

## **ONE DRIVE ONLINE**

### **1 Open your browser**

google chrome is preferred

Type in the URL: portal.office.com

### **2 OneDrive**

username: Your school computer logon @slps.org

(you will be transferred to SLPS site)

PW: same as your school computer logon

### **3 Click on Outlook**

This is your email inbox

You may correspond with me through your slps email