



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.



Log In to

Business.OfficeDepot.com

Office DEPOT. Welcome to the Business Solutions Division.

Registered Customers

Login Name

Password

☐ Keep me logged in ⓘ

Log In

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

You take care of business.
We take care of you.

Not a customer? [LET'S GET STARTED](#)

Run Mouse over “My Account”

On drop down, select “MyFiles”

Office DEPOT. [Order By Item](#) | [My Lists](#)

Search by Keyword or Item#

[My Account](#) • [Orders](#) • [Quick Order](#) • [My Lists](#) • [Cart](#) • 0 Items \$0

[Office Supplies](#) [Paper](#) [Ink & Toner](#) [Breakroom](#) [Cleaning](#) [Techn](#) [School Supplies](#) [Print & Copy](#)

print&copy

ONLY \$4.99

100 Same-Day Business Cards

[Shop Now](#)

Account

- My Account
- My Profile
- Bulletin Board
- Manage Quotes
- Online Catalog
- My Files**

DZERA DESIGN

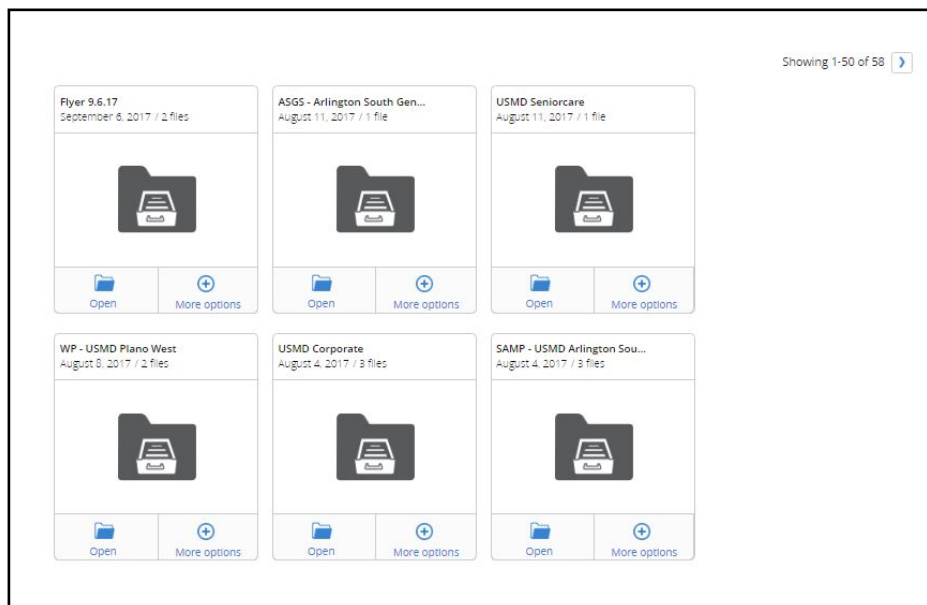
1555) 975-4665
www.goddepot.com
lisa@goddepot.com



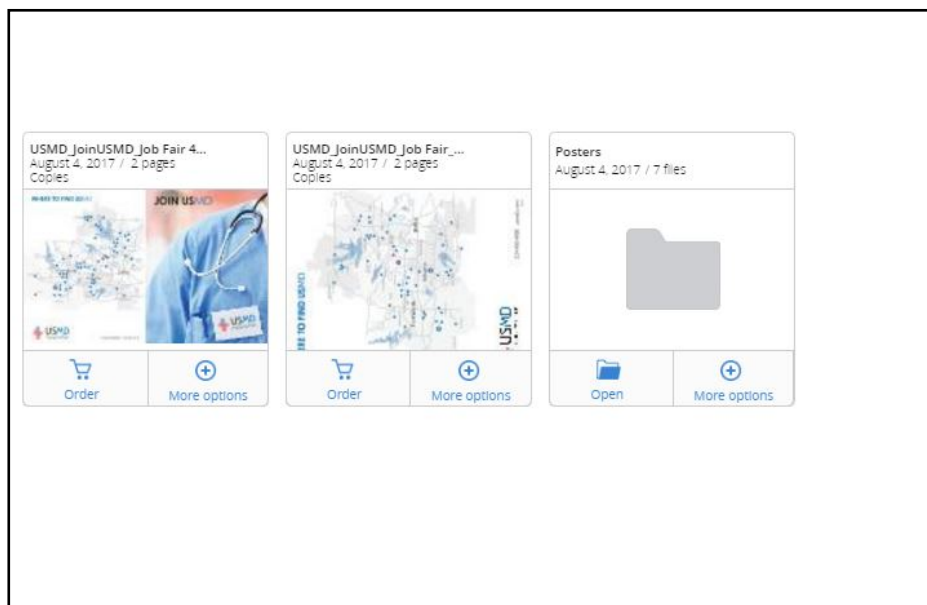
Double Click on the folder you want to access

OR

Click on “More Options” - “Open”



Click “Order” on item you would like printed.





Enter in Qty Needed

Add to cart

Showing 1-3 of 3

USMD_JoinUSMD_Job Fair 4...
August 4, 2017 / 2 pages
Copies



Qty

USMD_JoinUSMD_Job Fair,...
August 4, 2017 / 2 pages
Copies



Order

More options

Posters
August 4, 2017 / 7 files



Open

More options

Click "Add To Cart".

Add to cart

Showing 1-3 of 3

USMD_JoinUSMD_Job Fair 4...
August 4, 2017 / 2 pages
Copies



Qty

USMD_JoinUSMD_Job Fair,...
August 4, 2017 / 2 pages
Copies



Order

More options

Posters
August 4, 2017 / 7 files



Open

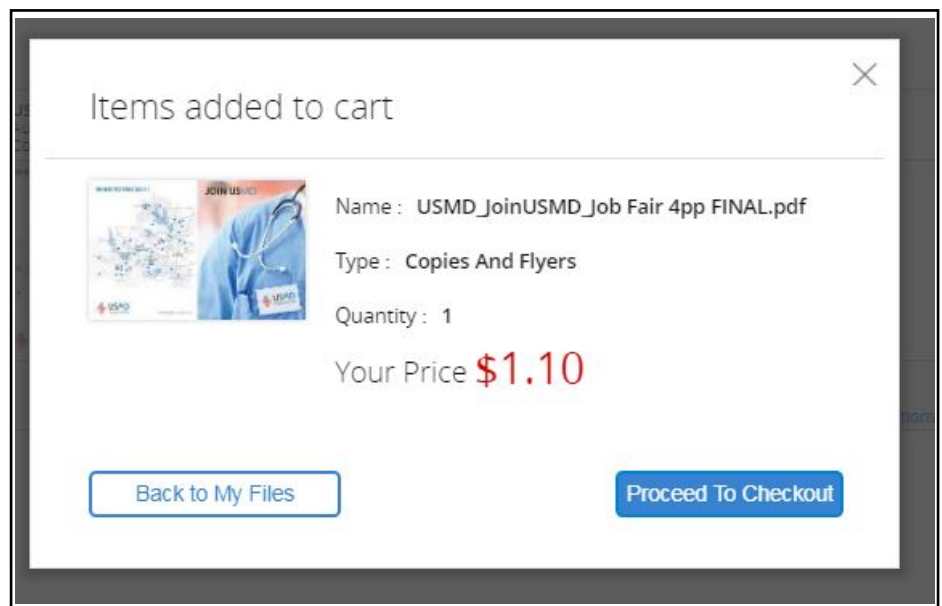
More options



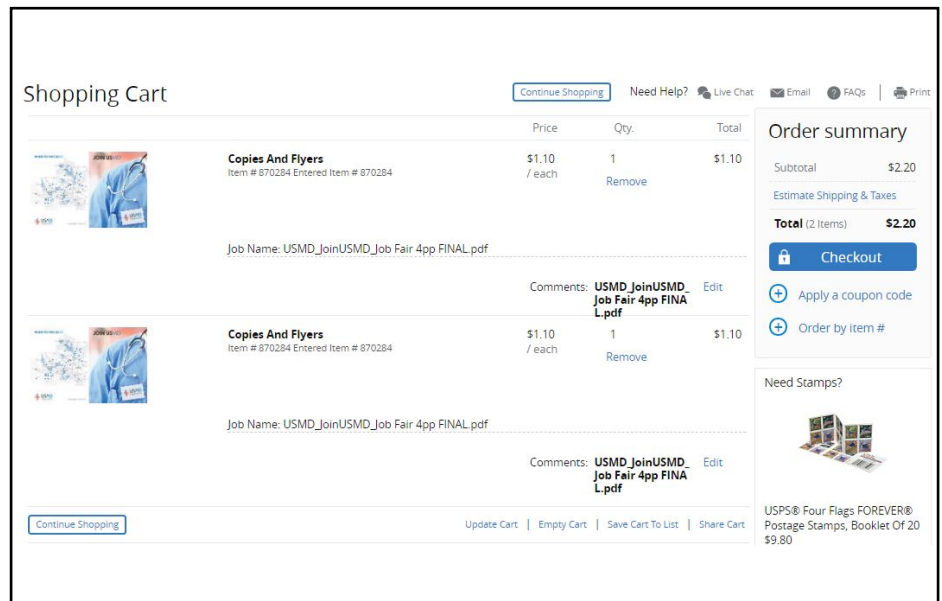
If you need to order more files,
Click "[Back to myfiles](#)"

OR

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



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



The Office Depot logo, featuring the word "Office" in a bold, sans-serif font and "DEPOT" in a bold, all-caps, sans-serif font, separated by a small space.

Office DEPOT.

Office Depot is a trademark of The Office Club, Inc. OfficeMax is a trademark of OMX, Inc. © 2016 Office Depot, Inc. All rights reserved.