

Getting to OneDrive folders that are shared with you



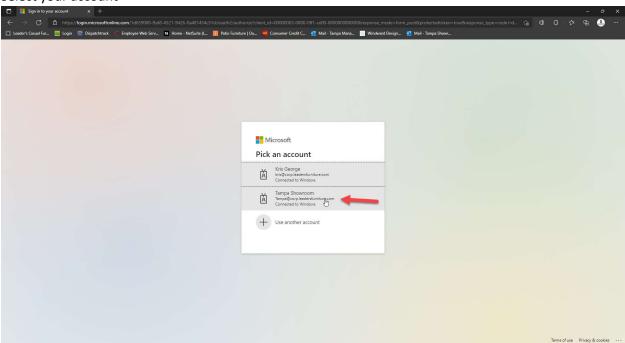
- 1. Open Edge web Browser
- 2. Click on the 9 dots



3. Select OneDrive



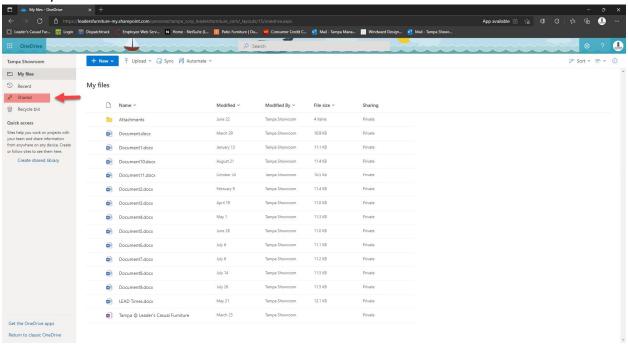
4. Select your account



5. If you get a message like this, click the blue writing and sign in again.



6. Select "shared" this is where you will find anything that is shared with you through OneDrive from anyone.



💢 Leader's Cassal Fur... 🚾 Login 🛜 Dispatchtrack 🎺 Employee Web Serv... N Home - NetSuite (L... 👖 Patio Furniture | Ou... 🚾 Consumer Credit C... 👩 Mail - Tampa Mana... 🔝 Windward Design... 💆 Mail - Tampa S Tampa Showroom Shared with you Shared by you My files © Recent Popular around you g^R Shared modified 16m ago St. Pete Manager modified
Sat at 12:20 PM

St. Pate Manager modified Wed at 11:56 AM

Sat at 12:20 PM Ashley Newton modified Recycle bin KPI Recap - November '21.xlsx Showroom Evaluation - Revised.... Showroom Evaluation - Novem... KPI Recap - October '21.xlsx Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here. Shared with you □ Name v Date Shared ↓ ~ Get the OneDrive apps Return to classic OneDrive + New ▼

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Return to classic OneDrive

7. KPI and Store Evaluation are stored in the store folder. Click the word store to open this folder.