

## Everyone - How to Access OneDrive

**Created:** 1/4/2016

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**Operating System / Version:** N/A

**Application / Version:** Office 365 Email and OneDrive

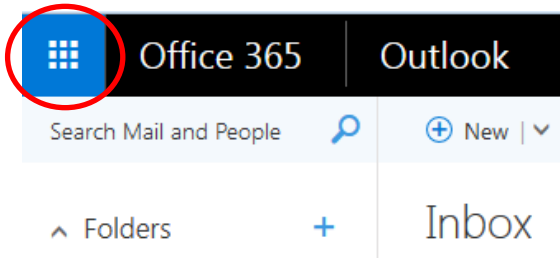
**Hardware Version:** N/A

**Summary:** Here is how to access OneDrive that is included with the student and employee email system.

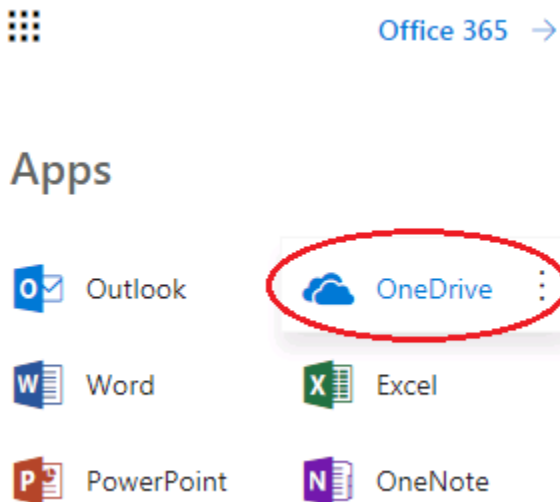
### Steps-to-Take:

**Step 1.** Login to your student or employee email at: outlook.office365.com

**Step 2.** In the top left hand corner of the inbox click on the square of boxes.



**Step 3.** Click on the OneDrive button.



**Step 4.** This will open OneDrive and allow you to upload and download your documents.

The screenshot displays the OneDrive web interface. At the top, the navigation bar includes the Office 365 logo, the text 'Office 365 | OneDrive', and utility icons for notifications, settings, help, and a profile picture. Below the navigation bar is a search bar labeled 'Search everything' and a toolbar with 'New', 'Upload', 'Flow', and 'Sync' options. On the left, a sidebar lists 'Files', 'Recent', 'Shared', and 'Recycle bin'. The main content area features a promotional banner for the OneDrive mobile app with the text 'Complete your OneDrive mission: Access your files from your mobile device'. The banner includes buttons for 'Sign in', 'Upload', 'Mobile', 'Desktop', and 'Share', along with a 'Get the app' button. Below the banner, the 'Files' section is visible, showing a table header with columns for 'Name', 'Modified', 'Modified By', 'File Size', and 'Sharing'. A dashed box indicates a drop zone for uploading files, with the text 'Drag files here to upload' and a cartoon robot character.