

# Instructions for viewing Mimosa P&C Archived files

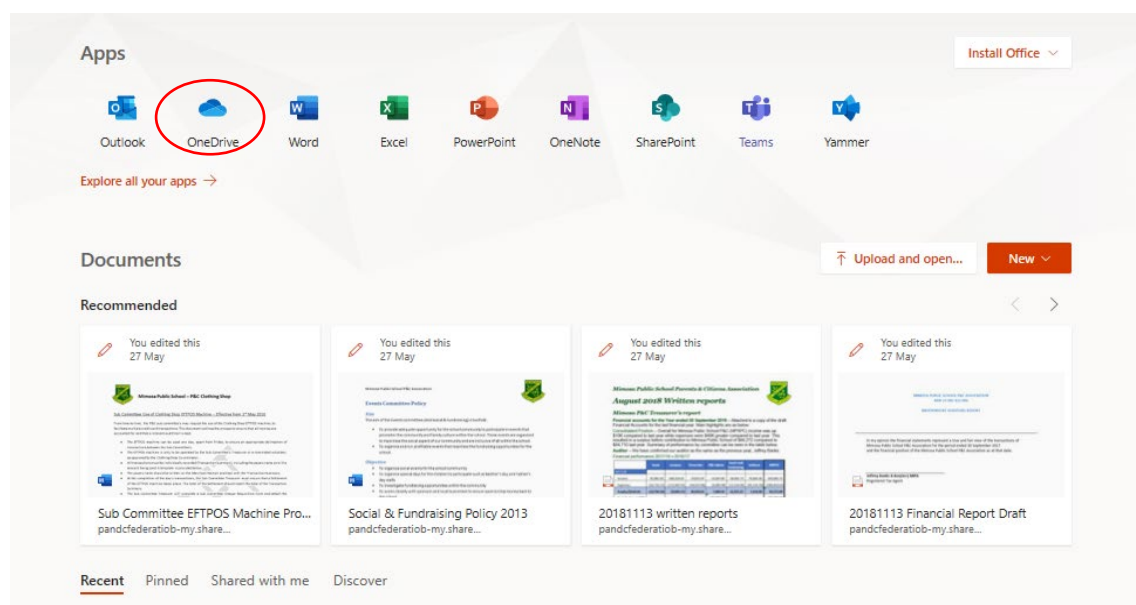
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## Login







1. Go to [www.office.com](http://www.office.com)
2. Enter your username: [mimosapublicschool@pandcaffiliate.org.au](mailto:mimosapublicschool@pandcaffiliate.org.au)
3. Enter password: Mm11mm005544

**You will see a landing page (below) Click on OneDrive**



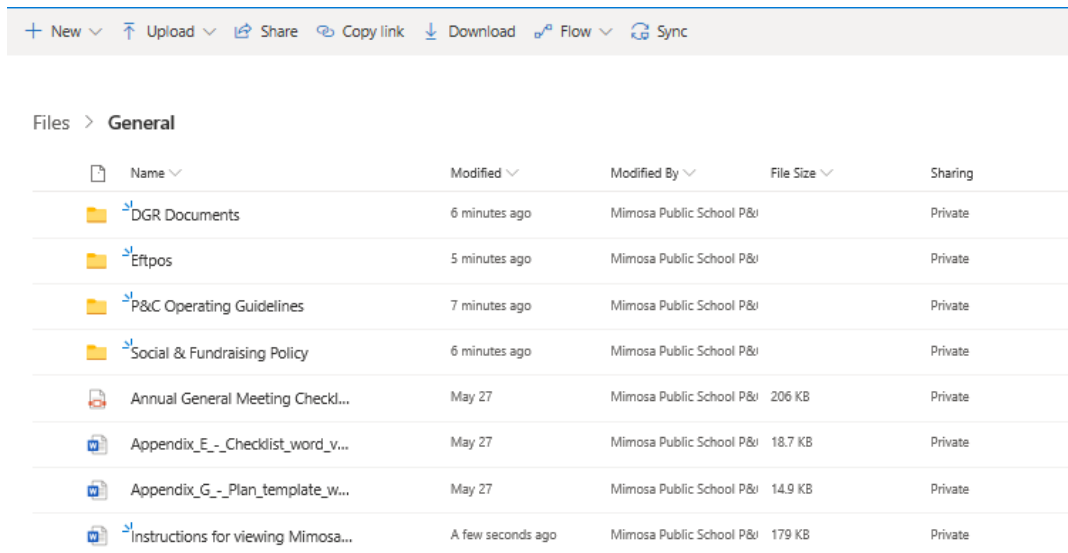
**Files have been saved in Year order (below)**

### Files

 Name ▾	Modified ▾	Modified By ▾	File Size ▾	Sharing
 General	May 27	Mimosa Public School P&C		Private
 P&C 2015	May 27	Mimosa Public School P&C		Private
 P&C 2016	May 27	Mimosa Public School P&C		Private
 P&C 2017	May 27	Mimosa Public School P&C		Private
 P&C 2018	May 27	Mimosa Public School P&C		Private

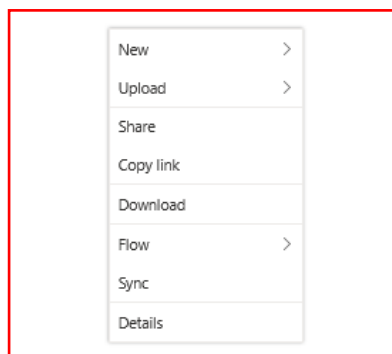
## Creating Folders in OneDrive

Right click > click on 'new' folder and type in folder name

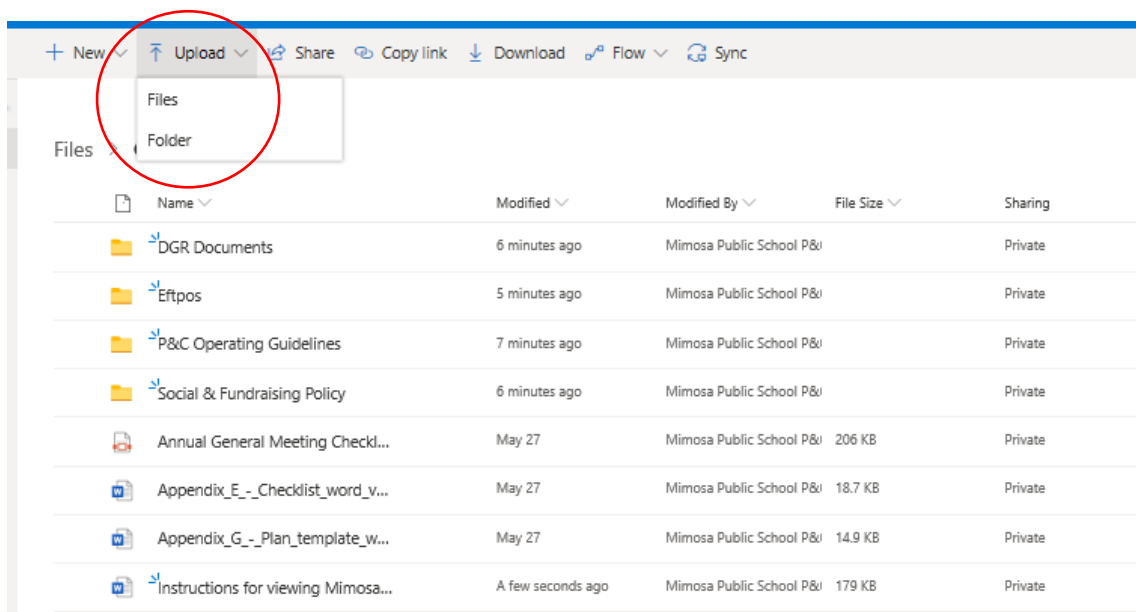


The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with icons for New, Upload, Share, Copy link, Download, Flow, and Sync. Below this, the 'Files' section is active, showing a list of items. The list includes folders like 'DGR Documents', 'Eftpos', 'P&C Operating Guidelines', and 'Social & Fundraising Policy', as well as files like 'Annual General Meeting Check...', 'Appendix\_E\_-\_Checklist\_word\_v...', 'Appendix\_G\_-\_Plan\_template\_w...', and 'Instructions for viewing Mimosa...'. Each item shows its name, modification time, modified by, file size, and sharing status.

Name	Modified	Modified By	File Size	Sharing
DGR Documents	6 minutes ago	Mimosa Public School P&C		Private
Eftpos	5 minutes ago	Mimosa Public School P&C		Private
P&C Operating Guidelines	7 minutes ago	Mimosa Public School P&C		Private
Social & Fundraising Policy	6 minutes ago	Mimosa Public School P&C		Private
Annual General Meeting Check...	May 27	Mimosa Public School P&C	206 KB	Private
Appendix_E_-_Checklist_word_v...	May 27	Mimosa Public School P&C	18.7 KB	Private
Appendix_G_-_Plan_template_w...	May 27	Mimosa Public School P&C	14.9 KB	Private
Instructions for viewing Mimosa...	A few seconds ago	Mimosa Public School P&C	179 KB	Private



## Uploading files to OneDrive



The screenshot shows the OneDrive web interface. The 'Upload' dropdown menu is open, showing options: Files and Folder. The 'Folder' option is highlighted with a red circle. The rest of the interface is the same as the previous screenshot, showing the list of files and folders.

Name	Modified	Modified By	File Size	Sharing
DGR Documents	6 minutes ago	Mimosa Public School P&C		Private
Eftpos	5 minutes ago	Mimosa Public School P&C		Private
P&C Operating Guidelines	7 minutes ago	Mimosa Public School P&C		Private
Social & Fundraising Policy	6 minutes ago	Mimosa Public School P&C		Private
Annual General Meeting Check...	May 27	Mimosa Public School P&C	206 KB	Private
Appendix_E_-_Checklist_word_v...	May 27	Mimosa Public School P&C	18.7 KB	Private
Appendix_G_-_Plan_template_w...	May 27	Mimosa Public School P&C	14.9 KB	Private
Instructions for viewing Mimosa...	A few seconds ago	Mimosa Public School P&C	179 KB	Private