

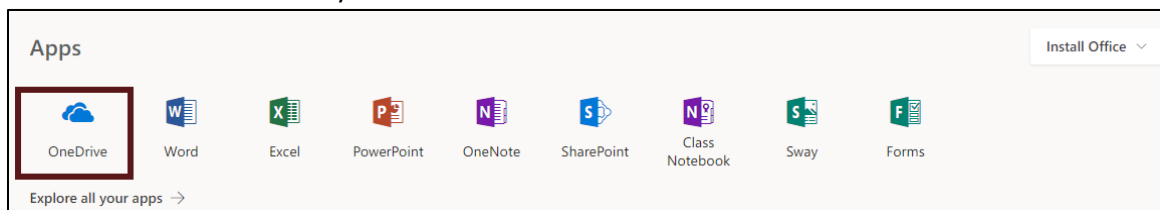
USEING ONEDRIVE: THE BASICS

Students, faculty, and staff have access to 1 TB of file storage space with Office 365 OneDrive.

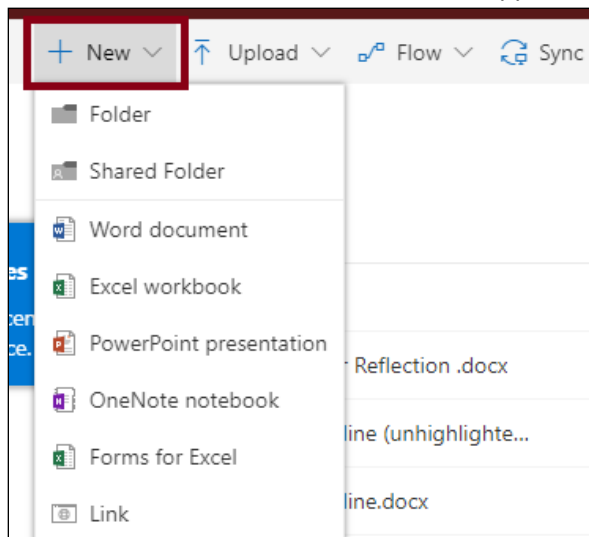
- Never lose files by saving them into OneDrive from any computer connect to the internet
- Keep all your files in one place so you can always find what you need when you need it
- Share files with others from your OneDrive

To access your OneDrive, follow the directions below:

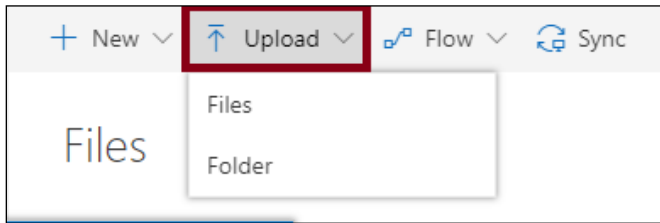
1. Login to your Office 365 account using the following methods:
 - a. Go to the Microsoft office website at www.office.com. When prompted to login, use your WT credentials. You will be prompted to DUO after typing in your credentials.
 - b. Students can also access their Office 365 account through their buffs email in Buff Portal by clicking on the grey square in the upper left hand corner and then choosing Office 365.
2. Once you are logged in to your Office 365 account click on the OneDrive icon to access your saved file or to save files to your OneDrive



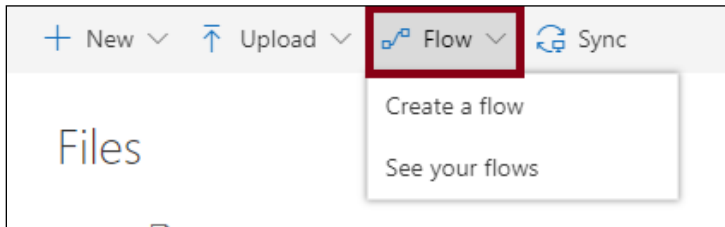
3. In your OneDrive, you have the ability to create a new document or folder by clicking the drop down arrow labeled **New** located in the upper left hand corner.



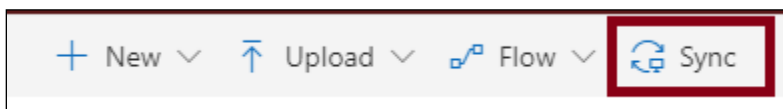
4. You can also upload documents into your OneDrive by using the **upload tab**.



5. With the Flow tab you can connect apps to work together. For example, you can connect your calendar app to your OneDrive and it will send you calendar reminders through your email.



6. To sync your OneDrive to your other devices, click the **Sync** tab located in the upper left-hand corner.



7. Once you have created a document or folder, you can choose to share that document/folder with other people by clicking on the Share icon located to the right of document/folder name.



8. Once you click on the **Share** icon a box will open up and ask for the email of the person you are sharing the document with. To add more people, repeat this process. When you are ready to send the documents, click the **blue** send button.

