



Microsoft Office 365

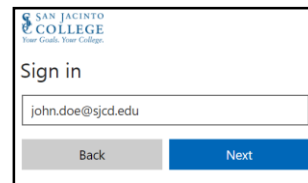
How to: Access OneDrive for Business


INTRODUCTION

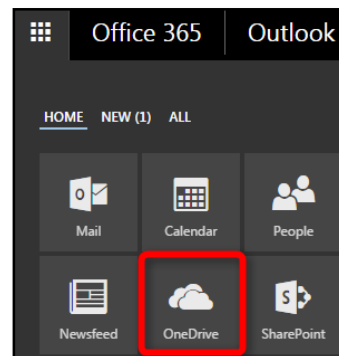
OneDrive for Business is a place where you can store, sync, and share your work files. As part of Office 365, OneDrive lets you update and share your files from anywhere and work on Office documents with others at the same time. Since San Jacinto College is using Office 365, you get 1 TB of space in the cloud for OneDrive. All files that you store in OneDrive are private unless you decide to share them. You can share files with specified co-workers so you can collaborate on projects.

INSTRUCTIONS

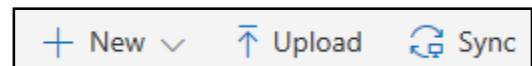
1. [Sign in](#) to your Office 365 webmail account.



2. Select the app launcher  located in the upper-left corner of the page and then select **OneDrive**.



3. On the **Files** page, you have the ability to create new files such as Word, Excel, PowerPoint, OneNote, and/or create a folder. You can upload files to your OneDrive that are saved on your computer, network share, or external drive. Sync items in your OneDrive documents to your Favorites in Windows Explorer.



- In addition, the OneDrive for Business client can be installed on SJC issued Windows computers. Please contact Tech Support to request the OneDrive for Business client.
- Office provides plenty of user-friendly “how-to” instructions for OneDrive for Business. Click [here](#) to access these instructions or visit <http://sjcblogs.sanjac.edu/its/office-365/training-resources/>.