



# Painsley Catholic College

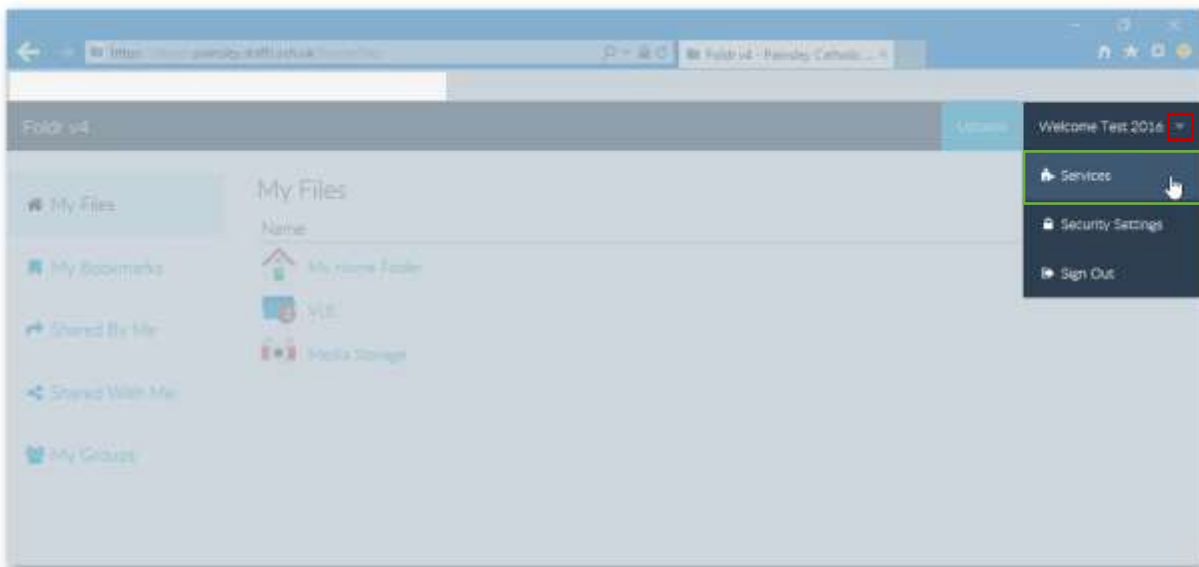
## New Features in Foldr 4

### Integration with Office 365 & OneDrive

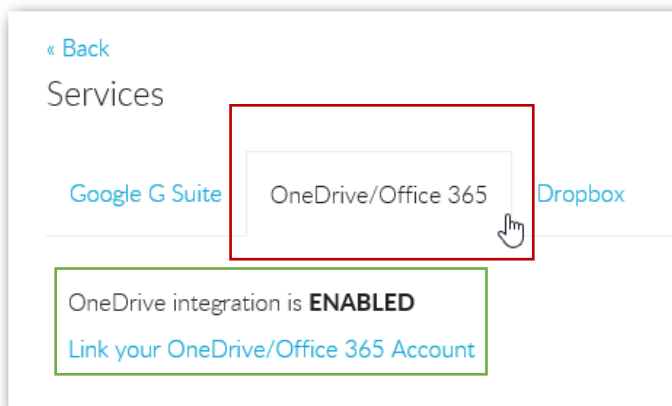
The latest version of Foldr allows you access and manage files within your Office365 OneDrive. The steps below illustrate the configuration process you will need to follow.

**These steps must be completed through a web browser on a computer of your iPad. You cannot complete these steps using the Foldr app!**

1. Once logged into Foldr **select the downward facing arrow** at the top right corner (next to your name) Followed by the **Services option** within the menu.



2. **Select the OneDrive/Office tab** followed by the option to link your OneDrive/Office 365 account.



3. Enter your college email address and computer password and **select the 'Sign in' button**.

Painsley Catholic College

Sign in with your organizational account

your\_email\_address@painsley.staffs.sch.uk

.....

Sign in

4. Select the 'Accept' button

Foldr4

App publisher website: painsley.onmicrosoft.com

Foldr4 needs permission to:

- Read and write your files
- Read your files
- Sign you in and read your profile

You're signed in as: your\_email\_address@painsley.staffs.sch.uk

[Show details](#)

Accept Cancel

5. Once completed you should see your name as a linked Microsoft account. **Your OneDrive is now listed with the rest of the shares and folders within the 'My Files' page.**

My Files

My Bookmarks

Shared By Me

Shared With Me

My Groups

My Files

Name

- My Home Folder
- Office365 OneDrive
- VLE
- Media Storage