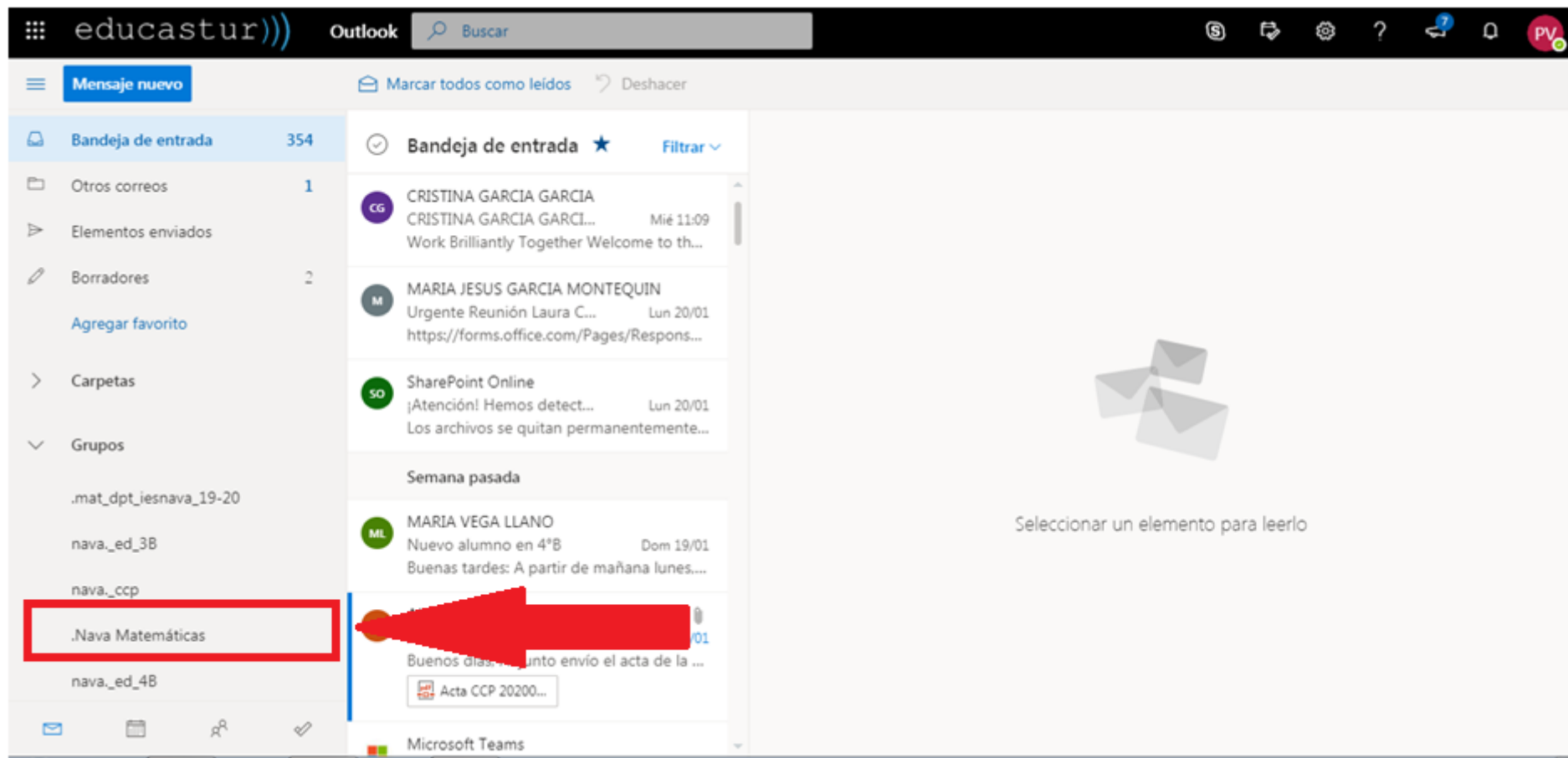


## PROCEDIMIENTO PARA PODER VISUALIZAR LA CARPETA DEL DEPARTAMENTO EN ONEDRIVE

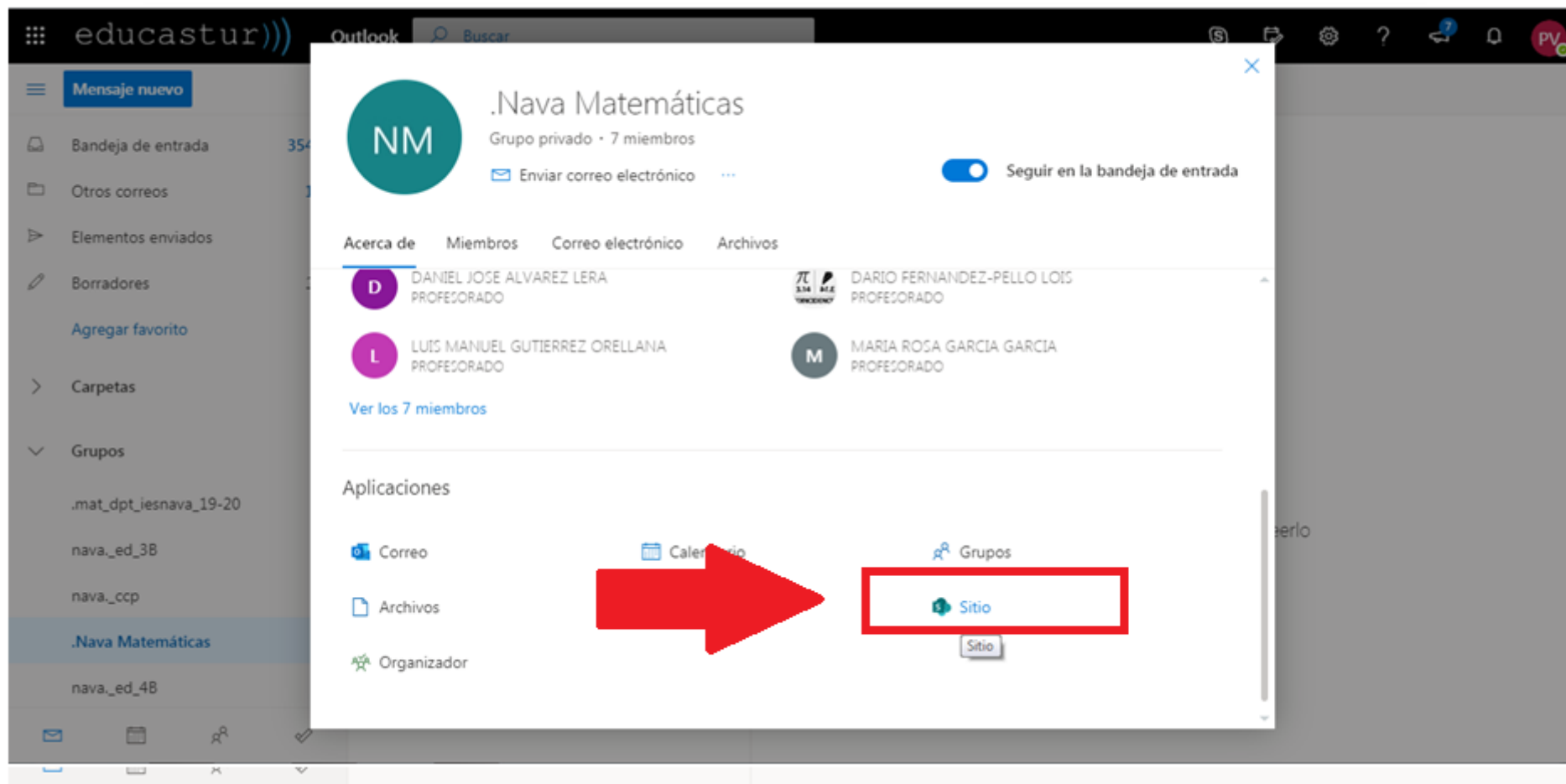
1. Entramos en el correo y abrimos el grupo del departamento:



2. Vamos a la información del grupo (hacemos click en el nombre)

The screenshot shows the Outlook web interface. The address bar at the top displays the URL: `outlook.office.com/mail/group/grupo.educastur.org/nava_matematicas/email`. The interface includes a search bar with the text "Buscar" and a navigation pane on the left. The left pane shows folders like "Bandeja de entrada" (354), "Otros correos" (1), "Elementos enviados", "Borradores" (2), and "Grupos". Under "Grupos", the group ".Nava Matemáticas" is selected and highlighted in blue. A red box is drawn around the group name and its details in the main pane. A large red arrow points from the right towards this box. The group details show a circular icon with "NM", the name ".Nava Matemáticas" with a star, and the text "Grupo privado • 7 miembros". Below this, there is a link "Enviar correo electrónico" and a section titled "Esta semana" containing a message from the group dated "Mié 10:58". The main content area on the right is empty, showing a placeholder with the text "Seleccionar un elemento para leerlo".

3. Hacemos click en “sitio”

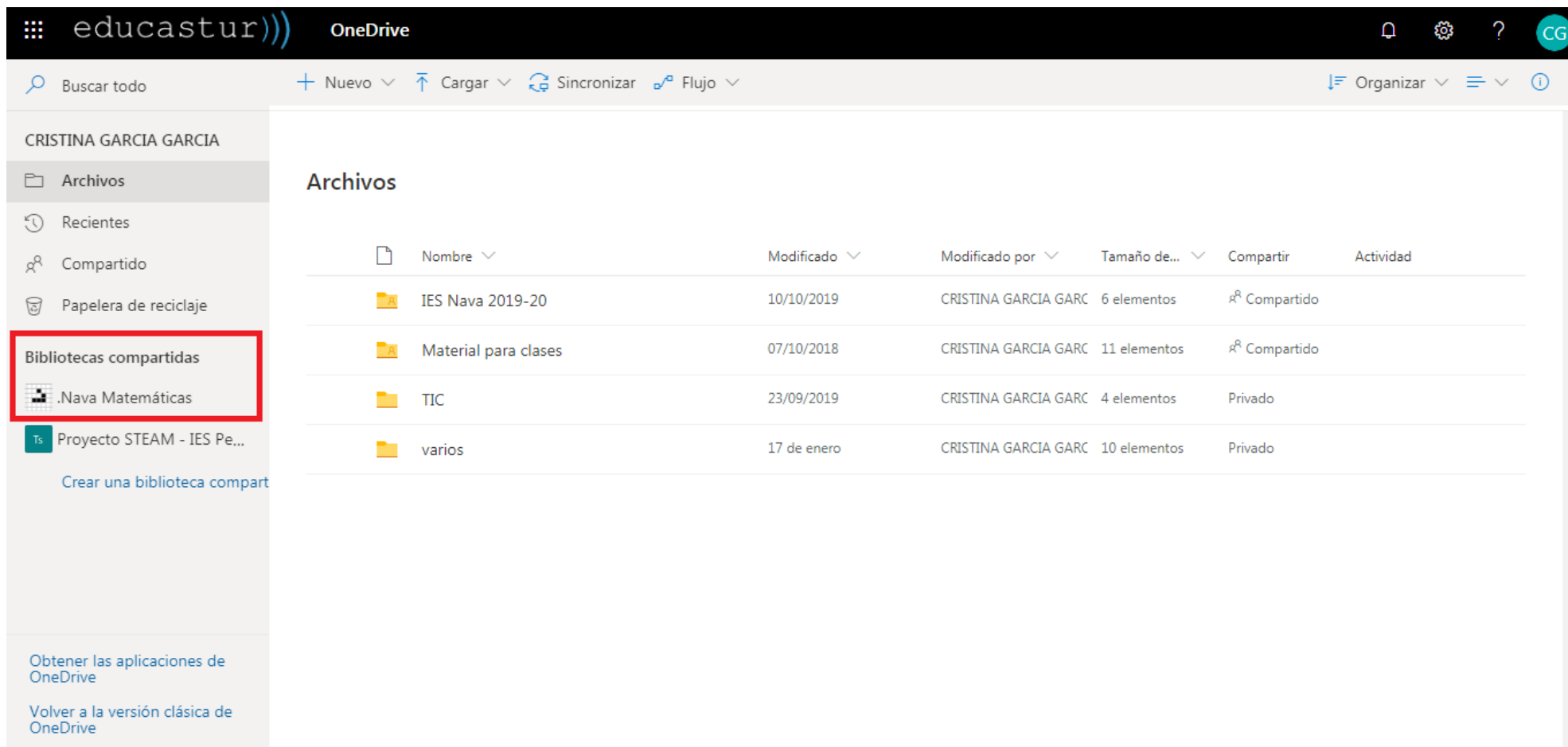


4. Cambiamos la opción “No se sigue” (hacemos click encima) y nos aparecerá el mensaje “Siguiendo”

The screenshot shows the Educastur web application interface. At the top, there is a black header with the Educastur logo and a user profile icon labeled 'PV'. Below the header, the main content area is divided into several sections. On the left, there is a sidebar with a search bar and a list of navigation items: Inicio, Conversaciones, Documentos, Bloc de notas, Páginas, Contenido del sitio, Papelera de reciclaje, and Edit. The main content area has a top bar with '+ Nuevo elemento', 'Detalles de la página', 'Publicado', and 'Editar'. Below this, there are three main sections: 'Novedades' (News) with an 'Agregar' button, 'Vínculos rápidos' (Quick links) with two links, and 'Documentos' (Documents) with a 'Ver todo' button. In the top right corner of the main content area, there is a red box highlighting the text 'No se sigue' next to a star icon. A large red arrow points from the left towards this box.

This screenshot shows the same Educastur interface as the previous one, but with the 'Siguiendo' (Following) option highlighted. The 'No se sigue' text has been replaced by 'Siguiendo' next to a star icon, which is now enclosed in a red box. The rest of the interface, including the sidebar, top bar, and main content sections, remains the same.

5. Ahora, al entrar a OneDrive, ya nos saldrá la carpeta del departamento en el menú de la izquierda:



The screenshot shows the OneDrive interface for user CRISTINA GARCIA GARCIA. The left sidebar contains navigation options: Archivos, Recientes, Compartido, Papelera de reciclaje, and a red-bordered section for Bibliotecas compartidas (Shared Libraries) which includes .Nava Matemáticas and Proyecto STEAM - IES Pe... Below this are links to 'Obtener las aplicaciones de OneDrive' and 'Volver a la versión clásica de OneDrive'.

The main area, titled 'Archivos', displays a table of files and folders:

| Nombre               | Modificado  | Modificado por       | Tamaño de... | Compartir  | Actividad |
|----------------------|-------------|----------------------|--------------|------------|-----------|
| IES Nava 2019-20     | 10/10/2019  | CRISTINA GARCIA GARC | 6 elementos  | Compartido |           |
| Material para clases | 07/10/2018  | CRISTINA GARCIA GARC | 11 elementos | Compartido |           |
| TIC                  | 23/09/2019  | CRISTINA GARCIA GARC | 4 elementos  | Privado    |           |
| varios               | 17 de enero | CRISTINA GARCIA GARC | 10 elementos | Privado    |           |