

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



← cwrenn@sbccd.cc.ca.us

Enter password

Password

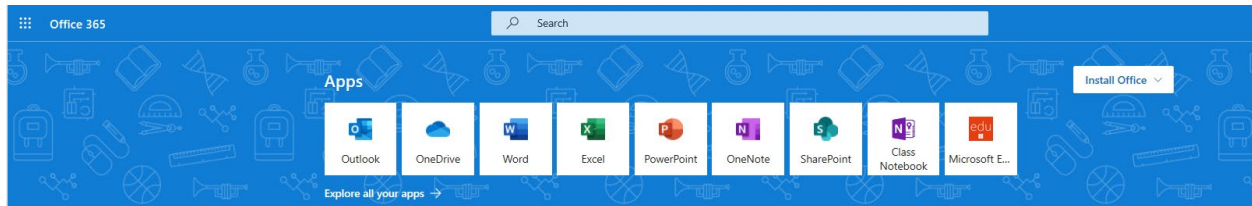
[Forgot my password](#)

Sign in

AFTER SUCCESSFUL LOGIN

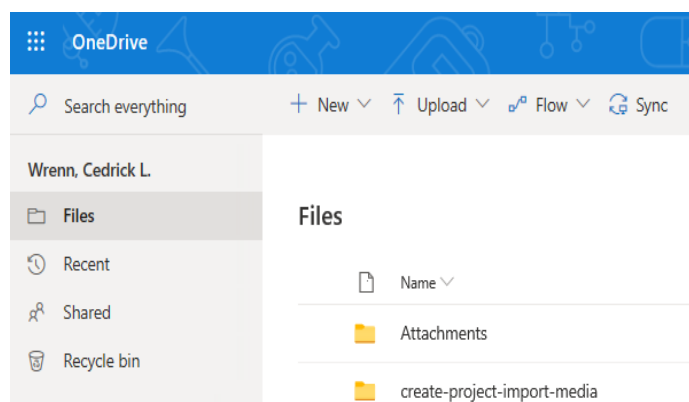
You will be taken to Microsoft Office 365 homepage. This is where you will find all your Office 365 applications.

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



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. Specific people	Will only be shared with specific people

The screenshot shows the 'Share' dialog box with the following settings:

- Link settings:**
 - Who would you like this link to work for? [Learn more](#)
 - Anyone with the link**
 - People in San Bernardino Community College District with the link
 - People with existing access
 - Specific people
- Other settings:**
 - Allow editing
 - Expires Sunday Sep 29 2019
 - Block download

Buttons: **Apply** (blue), **Cancel** (grey)

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**

The screenshot shows the 'Set up OneDrive' window with the following elements:

- Microsoft OneDrive logo
- Text: "Set up OneDrive" and "Put your files in OneDrive to get them from any device."
- Diagram showing a computer monitor connected to a cloud and a mobile device.
- Input field: "Enter your email address" with a "Sign in" button.
- File Explorer view showing the following folders:
 - OneDrive - San Bernardino Community College District
 - System32
 - Creative Cloud Files
 - OneDrive - Personal
 - OneDrive - San Bernardino Community College District** (highlighted)
 - This PC
 - 3D Objects
 - Desktop

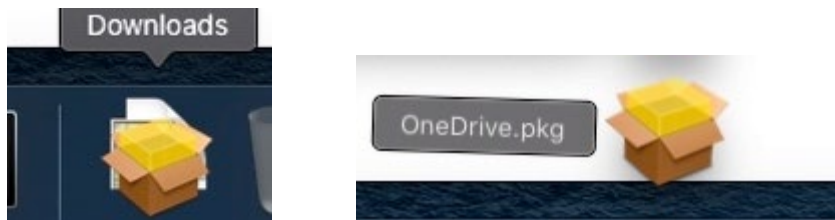
INSTALLING THE ONEDRIVE APP ON MAC

ONEDRIVE APP INSTALL ON MAC

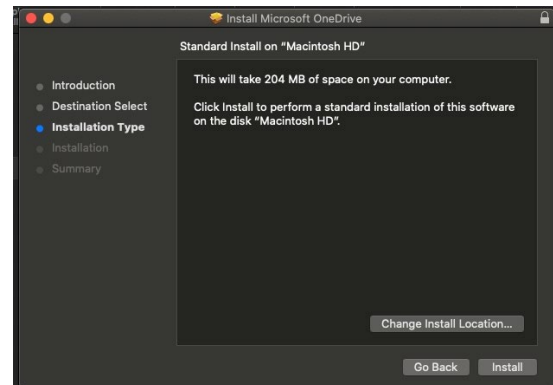
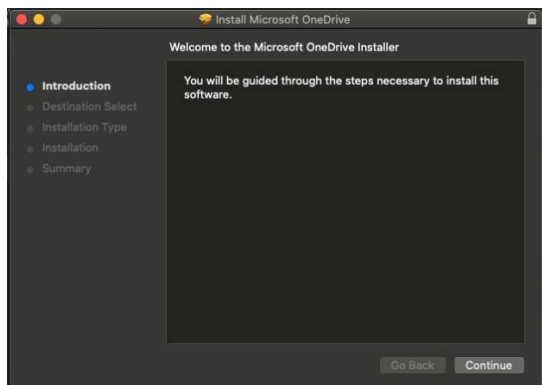
1. Open a web browser and go to onedrive.com
2. Select **download** to install the **OneDrive for Mac**



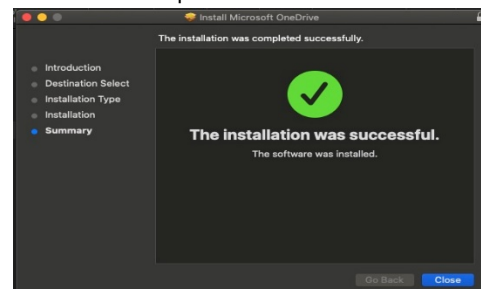
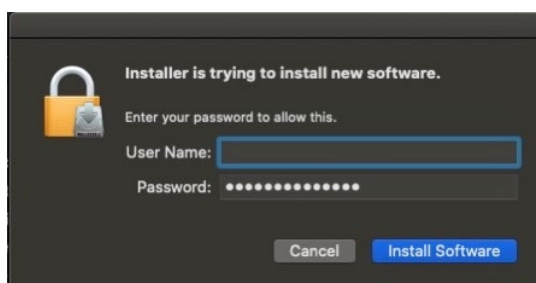
3. Select the **downloads** folder and open the **OneDrive.pkg**



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



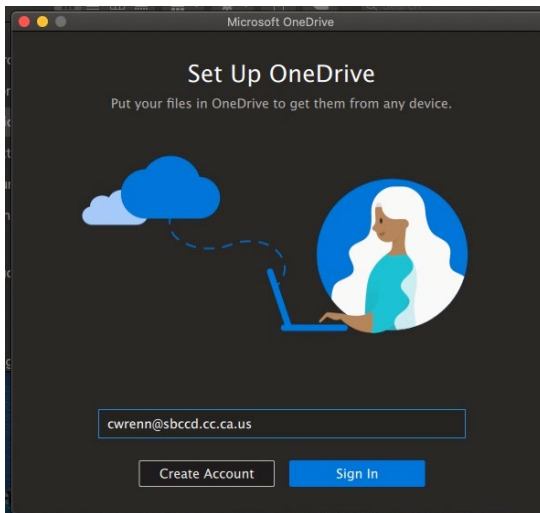
5. Enter your **password** then choose **Install Software** and **close** once complete



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**

