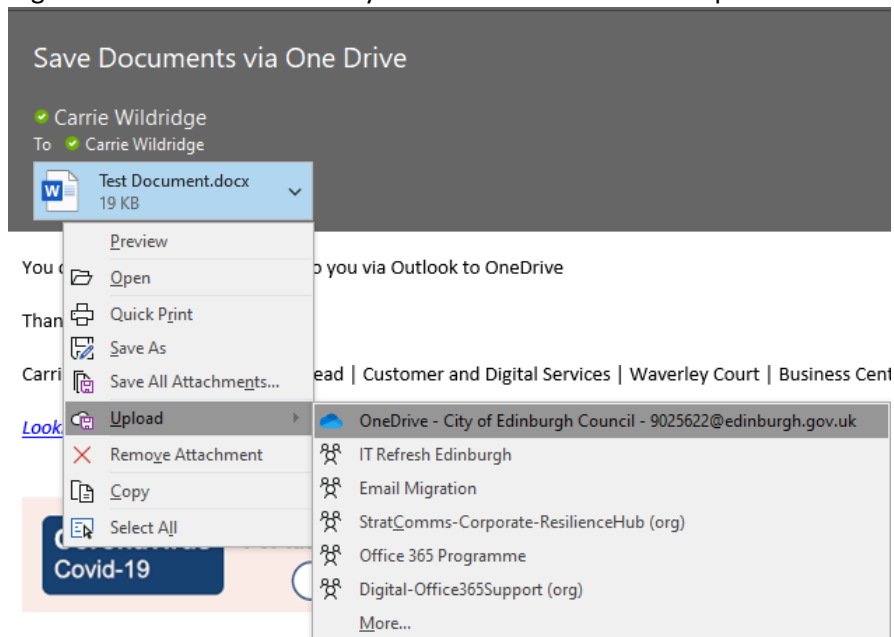
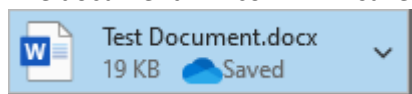


Uploading attachments to OneDrive via Outlook On PC

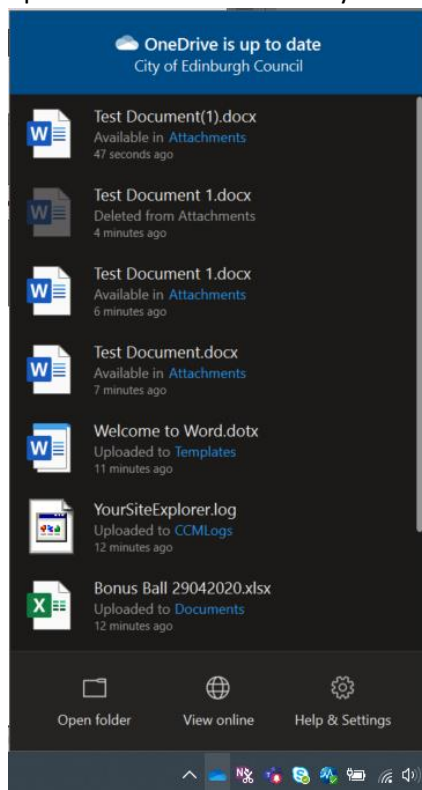
1. Right click on the attachment you wish to save and select Upload > OneDrive



2. The document will confirm if saved

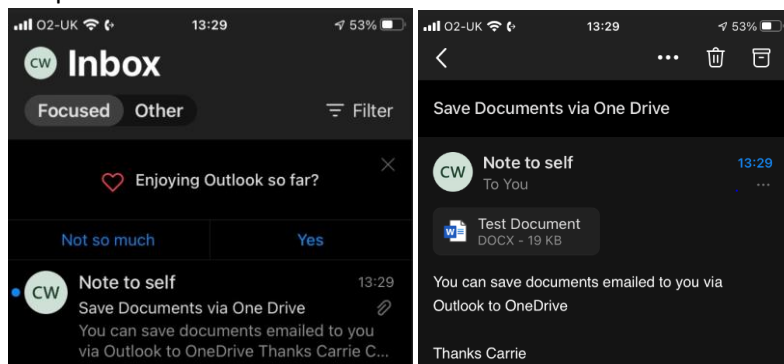


3. At the bottom right, select the OneDrive icon (the blue cloud) and you will see your recently uploaded attachments ready to view

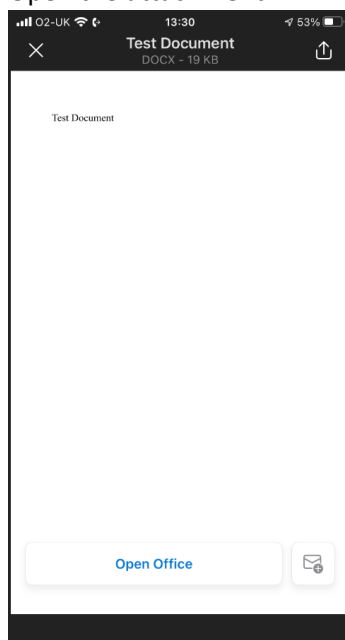


Uploading attachments to OneDrive via Mobile Device

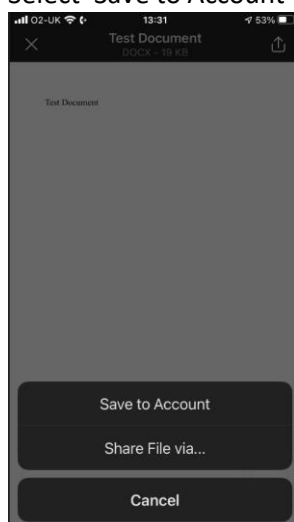
1. Open Outlook app on your mobile device and go to the email with the attachments you wish to upload to OneDrive



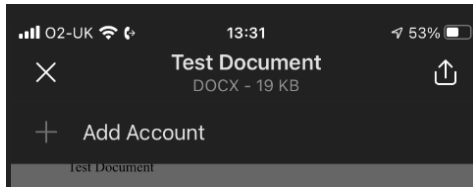
2. Open the attachment



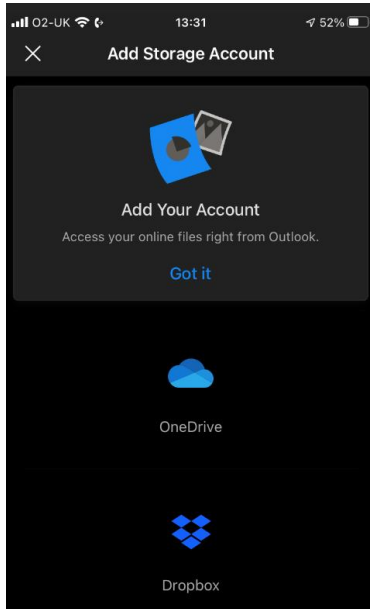
3. Select the 'File Share' icon  at the top right of the document you have opened.
4. Select 'Save to Account'



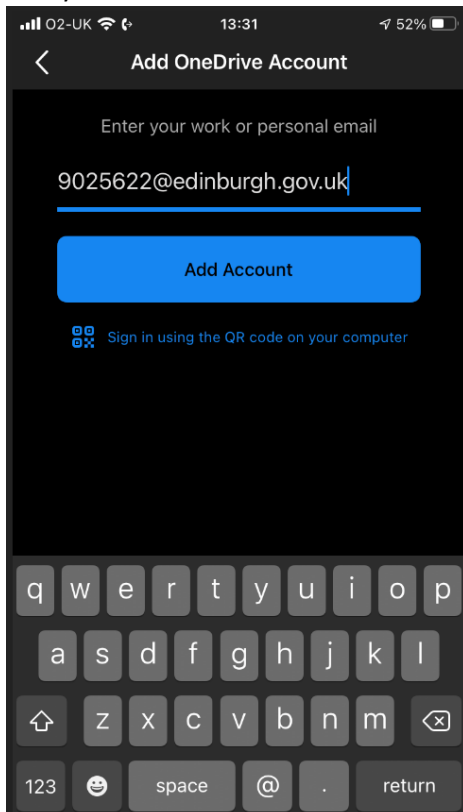
5. Select 'Add Account'



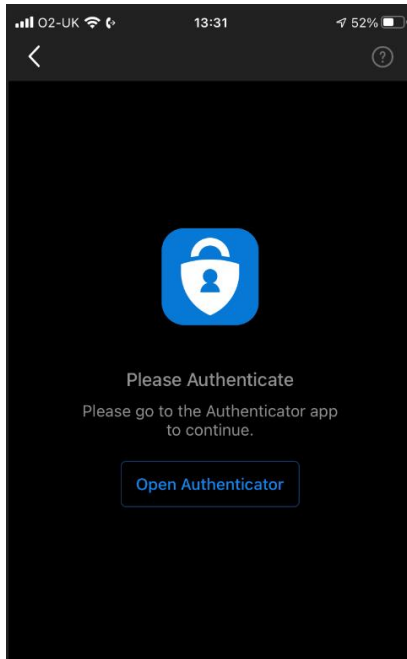
6. Select the One Drive option (Please note, Dropbox is not allowed for use, you will not be able to save documents to Dropbox).



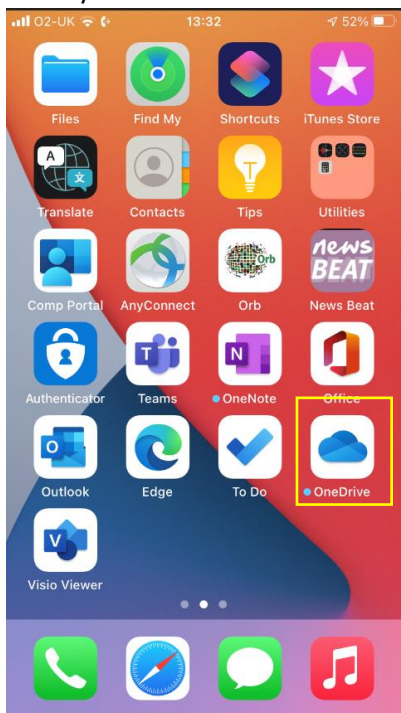
7. Add your Office365 account details to sign in:



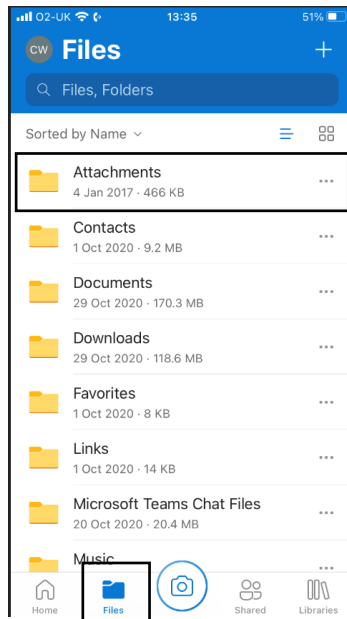
8. You will be asked to open the authenticator app. Please do so:



9. Go to your mobile device home screen and open OneDrive

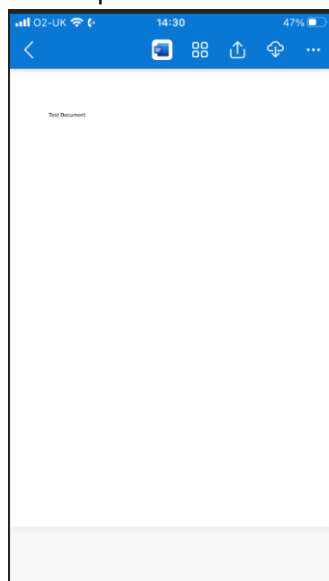


10. Go to 'Files' at the bottom then select the folder called 'Attachments'

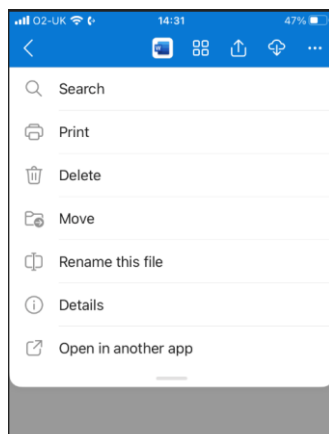


11. You will see your uploaded attachments and can search for them.

12. If you require this document to be available in GoodReader, Open the attachment and Select the 'Ellipsis' icon  at the top right of the document you have opened.



13. Select 'Move'



14. Select the folder you created for Goodreader and select 'Move' at the bottom right.

