Accessing Microsoft OneDrive Online

This guide will guide you through accessing the online version of Microsoft OneDrive provided by Office365.

Written By: Wayne Peterson

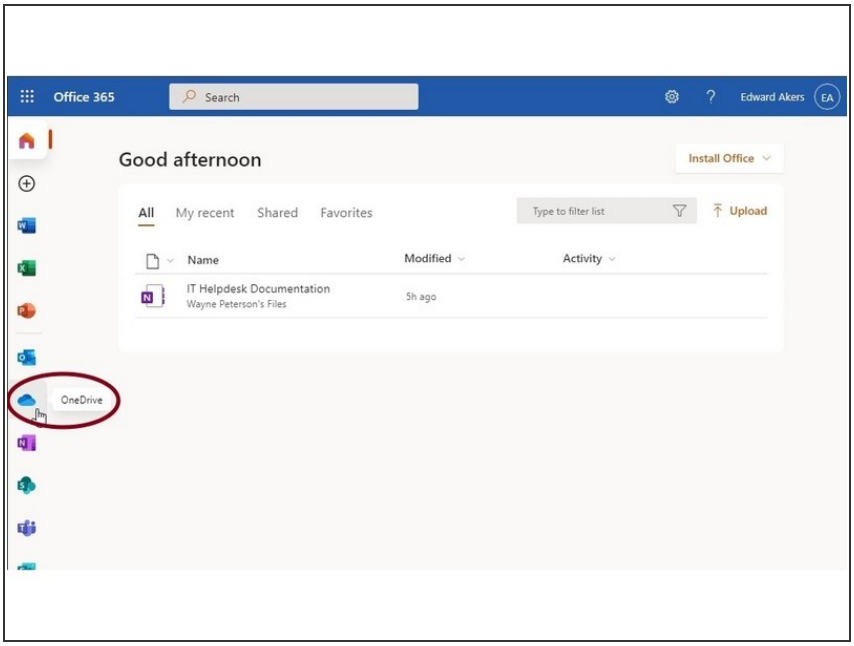


INTRODUCTION

OneDrive for Business is a part of Office 365 and provides a place in the cloud where you can store, share, and sync your work files. You get 1 TB of space in the cloud. You can update and share your files from any device with OneDrive for Business. You can even work on Office documents with others at the same time.

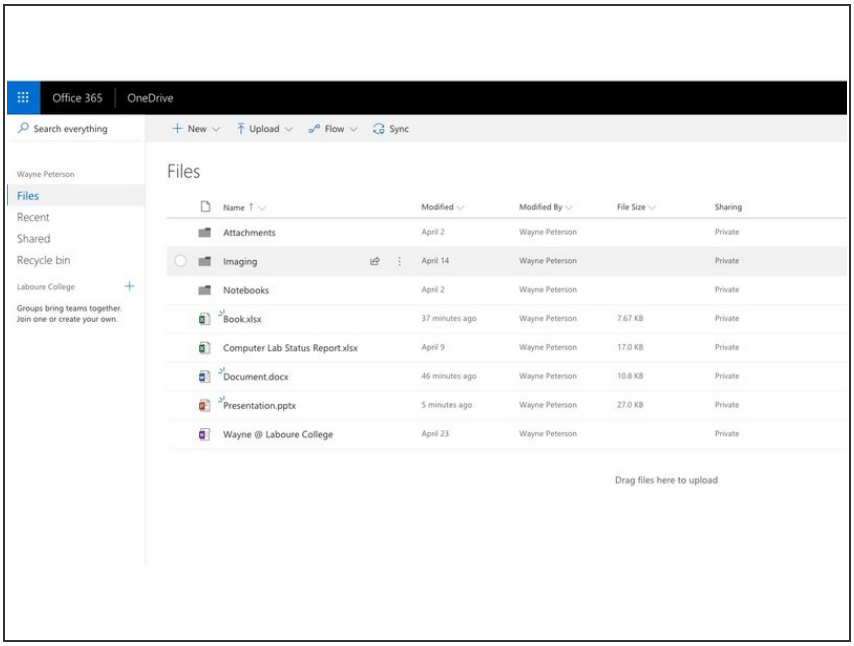
© 2021

Step 1 — Accessing Microsoft OneDrive Online



- From the Office365 dashboard, select **OneDrive** (the blue cloud icon).

Step 2



- You will then be greeted by your OneDrive.

ⓘ OneDrive can be used for the storage and sharing of documents, images and other media files.

© 2021