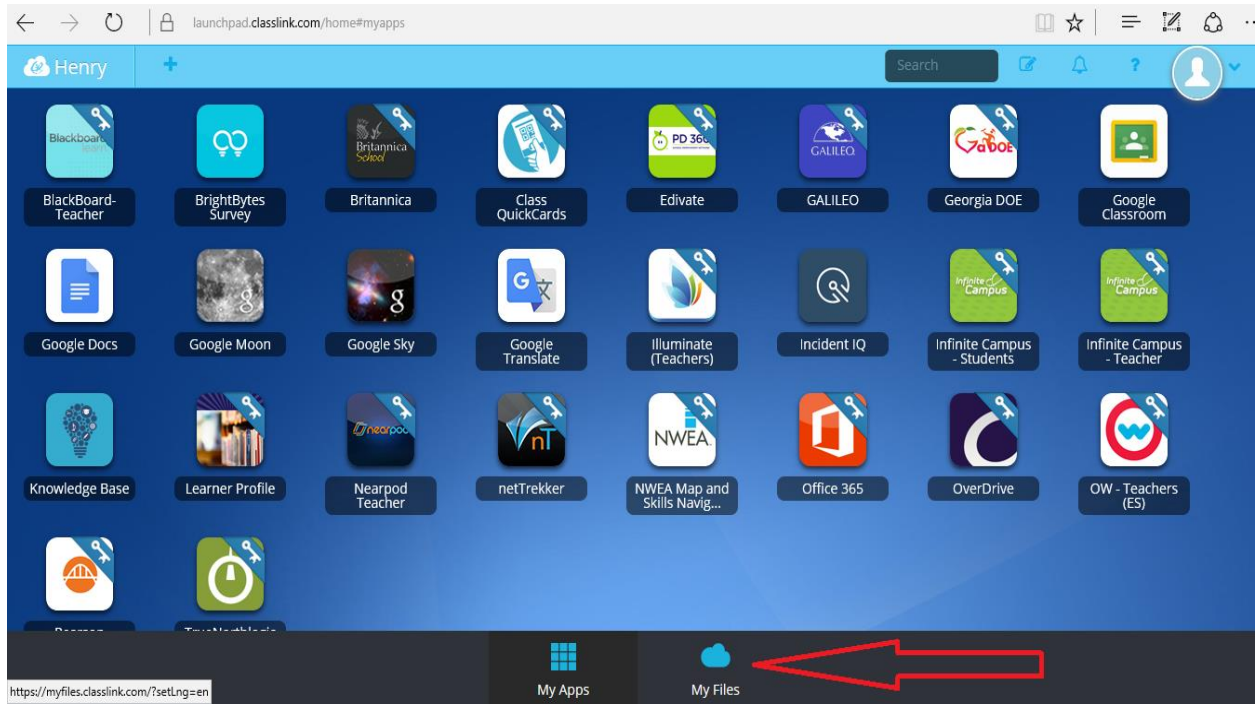


Set up OneDrive through ClassLink

- 1) Go to ClassLink and Log in. (<https://launchpad.classlink.com/henry>)

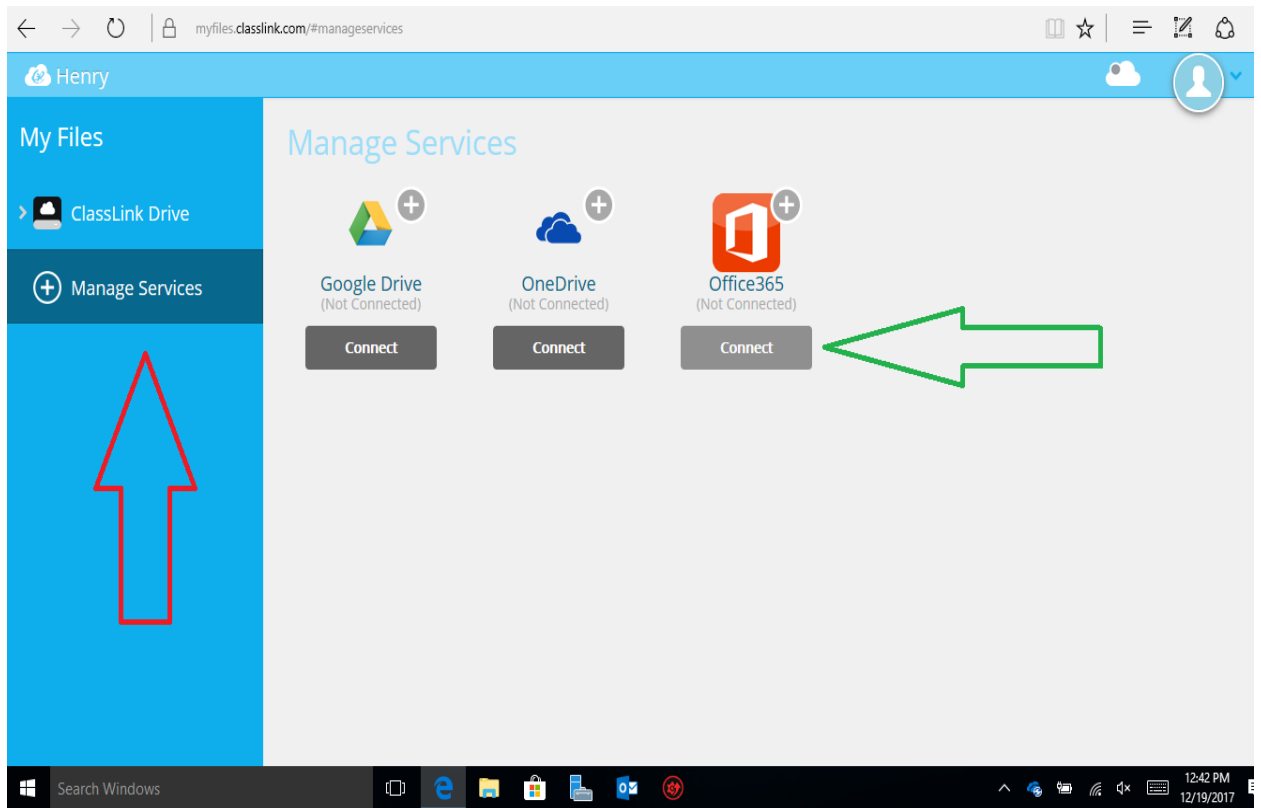


- 2) Click on "My Files" (Indicated by the red arrow).

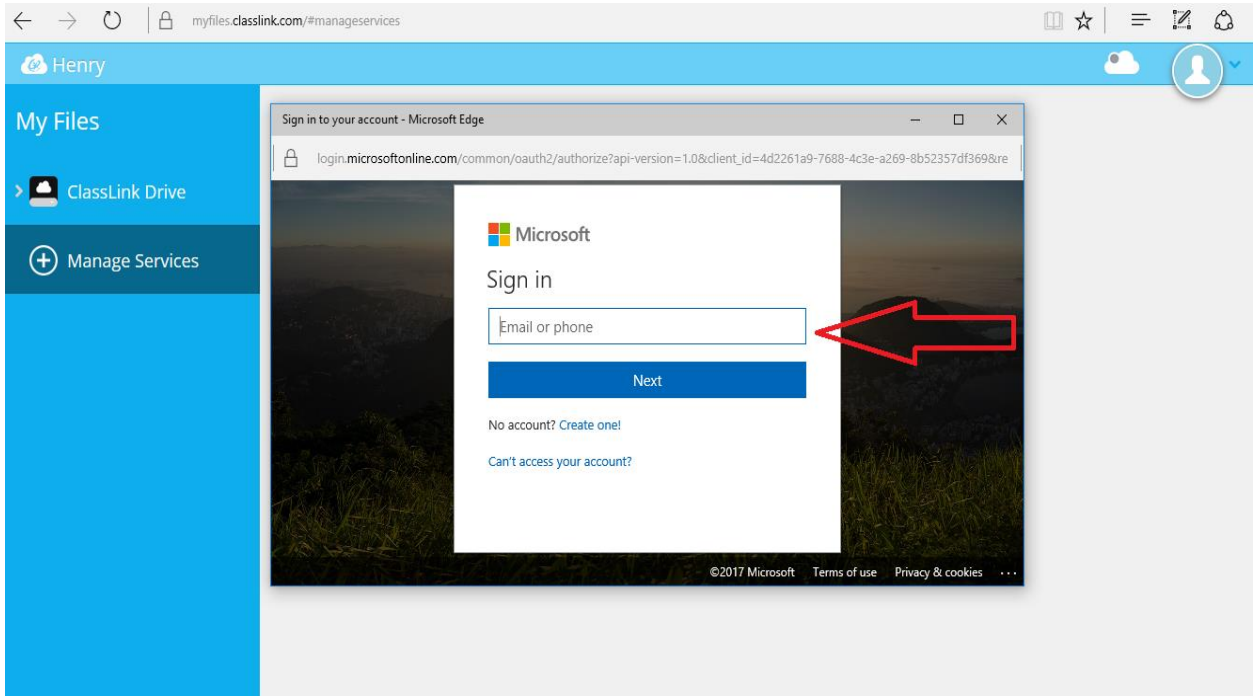


3) (Red Arrow) Click on “Manage Services”.

(Green Arrow) Click connect under “Office 365”.

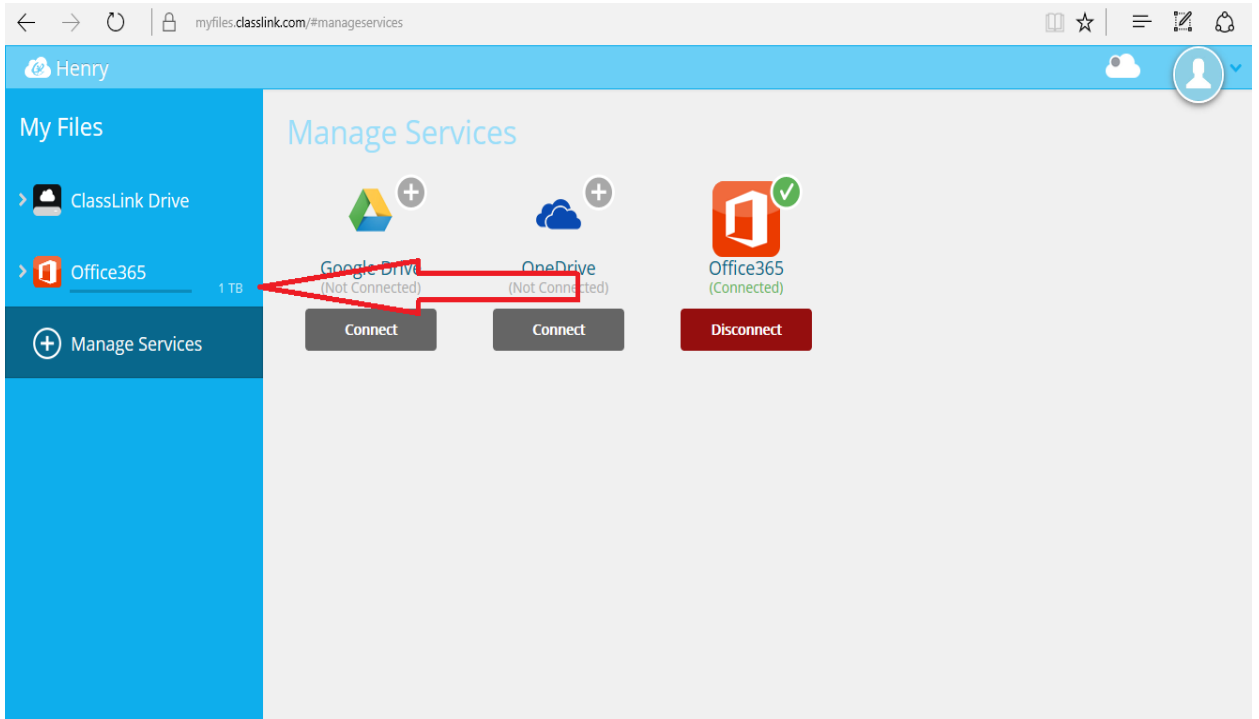


4) Enter Henry E-mail in Box provided. (Click Next)



- If it ask to install an Add-On for ClassLink go ahead and do so.

5) When all steps are done you will have the option under “My Files” to choose Office 365 as an option.



6) You will be able to back up all files and access them from ClassLink instead of Home Drive.

