Click on the Student Email link on Central’s web page.

Type the username that you use to log on to a school computer in this format: HS\username

Type the password that you use to log on to a school computer.

**Access OneDrive**

Click on the OneDrive link on the top menu bar.

Upload and store documents in your My Documents folder.

Click on + new to create a Word, Excel, or PowerPoint document.

Choose documents to share.