

MICROSOFT ONEDRIVE

ACCESSING ONEDRIVE

1. Open a web browser and go to login.microsoftonline.com to log into Office 365
2. Sign in with your full **email address** and **password**. (same as computer **login & password**)



Sign in

Email, phone, or Skype

No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

[Back](#) [Next](#)



Enter password

Password

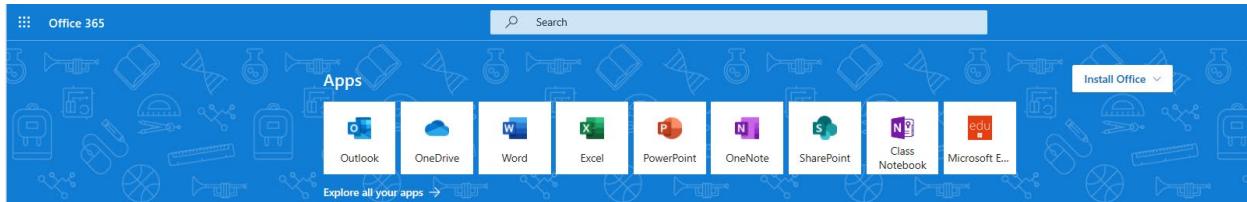
[Forgot my password](#)

[Sign in](#)

AFTER SUCCESSFUL LOGIN

You will be taken to Microsoft Office 365 homepage. This is where you will find all your Office 365 applications.

1. Select the OneDrive application.



THE ONEDRIVE LAYOUT

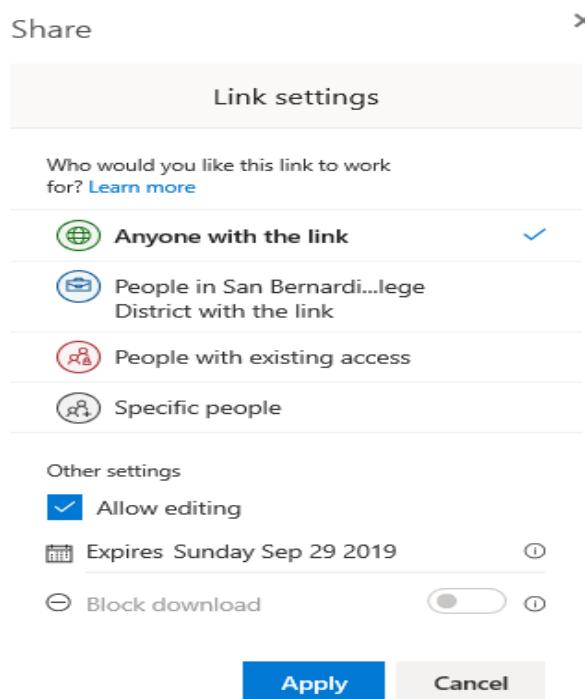
1. Search Everything	Search all files in OneDrive
2.Files	Location of all stored files
3.Recent	All files opened recently
4.Shared	All files shared by and with you
5.Recycling Bin	Files deleted within last 30 days
6.New	Create new files and folders
7.Upload	Upload folders and files to OneDrive

The OneDrive interface shows a search bar at the top with "Search everything" and "Recent" items. Below the search bar is a sidebar with "Wrenn, Cedrick L." and a "Files" section. The main area displays a list of files including "Recent", "Shared", "Recycle bin", "Attachments", and "create-project-import-media".

ONEDRIVE SHARING FILE/FOLDER SETTINGS

OneDrive allows you to share your files and folders with other users. OneDrive gives you the control to make your documents private or public. When sharing documents, you will be presented with a screen to specify your sharing options.

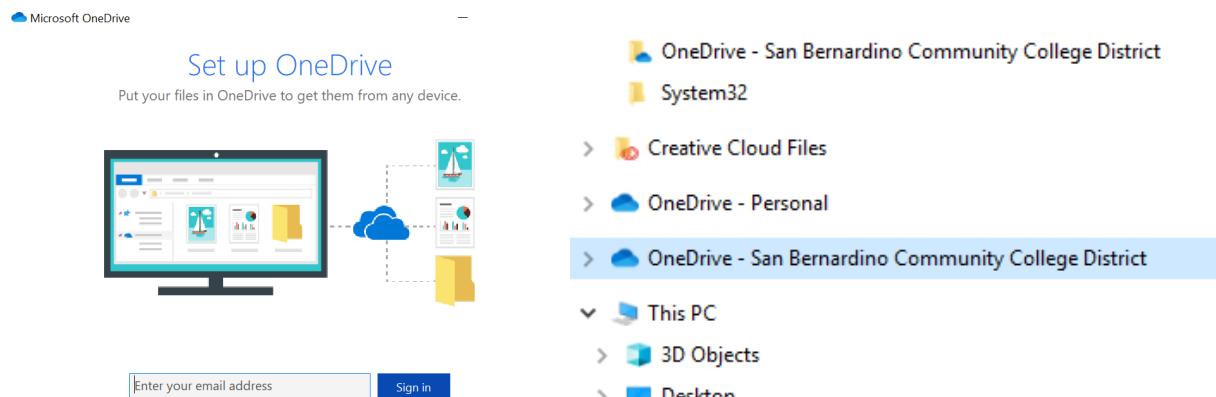
1.Anyone with this link	Anyone that receives the link will be able to access the document
2.People in SBCCD	Only people with a @sbccd email address will be able to access
3.People with existing access	Will only be shared with people that already have access
4.Specfic people	Will only be shared with specific people



ONEDRIVE APP INSTALL ON PC

You can install the OneDrive app on your computer which makes it easy to access your files. A local copy of your OneDrive folders is downloaded on your computer. Your files will then sync automatically with OneDrive.

1. Open a web browser and go to onedrive.com
2. Select **download** to install the OneDrive app to your desktop
3. After downloaded you will be asked to setup OneDrive by signing in with your email address
4. A local copy of your OneDrive folder will now be accessible from your **file explorer**



INSTALLING THE ONEDRIVE APP ON MAC

ONEDRIVE APP INSTALL ON MAC

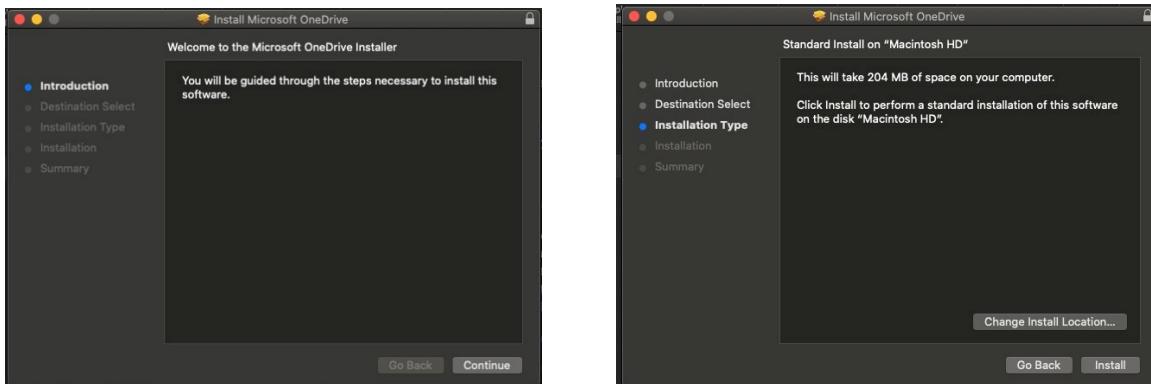
1. Open a web browser and go to onedrive.com
2. Select **download** to install the OneDrive for Mac



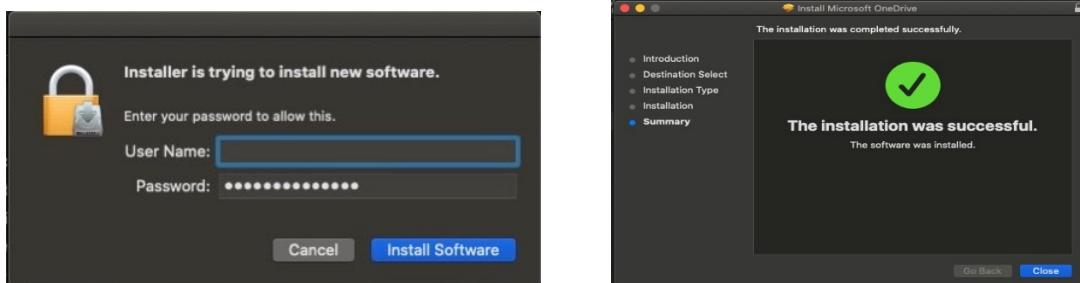
3. Select the **downloads** folder and open the **OneDrive.pkg**



4. Once the OneDrive Package is open click **continue** then **install**



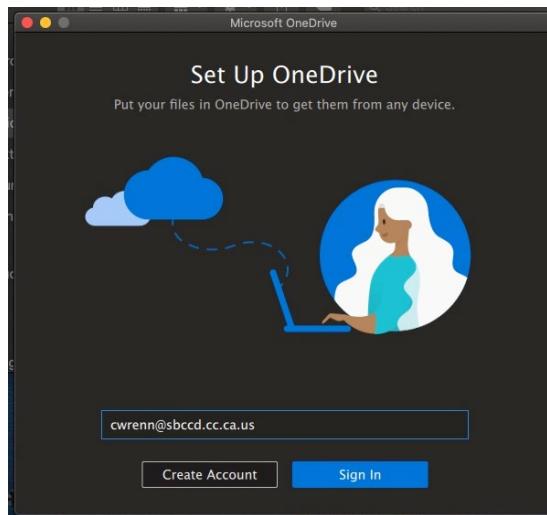
5. Enter your **password** then choose **Install Software** and **close** once complete



6. Locate the OneDrive App by going into your **Applications** folder and selecting the **OneDrive** app



7. Enter your full **email address** and select **Sign In**



8. You have now successfully linked your account to **OneDrive**

