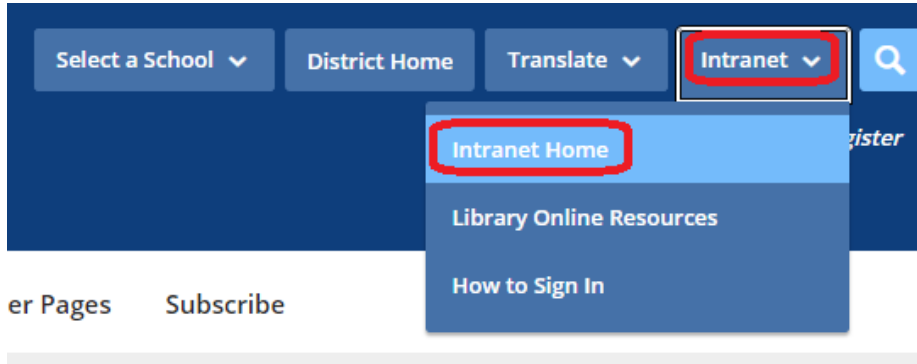


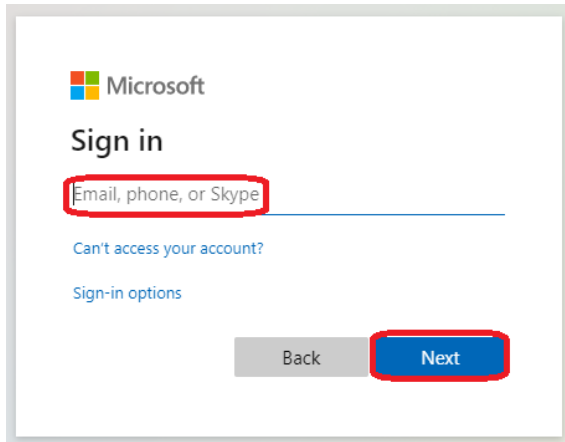
Click to watch the [Video Tutorial](#)

Signing into OneDrive via Intranet

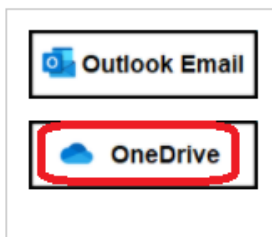
1. Go to Masticola's website (<https://www.sau26.org/mes>)
2. In the top-right corner, click on Intranet --> Intranet Home



3. Using your login card, please sign in using your **school email address** (first.last@sau26.org) and **9-digit student ID password**. You will be logged onto the school's intranet page after.



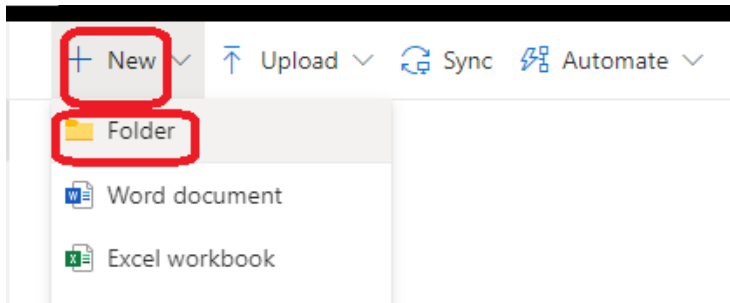
4. On the intranet page, click on OneDrive toward the top-left side



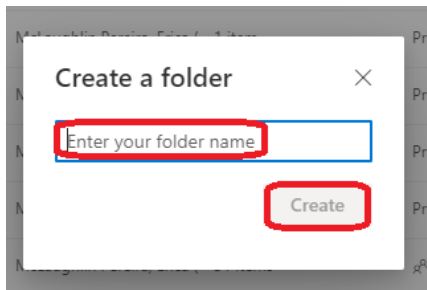
5. ****You may be prompted to sign in one more time due to security reasons. If it does prompt you to either enter the email or Student ID password, enter again and then your OneDrive will open.**

Creating a folder in OneDrive

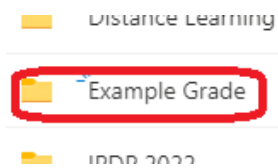
1. In OneDrive, click on the New button at the top then click Folder.



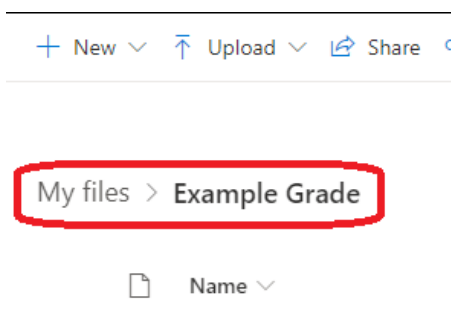
2. A box will appear asking you to name the folder then click create. **Name the folder your current grade (example: Second Grade, Third Grade, Fourth Grade, etc.)**



3. You will see your new folder in your OneDrive

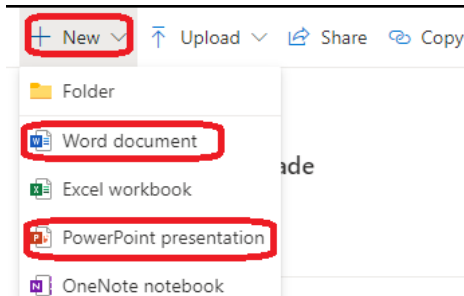


4. Click on the name of your folder to open it. You will know you are in your folder by looking toward the top of the screen and seeing that it says "My files > "Name of your folder""

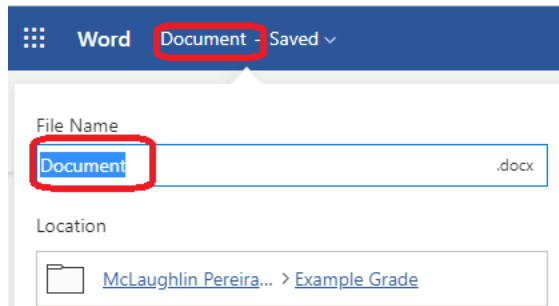


Renaming a Document or PowerPoint in your Folder

1. When you want to create a new Word document or PowerPoint for an assignment. **First make sure you are in your new grade folder (like above)**
2. Once in that folder, click on “new” then select either Word or PowerPoint



3. Your new Document or PowerPoint will open in a new tab. Before beginning your work, **make sure to rename your document/powerpoint!**
 - a. For a Word Document, toward the top-right, click on where it says “Document”. Type in the new title. Make sure it is something specific to your project. Then click anywhere in the document for it to change



- b. For a PowerPoint, click toward the top-middle where it says “Presentation”. Type in a new title. Make sure it is something specific to your project. Then click anywhere in your PowerPoint for it to change.

