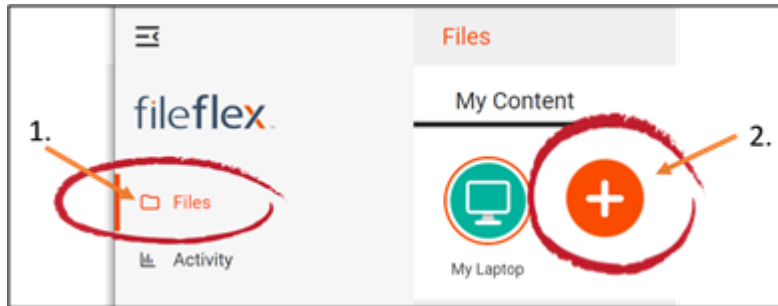# How to Connect to OneDrive

Note: You will need authorization from your IT department in order to be able to connect to a OneDrive. If you have permission, use the following steps to connect to a OneDrive account.

1. Select the '**Files**' view in the left navigation menu

2. In the My Content tab, select the large red '+" **Add Content Source** icon

*Select **Add Content Source** Icon*

3. Select the OneDrive icon and follow the wizard.

Note: If you don't already have a OneDrive account, you will need to create one first.

4. Log in to OneDrive entering the email and password of your account.

5. Give FileFlex permission to view and manage documents in your OneDrive account by selecting **Allow**.

Congratulations - you have connected FileFlex to your OneDrive account.