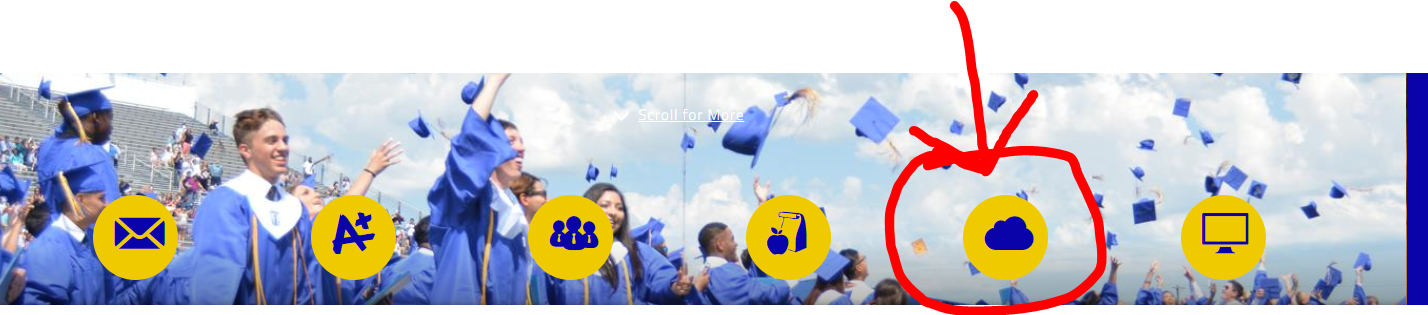
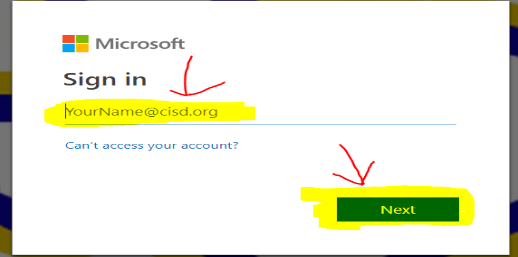
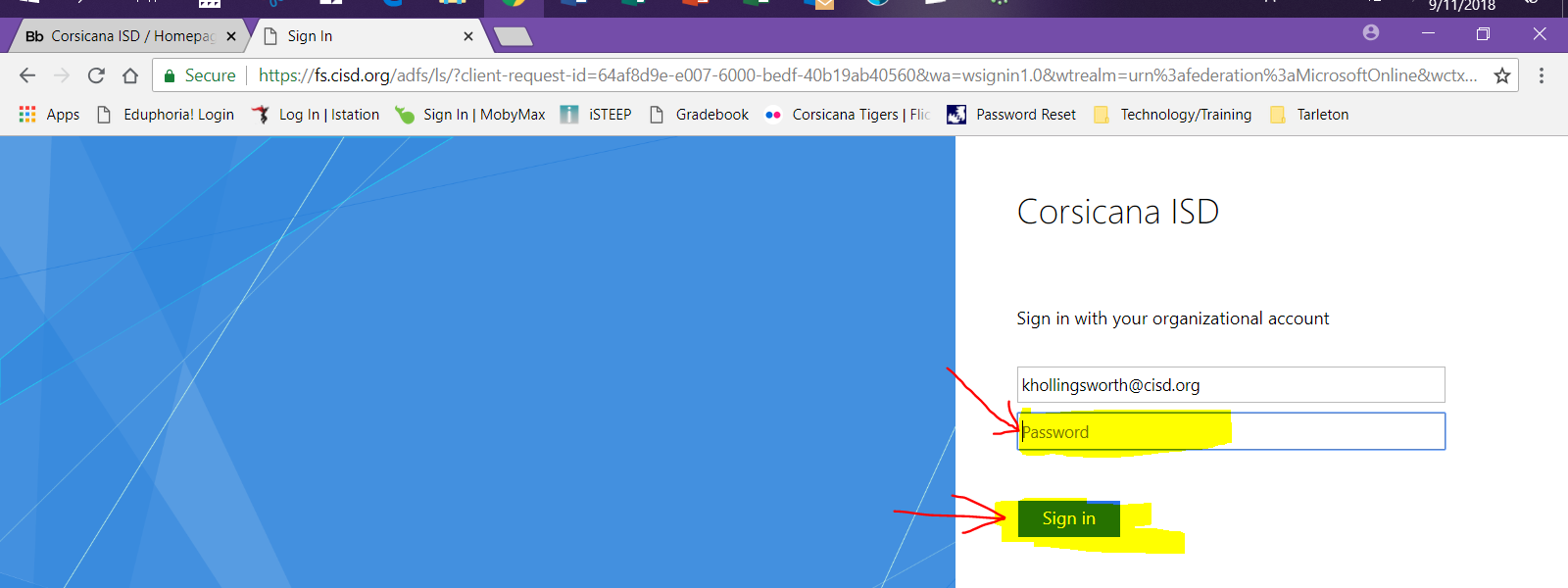
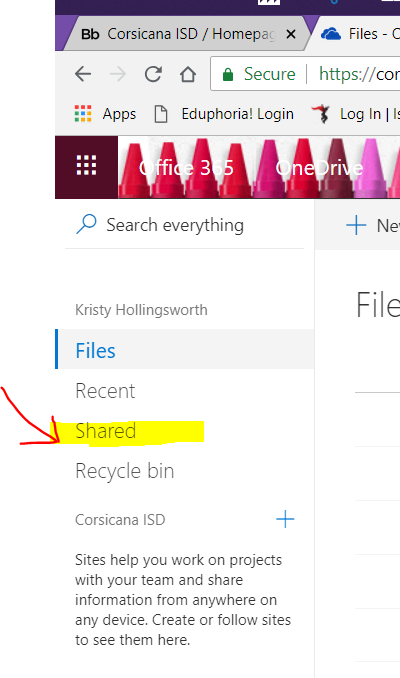
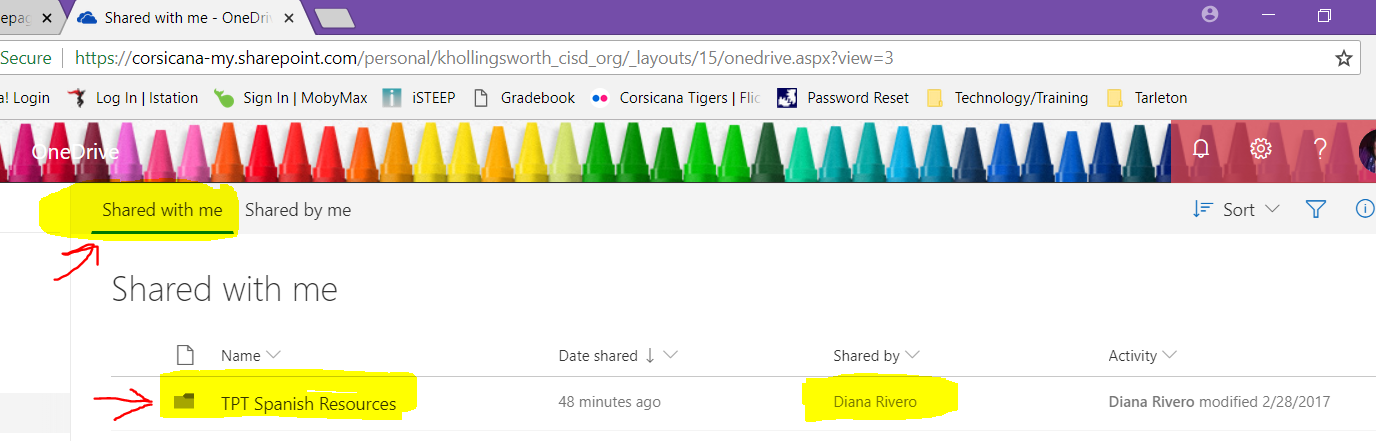
**How to get shared files on One Drive**

* Go to Google Chrome
* Go to CISD Website ([www.cisd.org](http://www.cisd.org))
* Click on the One Drive Cloud 
* You will then have to sign in to your One Drive and then click next (It is your school email address)
* You will then be sent to the CISD Page and have to put in your password (same password you use to login to your computer) and then click Sign In 
* The you will click on Shared 
* Make sure it says shared with me and you should see the file you were sent
* Click on the File and it will open a new tab with all the files in it and you can open whichever one you need 