29 December 2021

OneDrive Online

1. Go to our Fetch homepage https://terraindustrial.sharepoint.com/
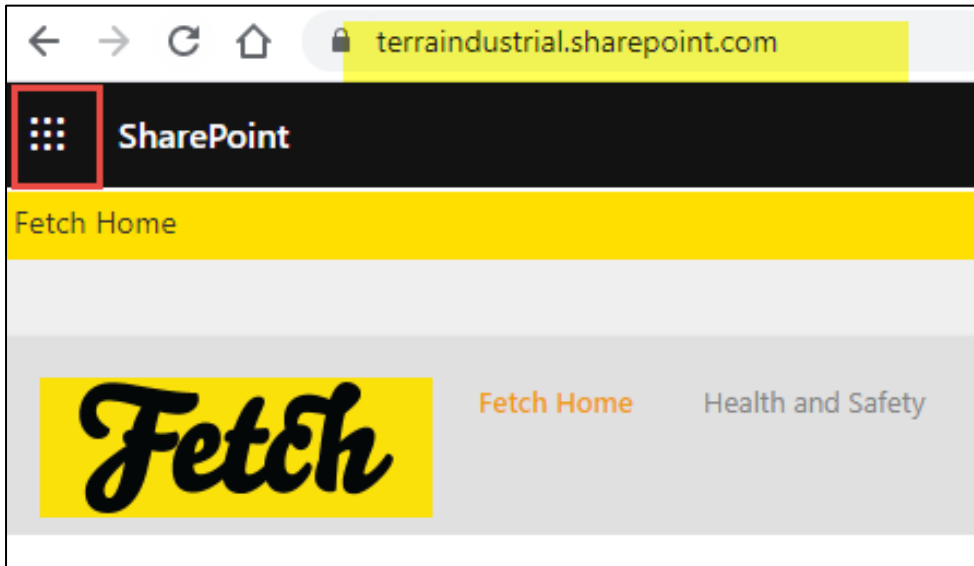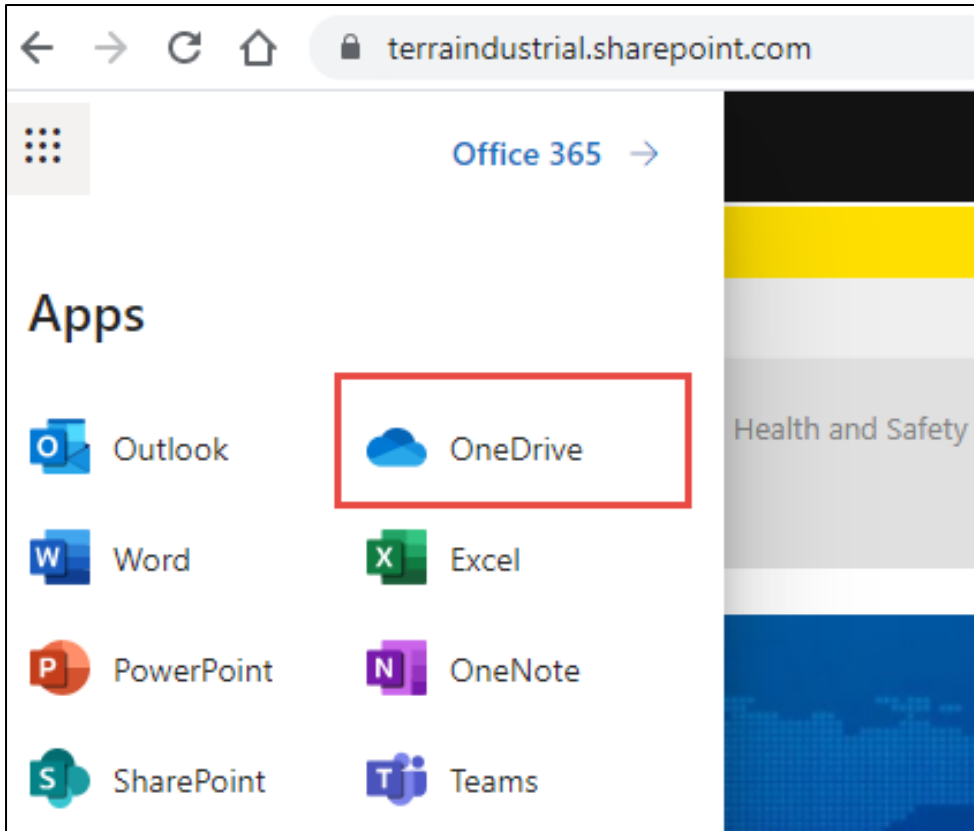
2. Select the dotted square at the top left

3. Select OneDrive

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4. To open a document in a desktop app such as Word, Excel etc, click on the 3 little dots next to the file you want to open
5. Click **Open**
6. Click **Open in app**
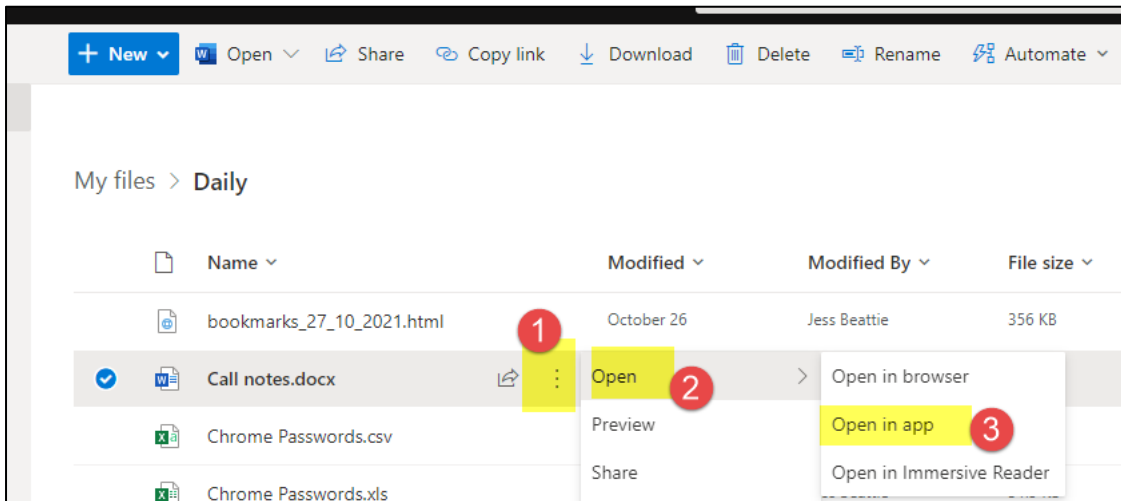
7. A popup will appear to allow the app to open
8. Tick the **Always allow** box
9. Click **Open Word** (or excel, whichever app it may be)