
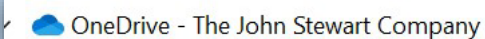


# CONFIGURING JSCo OneDrive ENVIRONMENT

## CHECKING CONFIGURATION.

Prior to beginning this configuration, please check Windows Explorer to make sure your JSCo OneDrive Environment has not already been configured. To do so,

1. Start Windows Explorer (Yellow Folder icon on your Task Bar) 
2. In the Left Pane of Windows Explorer, look for the following file location. NOTE: it is important that it says 'The John Stewart Company'.

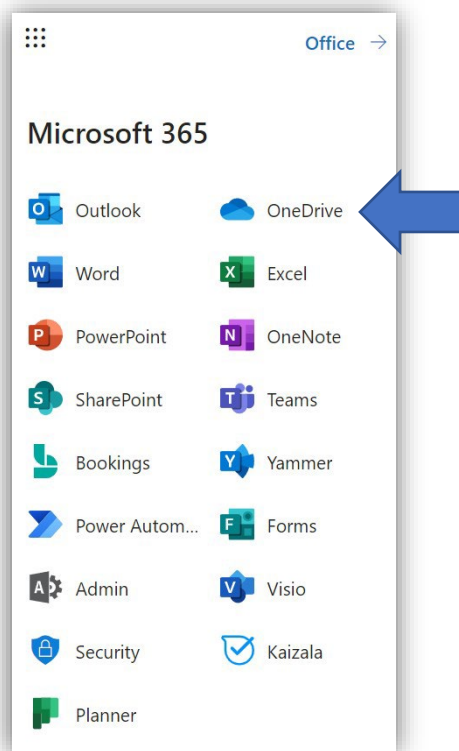


OneDrive - The John Stewart Company

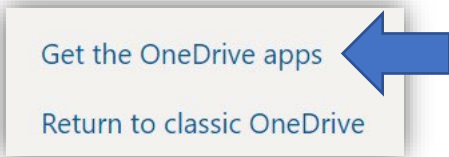
3. If present, JSCo OneDrive has already been configured on your PC, if not, please continue with the instructions below

## IF YOU DO NOT HAVE ONE DRIVE INSTALLED

1. Login to your email online – [outlook.com/jSCO.net](https://outlook.com/jSCO.net)
2. In the upper left hand corner click on the square made of dots
3. Select OneDrive



4. In the bottom left hand corner of the next window – click on '[Get OneDrive apps](#)' link (image next page)



5. Click 'Download' button and execute the downloaded installation file.



## CONFIGURING JSCO ONEDRIVE ENVIRONMENT

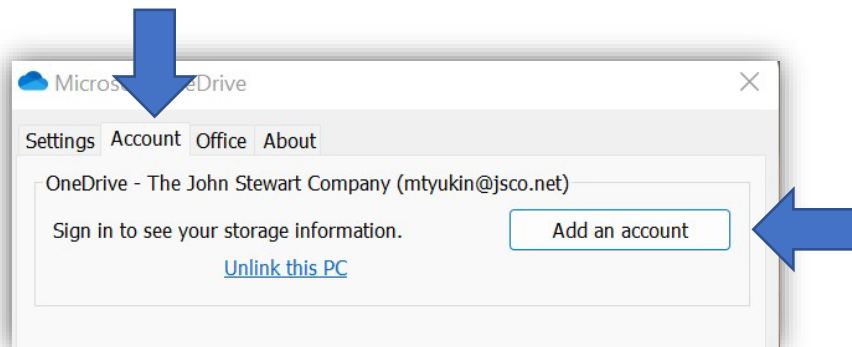
1. In the System Tray (bottom right-hand corner) locate the OneDrive icon and click it (normal click, left mouse button)



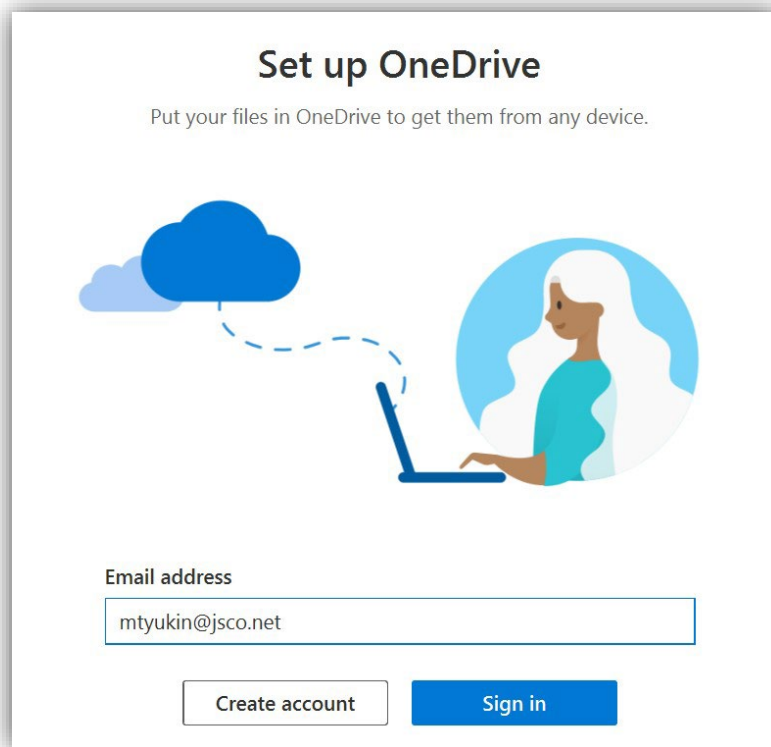
2. Click on the Settings Gear in the upper right hand corner of the resulting menu:



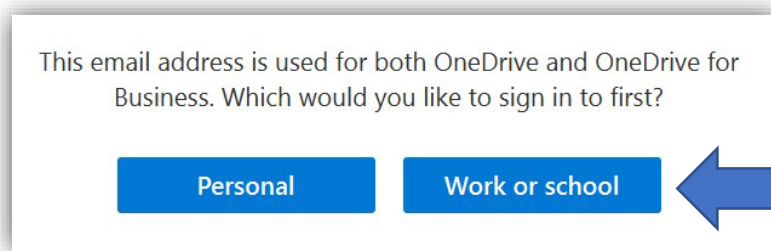
3. Make sure to select the 'ACCOUNTS' tab and click 'ADD NEW ACCOUNT icon



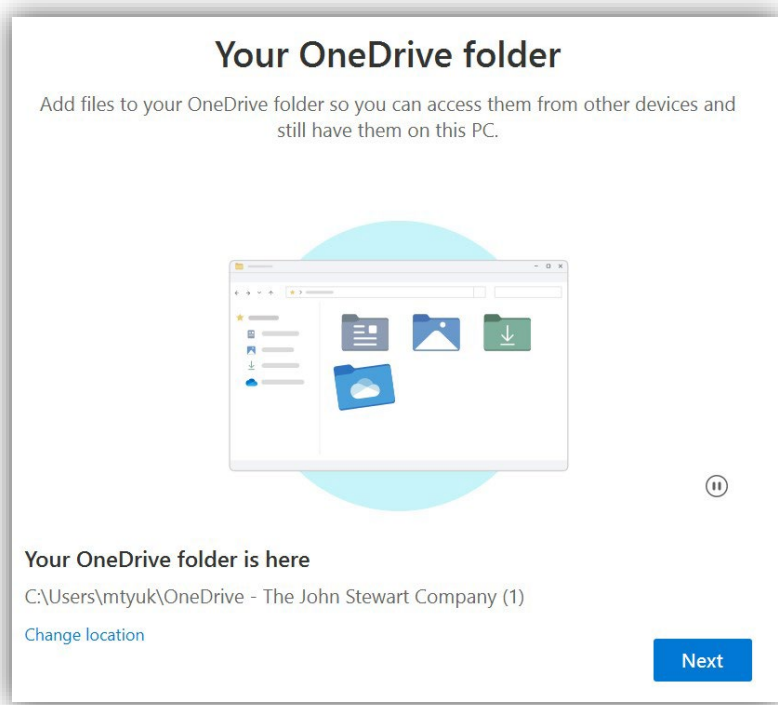
4. Enter your email address and click 'SIGN IN' button (next page)



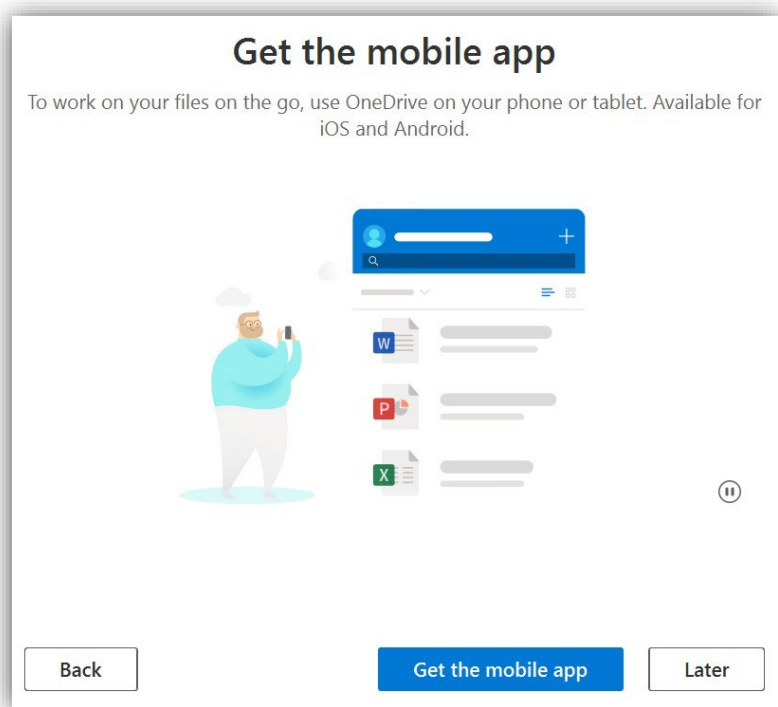
5. Select 'WORK OR SCHOOL'



6. At this point you maybe required to specify your email password and to authenticate your account via Multi-Factor Authentication. Please follow the instructions on the screen to do so.
7. Click 'NEXT' to configure your OneDrive Folder (next page)



8. Click 'LATER' – this will complete your **OneDrive – The John Stewart Company** folder setup.



9. Please check the presence of the John Stewart Company OneDrive Folder in Windows Explorer (see CHECKING CONFIGURATION) at the top of this instruction set.

Please reach out to us at [support@jsco.net](mailto:support@jsco.net) if you have any questions.