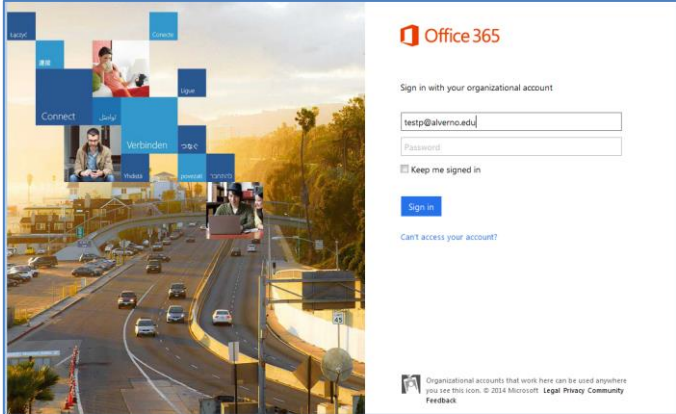

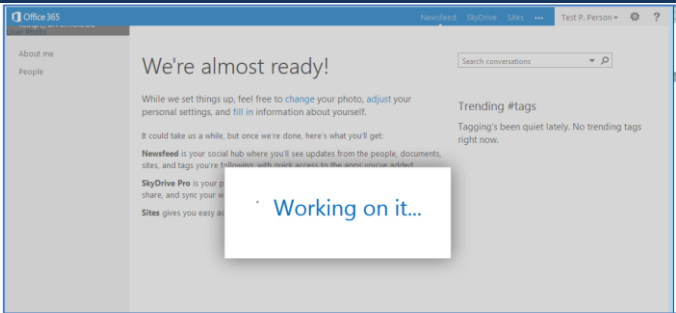


## OneDrive for Business - Faculty/Staff

Faculty and staff have access to 1TB of cloud storage space through Microsoft Office365 OneDrive for Business using their Alverno network account name and password. Documents in this storage space can be shared with others.

| Task  | Screen Shot  |
|---|--|
| 1. Open a browser and navigate to <a href="http://portal.microsoftonline.com">http://portal.microsoftonline.com</a>   |  |
| 2. Login with your <b>username@alverno.edu</b><br><br>Since employee email is not on Office 365, you need to <b>enter your username before "@alverno.edu."</b><br>Entering your <b>email address</b> (firstname.lastname@alverno.edu )<br><b>will NOT work.</b> |    |
| 3. Enter your <b>username@alverno.edu</b> and your Alverno network password. Click <b>Sign In.</b>  |  |
| 4. The first time you log in, your OneDrive for Business site will be created.<br><br>Note: Microsoft states, "Generally, for a new user, it needs some time (about 24 hours) to provision the whole Office 365 service..."                                     |  |

| Task   | Screen Shot |
|--|-------------|
| <p>5. You might be prompted to set up social features. Click <b>No Thanks</b> to ignore or <b>OK</b> to setup.</p> <p>OneDrive for Business is run on a cloud-based Sharepoint site, so you will see references to Sharepoint when using OneDrive.</p>   |             |
| <p>6. When the “We’re almost ready!” screen disappears, click the <b>OneDrive</b> link.</p>  |             |
| <p>7. If your Documents screen does not come up within a few minutes or if you cannot click on the OneDrive link because it is grayed out, you may need to sign out (click your name and click Sign Out), and log in later to access your new OneDrive site. (See the note under step #5.)</p>   |             |
| <p>8. Click <b>New</b> to create a new Word, Excel, PowerPoint, OneNote, Excel survey file or Link. You can also upload an existing file to OneDrive or create a New Folder to organize your files.</p> <p>Some types of files cannot be uploaded. For a list, go to <a href="http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/types-of-files-that-cannot-be-added-to-a-list-or-library-HA101907868.aspx">http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/types-of-files-that-cannot-be-added-to-a-list-or-library-HA101907868.aspx</a></p> |             |
| <p>9. For additional help, click the question mark icon in OneDrive.</p>   |             |

