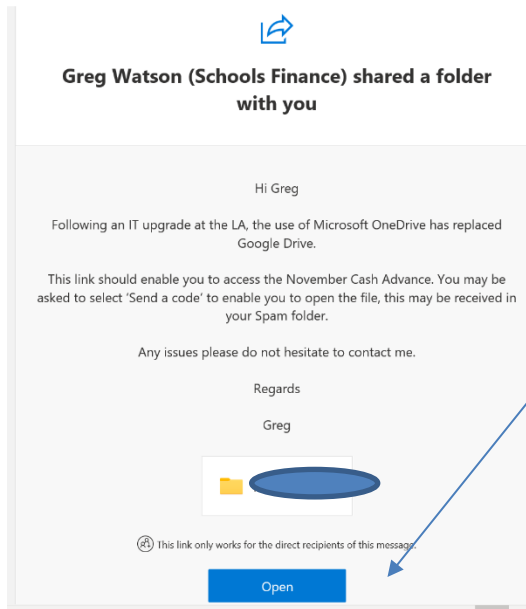


OneDrive Guidance

When receiving the initial email notification a message will be received similar to below, this contains a link to your Cash Advance folder



If you have not accessed OneDrive before then after clicking on Open you will be redirected to a new page titled 'Request Verification Code'. After selecting 'Send Code' you will be emailed a code to gain access to your files. This may be re-directed to your spam folder so you need to check carefully.

N.B. When entering your code select the 'Keep me signed in' box to ensure your link remains active

HILLINGDON
LONDON

OneDrive

Search Current folder

Greg Watson (Schools)

+ New Upload Share Copy link Sync Download Automate

My files

Recent

Shared

Recycle bin

Shared libraries

LBH Microsoft Programme

My files > Cash Advance > 2222 Middx Primary

Name	Modified	Modified By	File size	Sharing
2020-21	5 minutes ago	Greg Watson (Schools Fin)	0 items	Private
2222 Middx Primary.xlsx	4 minutes ago	Greg Watson (Schools Fin)	17.9 KB	Private

Get the OneDrive apps

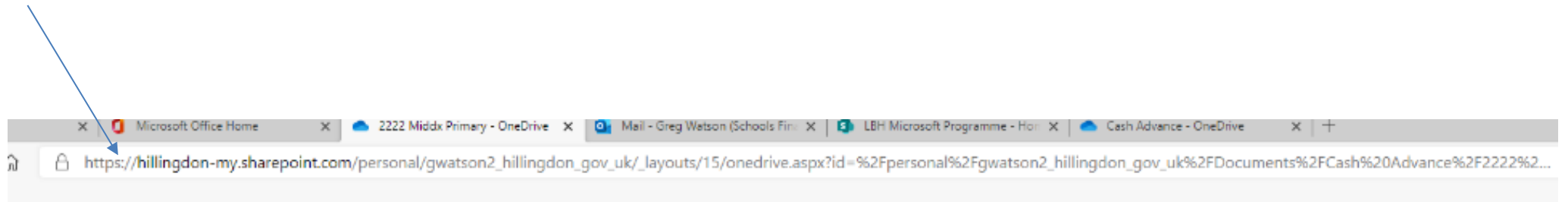
Return to classic OneDrive

You can then view individual files for the current month and folders for the current financial year containing previous months statements

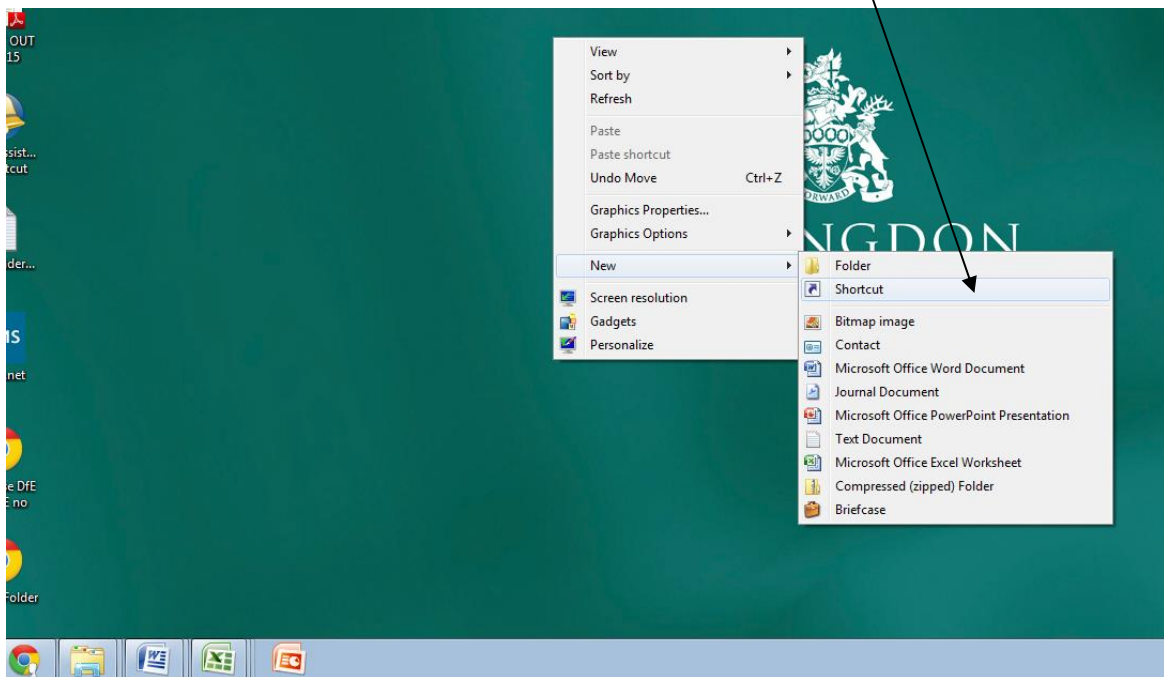
Setting up a Desktop link

As an alternative to saving the link as a favourite, a desktop link is useful so that you can access the files each month when prompted. You may be prompted once again to 'Request Verification Code' and will need to choose 'Select Code'. Again, this may be re-directed to your spam folder.

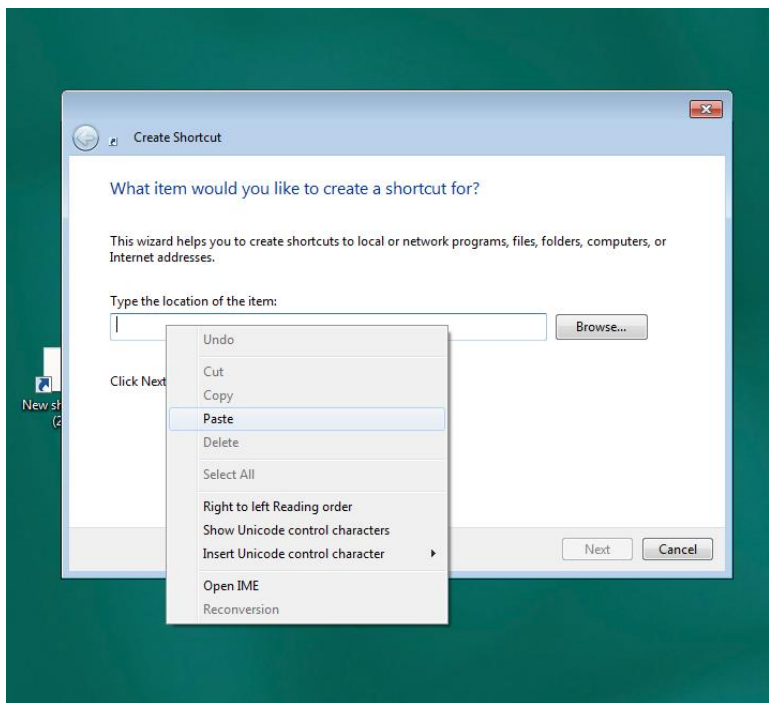
Copy OneDrive web link in browser



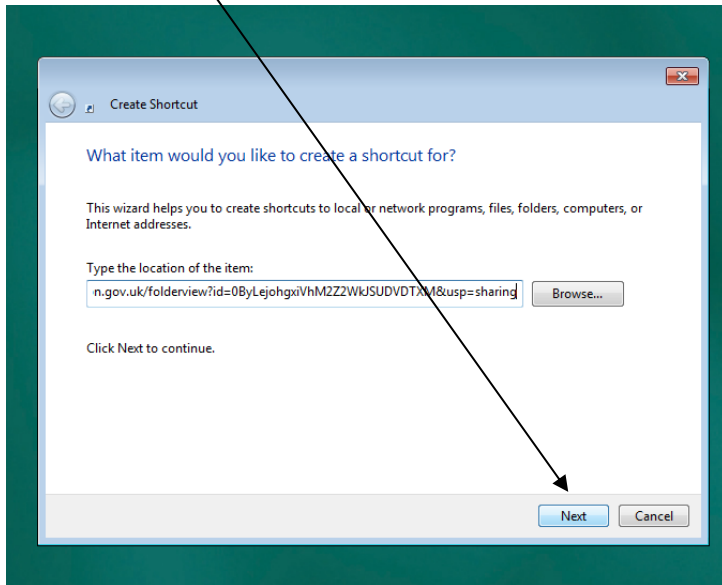
Go to your Desktop and right mouse click selecting New and Shortcut



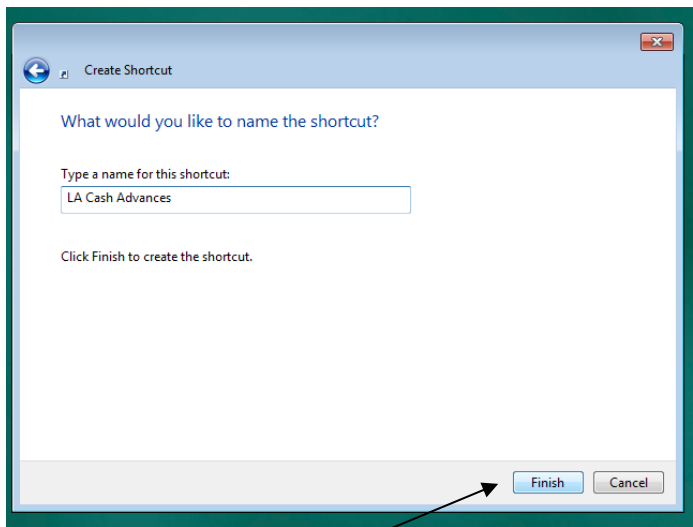
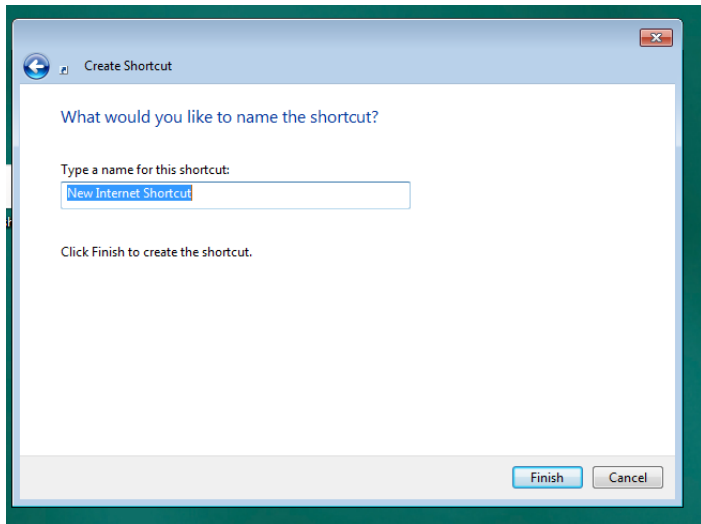
Click in to the 'Type the location of the item' box and click on Paste



Click on Next

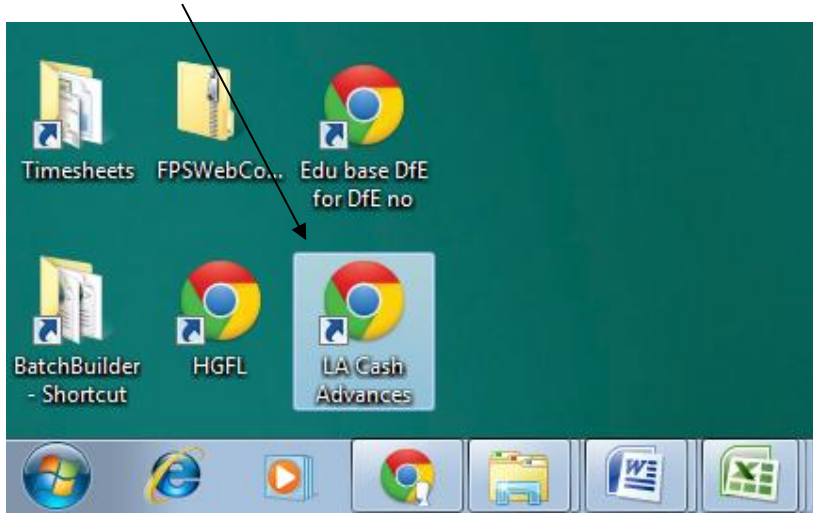


Type in suitable name for shortcut such as 'LA Cash Advances'



Finally click on Finish

A new Shortcut icon will now appear on your Desktop which can be selected any time to access OneDrive and your Cash Advance statements.



Schools Finance Team

November 2020