Step by step directions on transferring files from Steward to BMC's OneDrive.

Remember that in order to protect patient information and other sensitive documents, never send any work emails or files to your personal accounts or personal thumb drives.

1. Right-click on MS Edge and select "New InPrivate window"



2. On the address bar, type: https://www.office.com



3. Click "Sign in"



4. Proceed to sign in with your BMC email

Microsoft		
Sign in		
Phillip.Chang@bmc.o	rg	
No account? Create one!		
Can't access your accoun	nt?	
	Back	Next

5. It will then redirect you to the BMCHS sign-on screen where you will enter your credentials.



6. It will then prompt you to authenticate with MS Authenticator via phone

7. Click on "Explore apps"

REDEN	,⊅ Search
Welcome to Microsoft 365	
-	Get started
	Create new Explore apps

8. Click on "OneDrive"

Apps						Get more Apps
Copilot	T eams	Word	Excel	PowerPoint	Outlook	OneDrive All apps ->

9. On the side menu to the left, click on "My files"



10. Click on "Add new" to start transferring files/folders to BMC OneDrive



11. Click on the files or folders that you want to upload/transfer

Select folder to upload				×
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🔥 Home 🛛 I	Name	Status	Date modified	Туре
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	Phil	•	6/14/2024 12:50 PM	File folder
Apps 1	Phil's Top secret documents	0	9/27/2024 11:44 AM	File folder
Attachments	Phlebotomy's Public Desktop	•	6/14/2024 12:50 PM	File folder
> 🧾 Desktop	Scripts	0	6/14/2024 12:50 PM	File folder
> 📑 Documents	SEM Autologons		6/14/2024 12:50 PM	File folder
> 🚞 Hdrive	SEM Projects July		6/14/2024 12:50 PM	l File folder
> 🧰 Microsoft Tear	SEM2471W REPTRAX icons		6/14/2024 1:01 PM	File folder
Dictures				Theroider
Folder:	Phil's Top secret documents			
			Upload	Cancel

12. After completion, you will see you files/folders appear

III RASHEN		,∕⊂ Search			
+ Add new	My files				
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····· My files 왕 Shared	Phil's Top secret documents	8 minutes ago Chang,	Phillip 1 items	Private	
☆ Favorites	Phil's spreadsheets.xlsx	11 minutes ago Chang,	Phillip 9.44 KB	Private	
Recycle bin					