

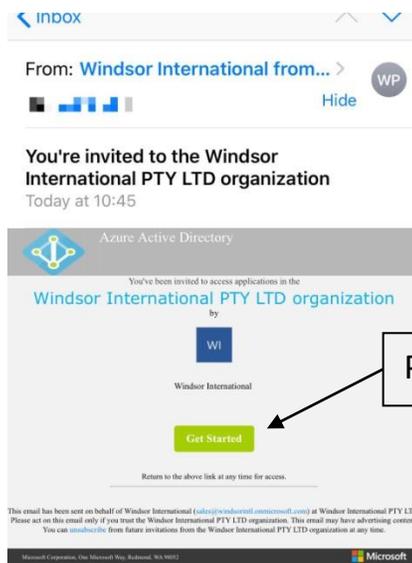
# STEP BY STEP LOGIN TO ONEDRIVE

## STEP 1

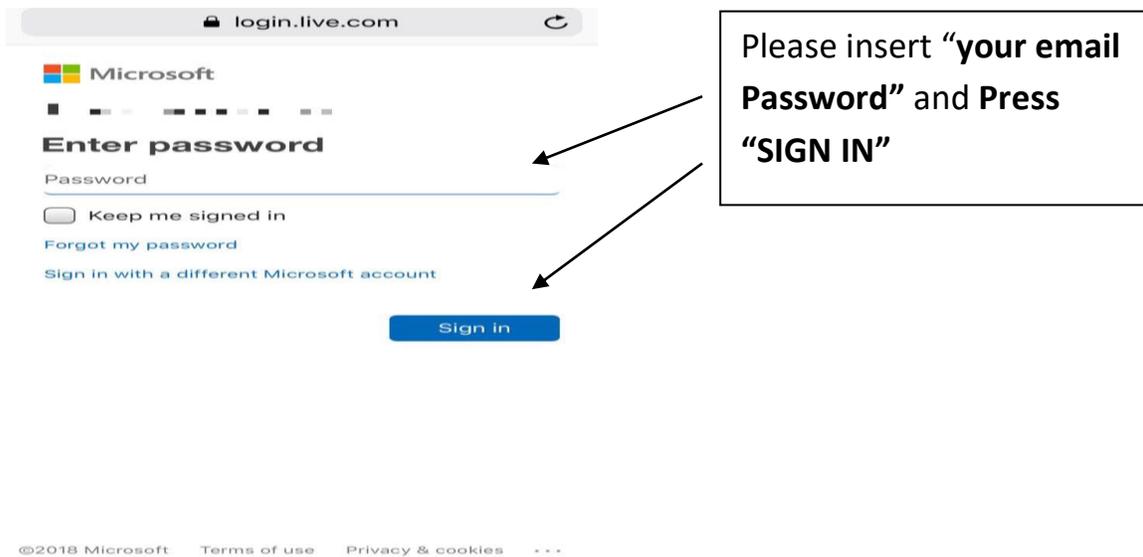
1. Check your email (that been invited), received email under the name: WINDOSR INTERNATIONAL from WINDSOR INTERNATIONAL PTY LTD, Click in the email



2. You will saw this:



3. Once you Press the GET START, Microsoft will ask for your password:



4. You will see this after Sign in, Just press "NEXT"

invitations.microsoft.com

## Welcome to Windsor International PTY LTD

You have been invited to access myapps.microsoft.com

To access applications in the Windsor International PTY LTD organization, you'll need a Microsoft account with

By clicking Next, Windsor International PTY LTD will have access to your display name and email address.

**Next**

Note: After completing sign in you will be redirected to:  
[https://myapps.microsoft.com/?tenantid=c35508cc-a56a-4b1d-949d-ccbcc3583294&login\\_hint=\[redacted\]](https://myapps.microsoft.com/?tenantid=c35508cc-a56a-4b1d-949d-ccbcc3583294&login_hint=[redacted])

Press "Next "

5. After Pressing NEXT, It will ask to do this to reduce number of sign in, You can Press "YES" or "NO"

login.microsoftonline.com

Microsoft

Microsoft

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

No Yes

Don't show this again

6. Finally, You will go in to the Microsoft page. (It mean you have already done the 1<sup>st</sup> Step, Opening Microsoft account.)

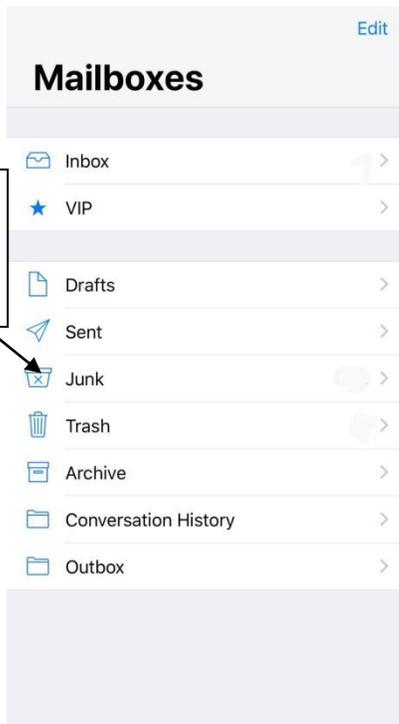


## LET'S GO STEP 2

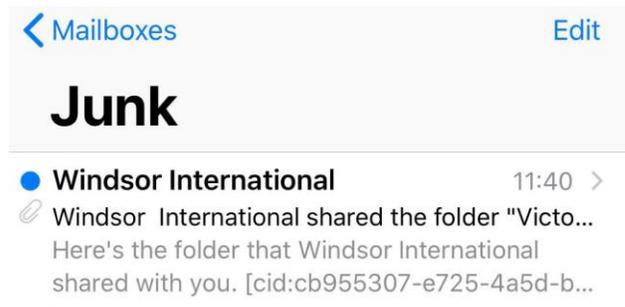
### STEP 2

1. Windsor International will share a folder to you. However, this email (share folder) will drop in the (Junk/Spam) “Refer: picture A”, Press In that Junk mail, you will see Windsor International “Refer Picture B” Go in.

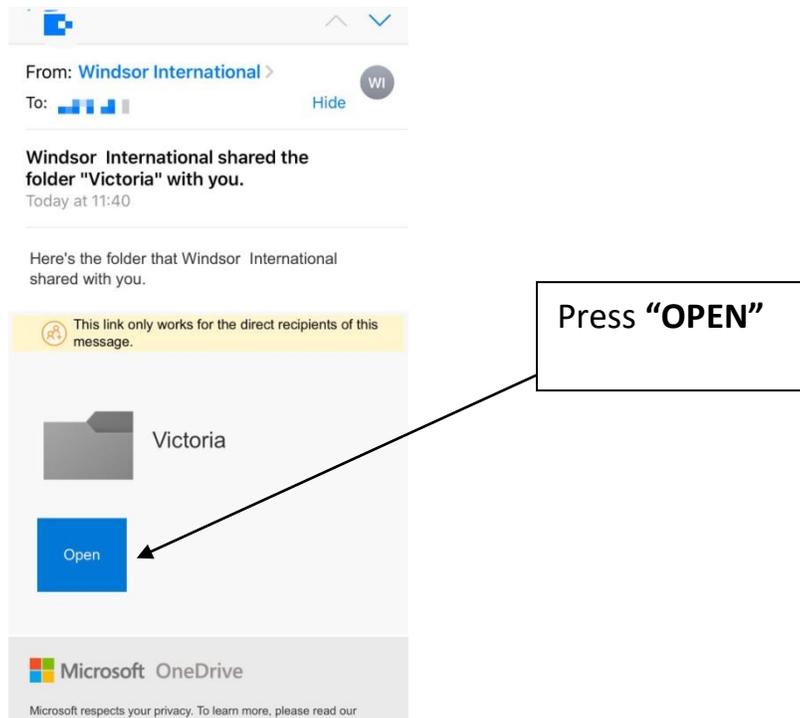
A.



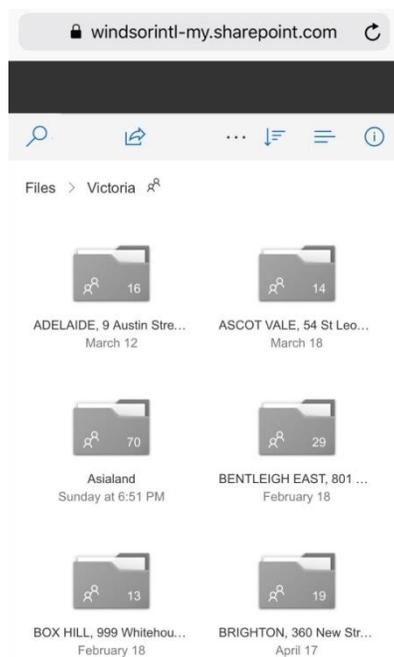
B.



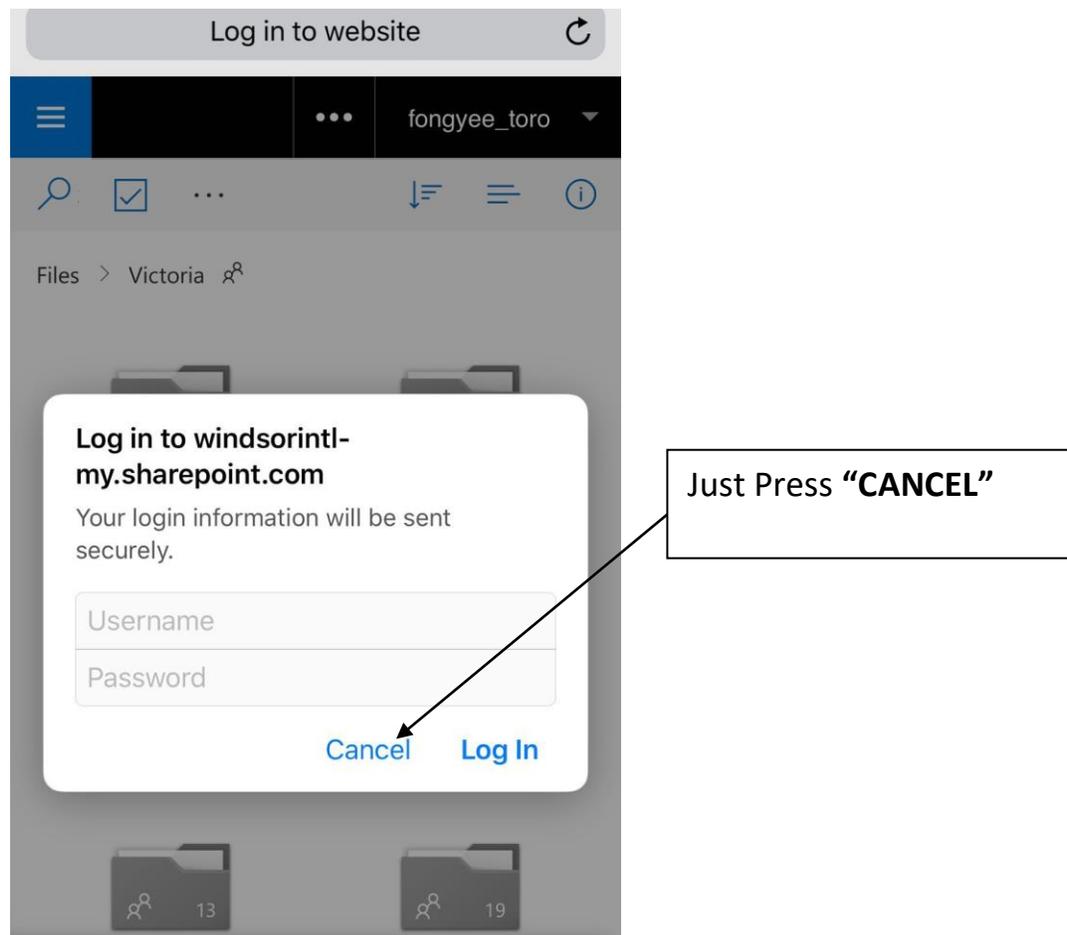
2. After Pressing in the email, you will see the below image.



3. Thank You, You have successfully Access.



4. Once you have done, it will jump out the image below: ask for your log in username & Password. Please press “CANCEL”.



**IF IN LAST PROCESS SHOW OUT THIS IMAGE:** (Please press “Request Access” And give Office a Message and they will approve your permission.



## **The one drive portal**

1. Always use the link we “Share” to access.

Or

Windsor website [www.windsorintl.com.au](http://www.windsorintl.com.au) (press the Windsor portal log in) to access (Onedrive) with your email (invited).

2. If want to share file to any client, you need to download and share it through your email. Our one drive is not allowed directly share any of the folders to outside our organization.