

## Introducing OneDrive for Business

### Overview

OneDrive Business (formerly SkyDrive Pro) is an online service from Microsoft that provides cloud file storage, document creation and collaboration. All Alverno students, faculty and staff have OneDrive for Business accounts. The OneDrive for Business service, aimed at enterprise users, is **not** the same as the OneDrive service offered by Microsoft to individuals. For information on the differences, see [How is OneDrive for Business different from OneDrive?](#) on the Microsoft Office Web site.

OneDrive for Business offers the following services to Alverno users:

### Store and share files

- Store up to 1 TB of cloud storage.
- Maximum file size 2 GB
- Share files and folders with Alverno students, faculty and staff
- FERPA compliant data storage
- Most file types can be stored in OneDrive for Business

### Access and synchronize files easily

- Access files using a Web browser
- Access files directly from Microsoft Office desktop applications (Office 2010 and later for PCs and Office 2011 for Mac)
- Synchronize your local files with OneDrive for Business document libraries

### Create and edit Microsoft Office files in the cloud with Office Web Apps

- Word
- Excel
- PowerPoint
- OneNote

### Who can use Alverno OneDrive for Business?

- All current Alverno students, faculty and staff

### Logging in to OneDrive for Business

- From a web browser, type in <http://portal.microsoftonline.com>.
- Type in [username@alverno.edu](mailto:username@alverno.edu), e.g., croftlm@alverno.edu
- Your password is your Alverno network password