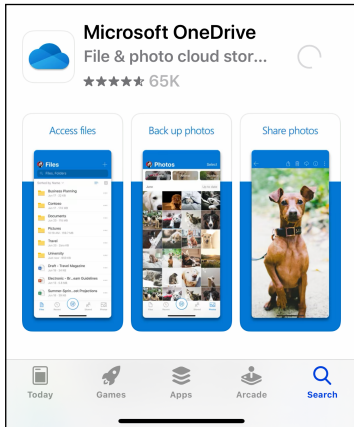


WFWI Online Access for President/Secretary/Treasurer OneDrive App



1. WI House sends your login details to your home email. Record these in a safe place.
2. Download the OneDrive app on your tablet or smart phone by typing in ONEDRIVE in your App Store/Google Play (depending on which device you have).



3. If you have already signed into an OUTLOOK app you may not need to sign into the OneDrive app. If it does require a login then use the email address and login information that you received from WI House.

4. The home screen will be your FILES where you can view the files you have stored on OneDrive.

5. To access the files that you can view from WFWI then select the LIBRARIES icon.

6. To take a photo within the app then select the CAMERA icon.

7. To return to the FILES screen then select the FILES icon.

8. Any questions about storing or sharing files please contact WI House and fedsec@wiltshirewi.org.uk.

