



my^{cloud} files

User Guide For
Business Solutions Division
Customers



My Files is an online, cloud-based solution from Office Depot® that allows customers to conveniently store, manage and reorder their print documents quickly and easily.

My Files is available through business.officedepot.com under the My Accounts tab or the Print & Copy page.

Getting started with My Files

The following sections describe the process for placing digital print orders through My Files.

Contact Information

Name: Laura Stevens

E-mail: Laura.Stevens@officedepot.com

Phone: 612-296-9887



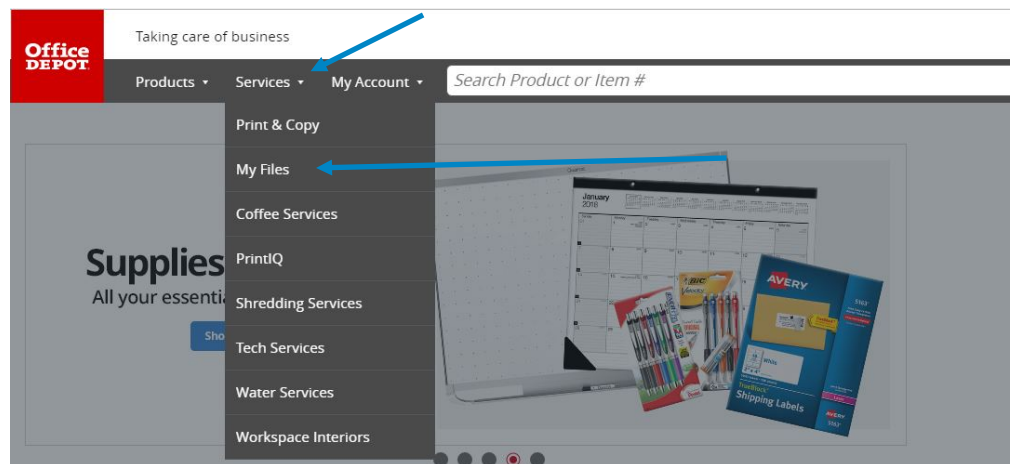
Log In to

Business.OfficeDepot.com

The screenshot shows the Office Depot Business Solutions Division login page. At the top, the Office DEPOT logo is on the left, and the text 'Welcome to the Business Solutions Division.' is on the right. Below the logo is a 'Registered Customers' login form. The form has fields for 'Login Name' and 'Password', a checkbox for 'Keep me logged in' with an information icon, and a blue 'Log In' button. Below the button are links for 'Forgot your login name/password?' and 'Trouble Logging in?'. To the right of the login form is a promotional banner with a red background and white text that reads 'You take care of business. We take care of you.' Below the banner is a black button with white text that says 'Not a customer? LET'S GET STARTED >'. The background of the banner shows office supplies like boxes and a pen holder.

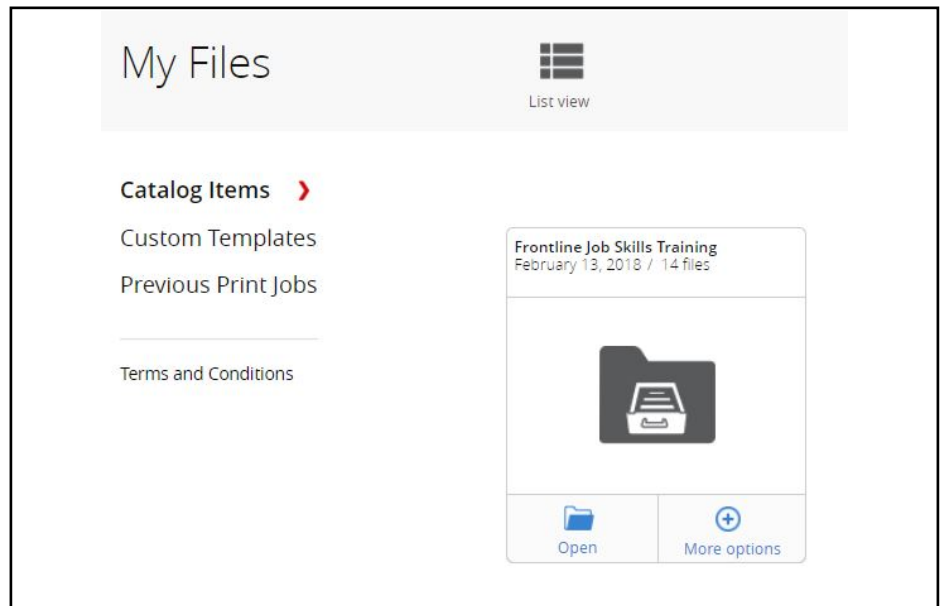
Click On “Services”

On drop down, select “MyFiles”

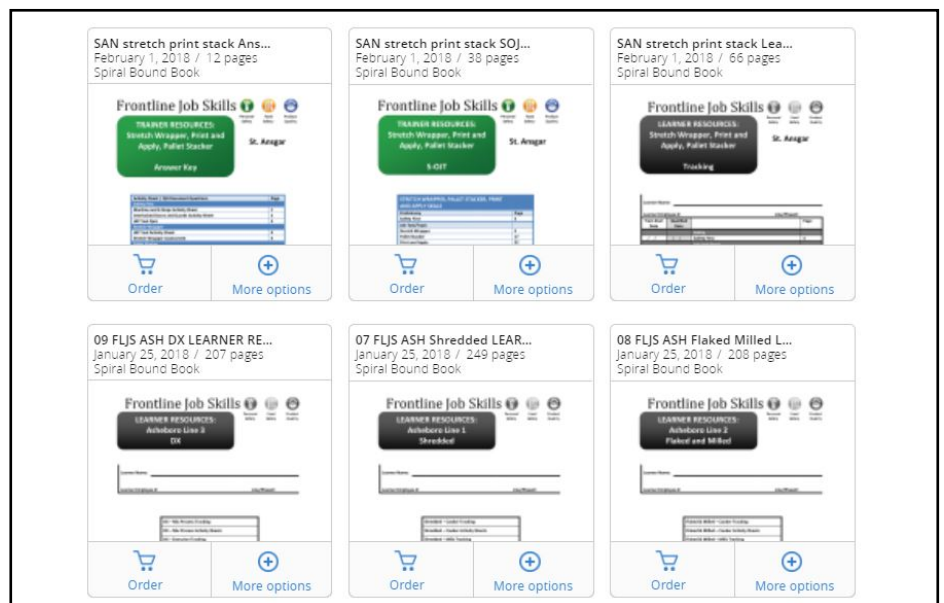




Double Click OR click “Open” on the folder you want to access

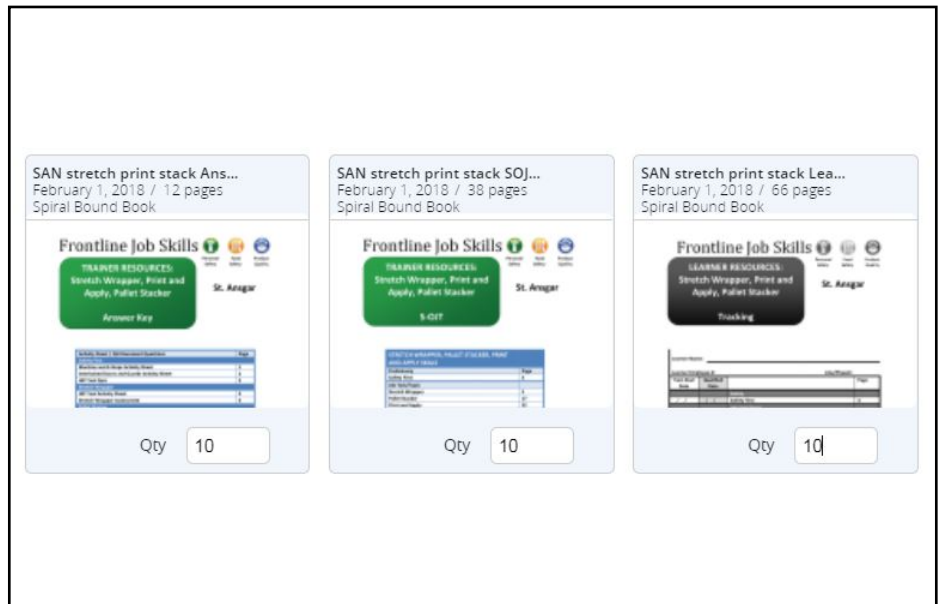


Click “Order” on item you would like printed.

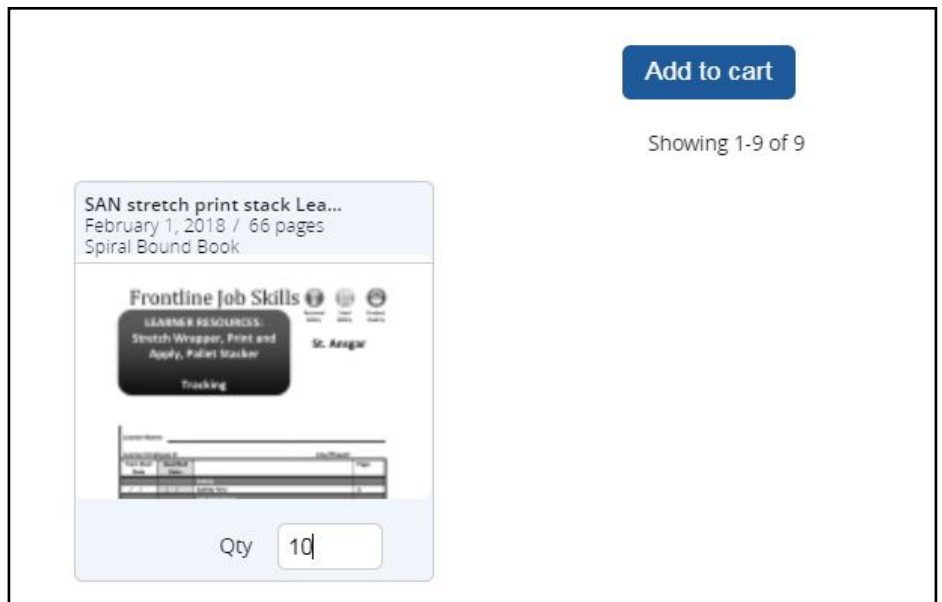




Enter in Qty Needed



Click “Add To Cart”.



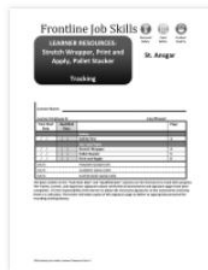


If you need to order more files,
Click "[Back to myfiles](#)"

OR

If you are done ordering your digital print,
Click "[Proceed To Checkout](#)"

Items added to cart



Name : SAN stretch print stack Learner Resource Rev A.pdf

Type : Spiral-Bound Books

Quantity : 10

Your Price **\$224.16**

[Back to My Files](#)

[Proceed To Checkout](#)

Add additional print or supply
items as needed or finish
checking out as normal.

Shopping Cart

[Continue Shopping](#)

Need Help? [Live Chat](#)

[Email](#) [FAQs](#) [Print](#)

	Price	Qty.	Total
 Spiral-Bound Books Item # 870293 Entered Item # 870293	\$22.42 / each	10 Remove	\$224.16
Job Name: SAN stretch print stack Learner Resource Rev A.pdf			

Order summary

Subtotal **\$224.16**

Estimate Shipping & Taxes

Total (1 Item) \$224.16

[Checkout](#)

[+ Apply a coupon code](#)

[+ Order by item #](#)



Contact Information

Office Depot Print Client Services Team

- Email: CPD.CustomerOnlineSupport@OfficeDepot.com
- Toll Free **1.855.302.8768**

Office Depot Customer Service

- Toll Free 1-888-263-3423

Office Depot Account Manager

- Laura Stevens
- Email: Laura.Stevens@officedepot.com
- Tel: 612-296-9887

