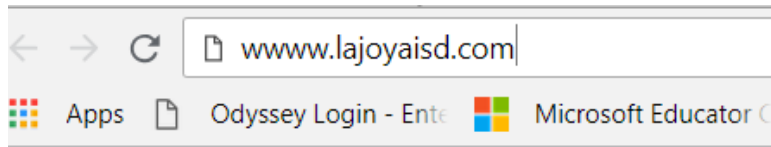
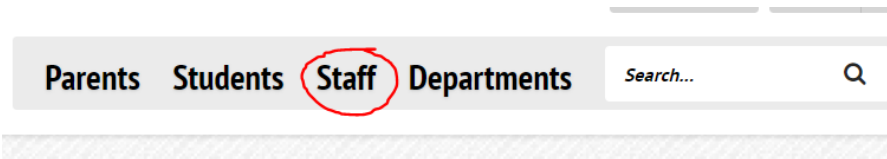


Step by Step Picture Guide: Access Microsoft OneDrive from the Tools Menu

Step 1: Go to www.lajoyaisd.com



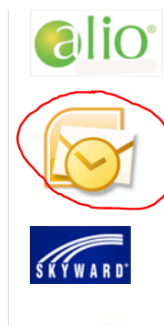
Step 2: On the top menu select **Staff**.



Step 3: Scroll down and select the **yellow E-mail Icon**.

Staff

- Workplace Resources
- . [2017 – 2018 School Planning Calendar](#)
 - . [LJISD 2017-2018 District Calendar](#)
 - . [Administrator Login to 956 Insider](#)
 - . [Employee Benefits](#)
 - . [Employee Service Portal \(New\)](#)



Step 4: You will be directed to the La Joya ISD Microsoft outlook Sign In page. Enter your **username** and **password**. If you have saved your username and password then it will already appear. Then click **sign in**.

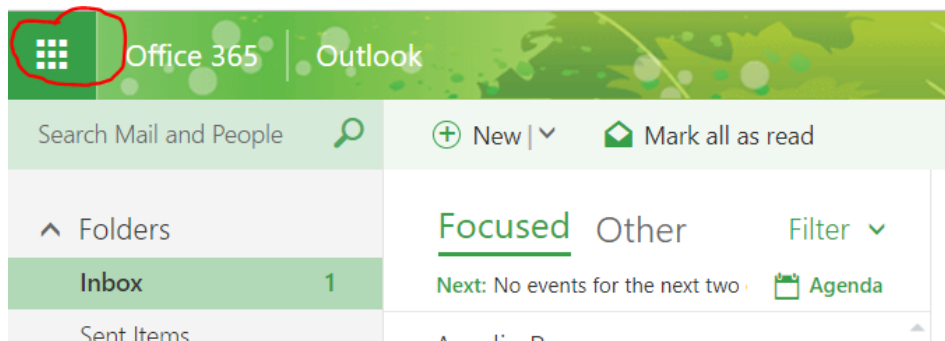
La Joya ISD

Sign in with your organizational account

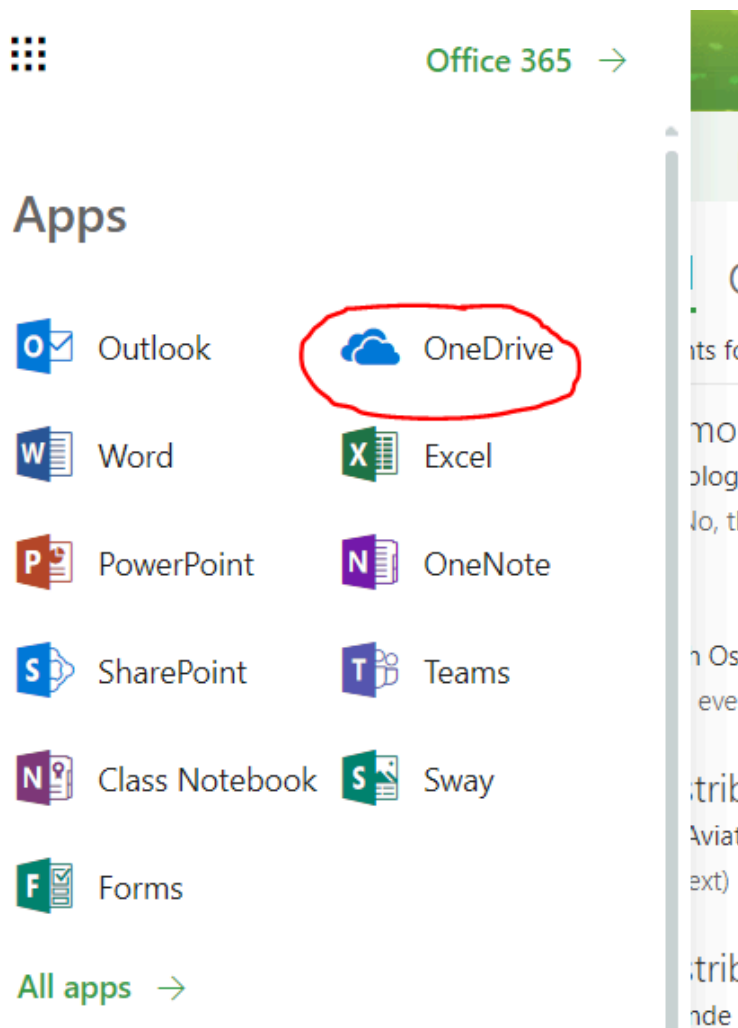
Sign in

Step by Step Picture Guide: Access Microsoft OneDrive from the Tools Menu

Step 5: Once the page has loaded to your District Email Inbox click the **tools menu** in the top left corner.

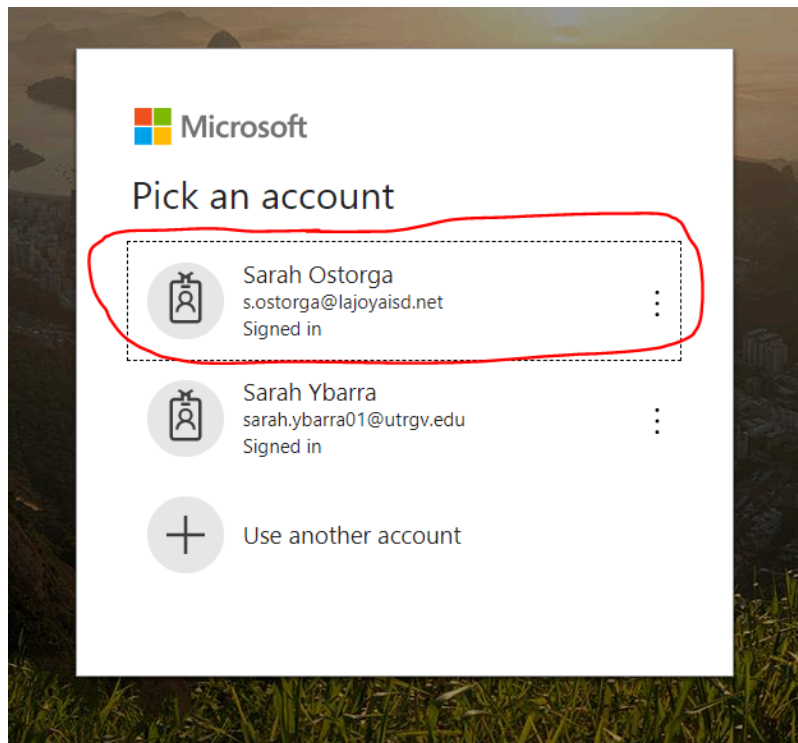


Step 6: In the expanded tools menu select the **OneDrive App**.



Step by Step Picture Guide: Access Microsoft OneDrive from the Tools Menu

Step 7: If you have more than one Microsoft account **select the account associated with your District.** This should be the account with your District Email. Otherwise, Congratulations, you have now accessed your **District Microsoft OneDrive.**



Example of District Microsoft OneDrive Account

