

My Files Quick Start

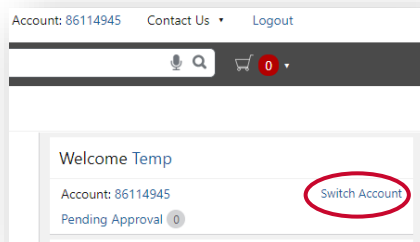


Login to **Business.OfficeDepot.com** using your existing credentials.

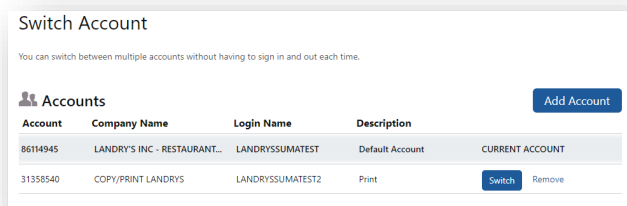
Important Note:

The Landry's Training Materials are Ready to Order on Acct# 31358540.
You will switch to this account to checkout

Click on **Switch Account** (Upper Right)



You will now be presented with the **Switch Account** Landing Page. Click on the **Switch** Button to toggle to the Copy/Print Account



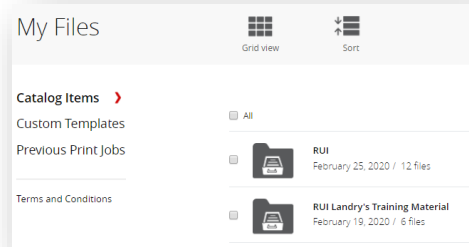
You will now be presented the Copy/Print Landry's Business.OfficeDepot.com account.
 Click on the **My Files** button (Top Navigation)



You are now presented with the **My Files** Landing Page & **File Cabinets**

The File Cabinet(s) may contain sub-folders and preconfigured, ready to order print items

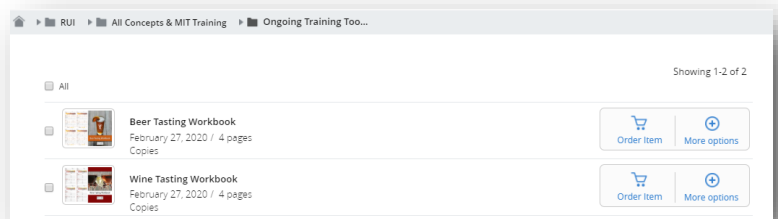
- Double Click to enter a File Cabinet



Once entered you will see **Orderable Items**

- Select the item you wish to order
- Enter the Quantity

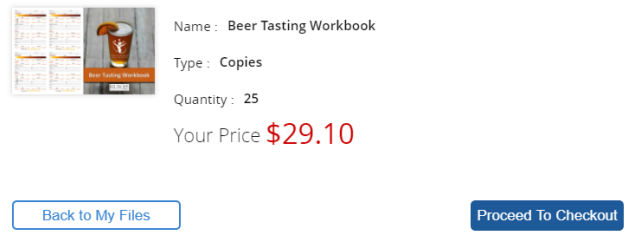
A breadcrumb path will be created where applicable



You are now presented with the items that were added to your cart

- To continue shopping click **Back to My Files**
- To check out click **Proceed to Checkout**

Items added to cart

Completing the **Checkout** Process

- If your order is over \$50 you qualify for free shipping.
- If your order is under \$50 you may choose a nearest retail location for pick-up or click on the Shopping List (Top) to add Paper or Toner.

