

29 December 2021

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**OneDrive Online**

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

Graphical user interface, website

Description automatically generated with medium confidence

1. Select OneDrive

Graphical user interface, application

Description automatically generated

1. 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
2. Click **Open**
3. Click **Open in app**

Text, timeline

Description automatically generated

1. A popup will appear to allow the app to open
2. Tick the **Always allow** box
3. Click **Open Word** (or excel, whichever app it may be)

Graphical user interface, text, application

Description automatically generated