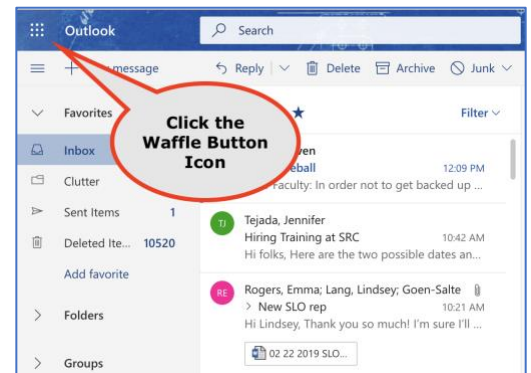


## Connecting to your OneDrive site

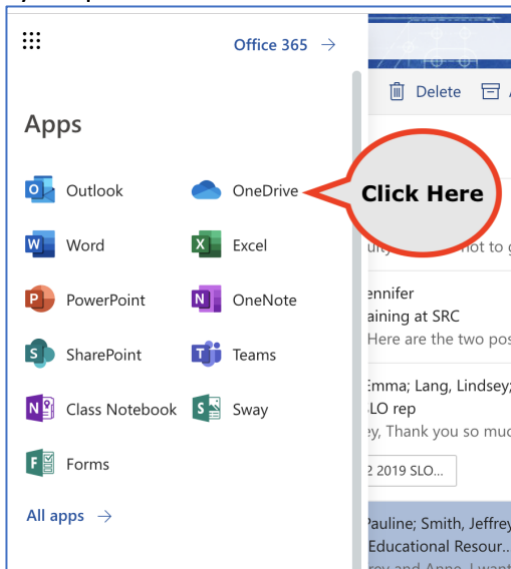
1. Sign into your 4CD InSite account
  - ➔ Via your campus main web page
  - ➔ or use this URL - <http://www.4cd.edu/insite>
2. On the InSite dashboard
  - ➔ Click on your Email Icon



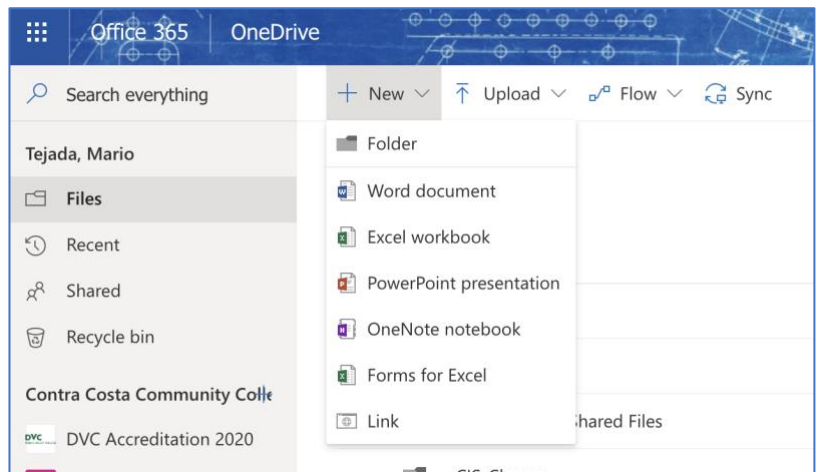
3. Next click on the “Waffle Button” icon in the upper Left Corner



4. Click on the OneDrive Button to enter your personal OneDrive Site



5. Now you can Create a Folder, or a New document or Upload an Existing File from the computer you are sitting at!



**Congratulations! You are Now using your 4CD OneDrive site!!**