

## OAK Trust Useful Guides ACCESSING OLD ONEDRIVE DATA

## HERE TO HELP

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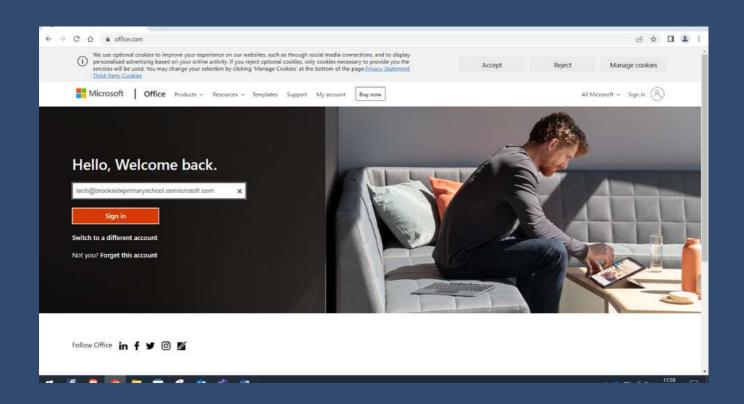


Crown Commercial Service Supplier

## **YOUR GUIDE**

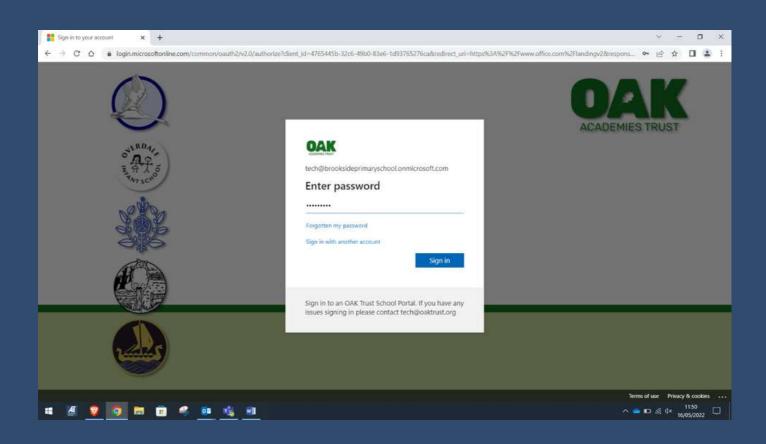
This guide details how you can access your old One Drive data. Please ensure you follow each of the steps directly.

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 'jdoe', you will enter jdoe@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.

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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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More places						
Create shared library						
Get the OneDrive apps						
Return to classic OneDrive						





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