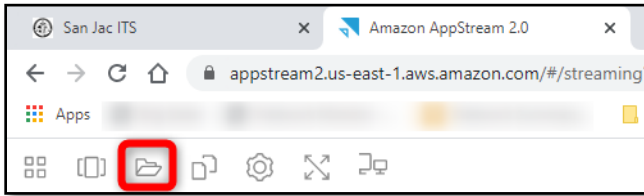
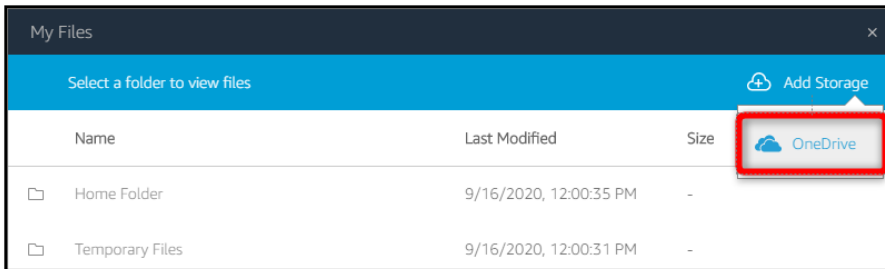


## How to Add OneDrive to the Virtual Desktop

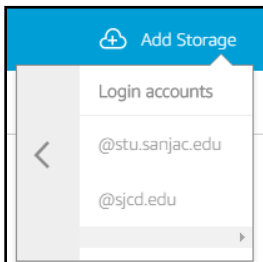
1. Click the **My Files** icon.



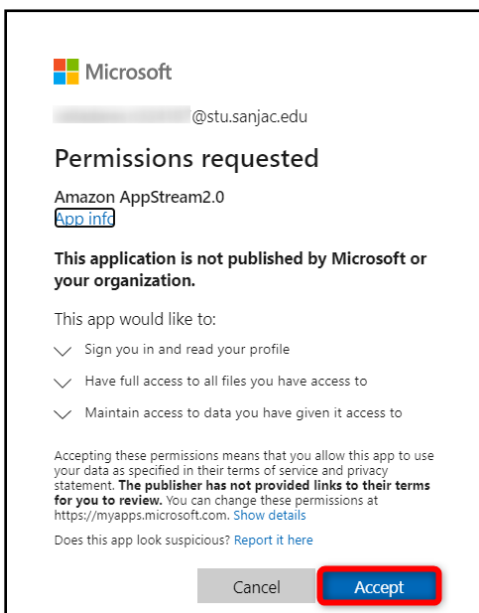
2. Click **Add Storage** followed by **OneDrive**.



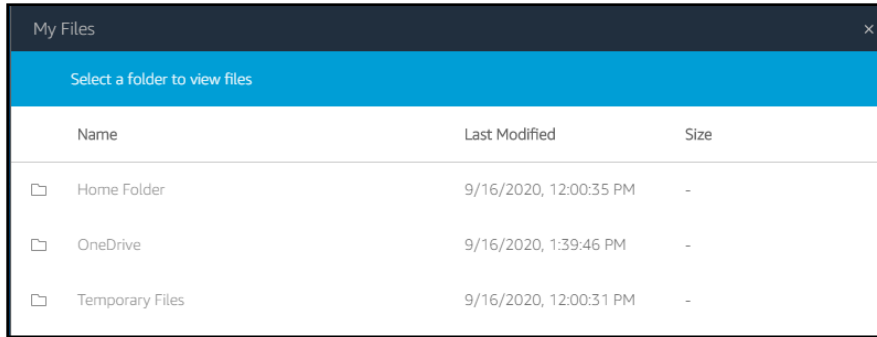
3. Click **@stu.sanjac.edu** if you are a student or click **@sjcd.edu** if you are an employee.



4. When prompted, click **Accept**.

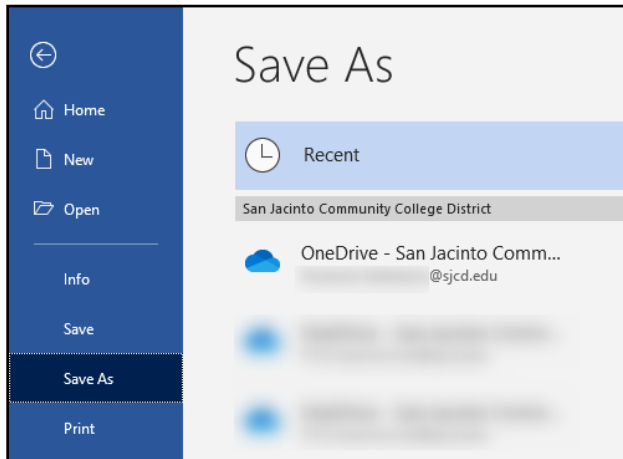


5. After your OneDrive account is added, your OneDrive folder displays in **My Files**.



### How to Save Files on OneDrive

1. When saving your files, ensure you are saving to your OneDrive account.



### How to Access Files on OneDrive

1. To access files stored in your OneDrive account, click the **My Files** icon.

