

Alloc8 User Guide

# Microsoft OneDrive Integration for Attachments

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## Microsoft OneDrive Integration for Attachments

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#### Overview

Upload files and images directly from your Microsoft OneDrive account through all 'Add attachments' areas in Alloc8. This includes;

- Individual Job
- Companies
- Equipment
- Branch

#### Attach Files from OneDrive

To attach files from your Microsoft OneDrive

1. Navigate to any of the areas where you want to attach your files and click the **Add Attachment** button or icon.



- 2. Click **Insert From Drive** tab from the **Add Attachment** modal.
- 3. Click **OneDrive.** This will open a new window for OneDrive.

4. If this is your first time attaching files from OneDrive, you will be asked to provide your Microsoft Account login credentials. Click the **Sign-in** button once all login details are provided.

	UPLOAD FILE		VE WEB ADDRESS (URL)	
	🛆 Googl	2 e Drive 3	OneDr	ive
i in to your Microsoft account - Google Chrome gin.live.com/oauth20_authorize.srf?redirect_		loc8global		
		File T	'ype Manage	
		available •	in table	
Microsoft				Previous Ne
Sign in				
▲ Email, phone, or Skype				
No account? Create one!				
Sign in with a security key ⊘				
Sign-in options				
	Next			

5. On the same window, you will be redirected to your OneDrive. Here you will be able to attach your files or images. Click the **Open** button after selecting your files to automatically upload it in Alloc8.

### Supported File Types

Here are the list of file types that you can attach from OneDrive:

	File Type
Document	.pdf
Image	.jpg, .jpeg, .png
Folder	Not allowed