onmicrosoft.com. Please enter your old password and then sign in.



3, Once you have logged in, click 'One Drive'. Here you will be able to access your old data.



4. **Important:** Your old data stored here is in the process of being migrated. Therefore anything you edit we recommend saving a copy to your device and not within 'One Drive'.





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