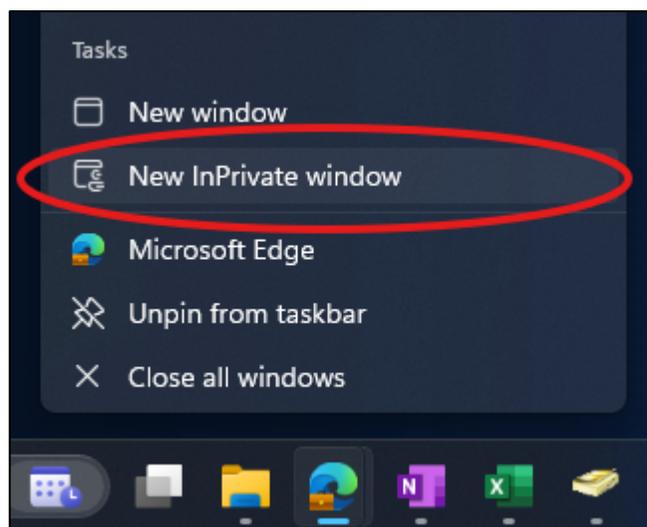


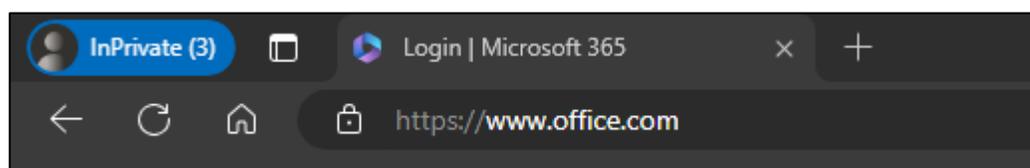
Step by step directions on transferring files from Steward to BMC's OneDrive.

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"



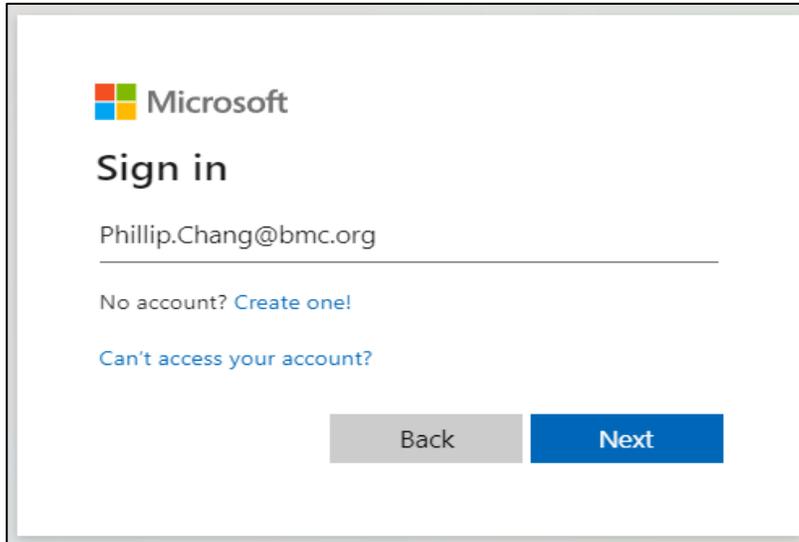
2. On the address bar, type: <https://www.office.com>



3. Click "Sign in"



4. Proceed to sign in with your BMC email

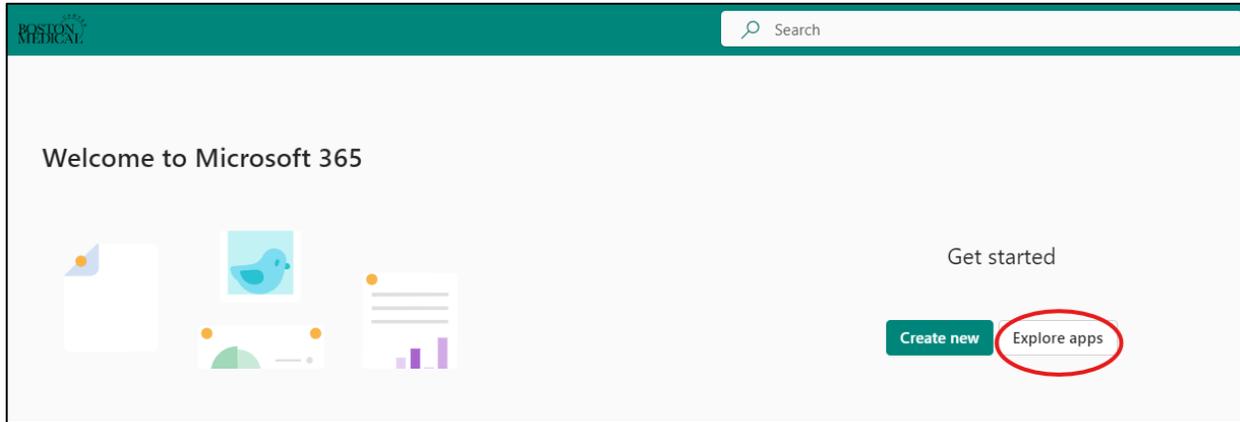


5. It will then redirect you to the BMCHS sign-on screen where you will enter your credentials.

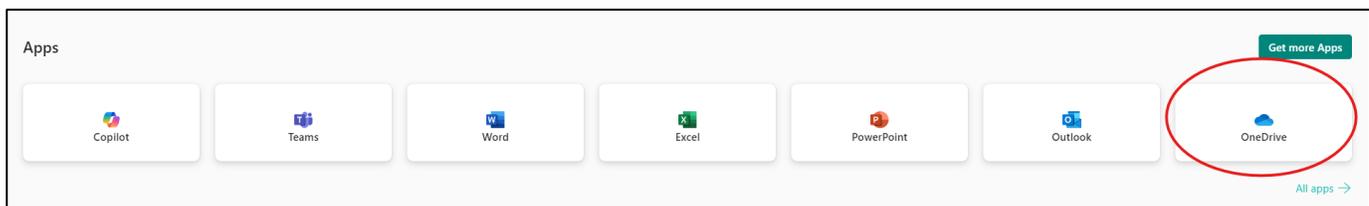


6. It will then prompt you to authenticate with MS Authenticator via phone

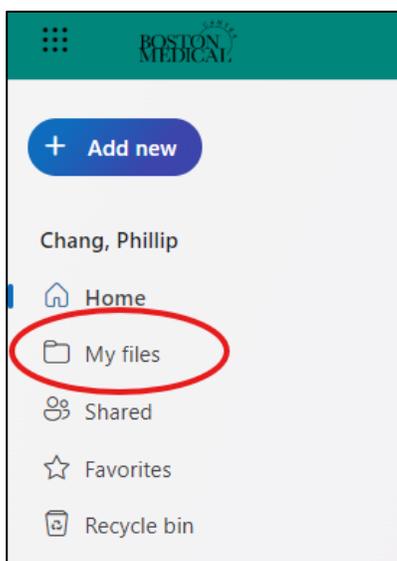
7. Click on “Explore apps”



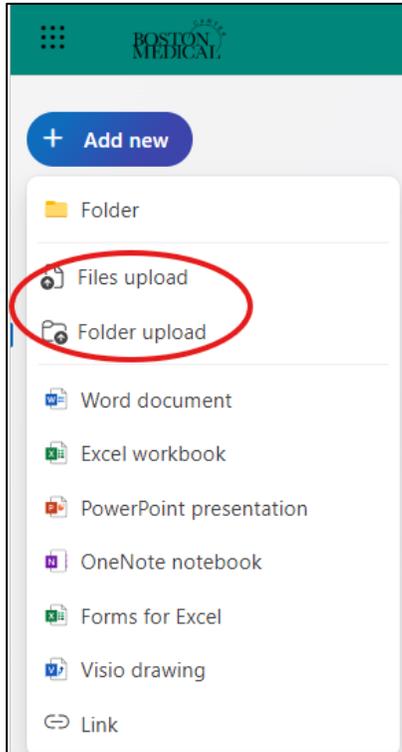
8. Click on “OneDrive”



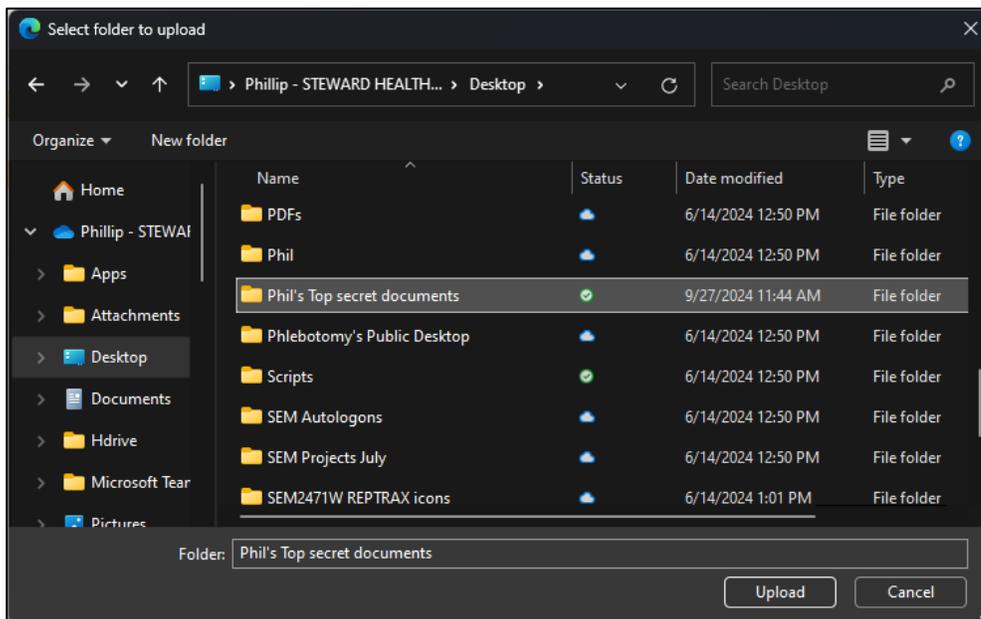
9. On the side menu to the left, click on “My files”



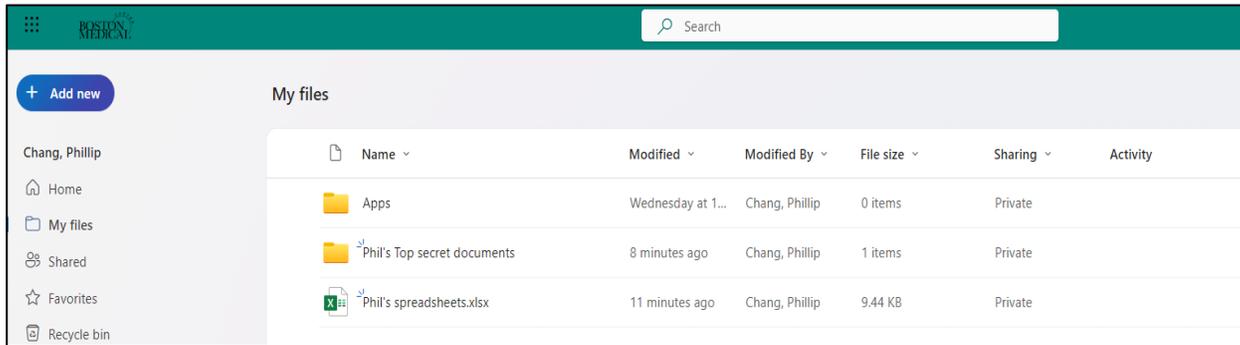
10. Click on “Add new” to start transferring files/folders to BMC OneDrive



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



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



The screenshot shows a OneDrive interface for a user named Phillip Chang. The top navigation bar includes the Boston Medical Center logo, a search bar, and an 'Add new' button. The left sidebar contains navigation options: Home, My files, Shared, Favorites, and Recycle bin. The main area displays 'My files' with a table of items:

Name	Modified	Modified By	File size	Sharing	Activity
Apps	Wednesday at 1...	Chang, Phillip	0 items	Private	
Phil's Top secret documents	8 minutes ago	Chang, Phillip	1 items	Private	
Phil's spreadsheets.xlsx	11 minutes ago	Chang, Phillip	9.44 KB	Private	