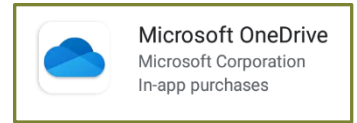


**WFWI Online Access
For President/Secretary/Treasurer
Tablet-iPad – OneDrive App Intro**



1. WI House sends your login details to your home email. Record these in a safe place.
2. Download the OneDrive app on your tablet or iPad by typing ONEDRIVE in your App Store/Google Play Store (depending on which device you have). Please note that the following instructions may vary slightly depending on your device.



3. If you have already signed into the OUTLOOK app you may not need to sign into the ONEDRIVE app. If it does require a login then use the email address and login information that you received from WI House.

The screenshot shows the OneDrive app interface for 'Wiltshire Federation of Wis'. The main area displays a list of files and folders: 'Notebooks' (8KB, 14 Feb 2019), 'Test folder' (3.6MB, 27 Apr), and 'Test document 1' (11KB, 28 May). The interface includes a top navigation bar with a hamburger menu, a search icon, and a plus sign. A left sidebar contains icons for recent files, shared files, profile, and shared libraries. A bottom navigation bar contains icons for home, recent, shared, and profile.

Callout boxes provide the following information:

- Clicking on this "hamburger" gives the same options as down the left of the screen** (points to the top-left hamburger menu icon).
- The home screen shows any folders or files that you have uploaded or created** (points to the main file list).
- The + symbol lets you create and upload folders and documents** (points to the top-right plus icon).
- The Clock icon shows you recent files you have used** (points to the clock icon in the left sidebar).
- The People icon shows you any files other people have shared with you** (points to the people icon in the left sidebar).
- I ignore the Discover icon, but you can try it out!** (points to the discover icon in the bottom navigation bar).
- Your Profile icon gives you access to your own profile, recycle bin, settings, sign out, etc** (points to the profile icon in the bottom navigation bar).
- The Shared Libraries icon lets you access and contribute to any Shared Libraries you are a member of. As far as we know you can only create shared libraries using a laptop or desktop** (points to the shared libraries icon in the bottom navigation bar).