

## **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
<ol> <li>Open a browser and navigate to <u>http://portal.microsoftonline.com</u></li> <li>Login with your username@alverno.edu</li> <li>Since employee email is not on Office 365, you need to enter your username before "@alverno.edu." Entering your email address (firstname.lastname@alverno.edu ) will NOT work.</li> </ol>	<image/>
3. Enter your username@alverno.edu and your Alverno network password. Click Sign In.	
<ul> <li>4. The first time you log in, your OneDrive for Business site will be created.</li> <li>Note: Microsoft states, "Generally, for a new user, it needs some time (about 24 hours) to provision the whole Office 365 service"</li> </ul>	About me       We're almost ready!         While we set things up, feel free to charge your photo, adjust your personal actings, and fill in information about yoursel.         R code take us a while, but once we're done, here's what you'll get.         Needed take us a while, but once we're done, here's what you'll get.         Steade take us a while, but once we're done, here's what you'll get.         Steade take us a while, but once we're done, here's what you'll get.         Steade take us a while, but once we're done, here's what you'll get.         Steade take you'll here we're done, here's what you'll get.         Steade aan we're here we're done, here's what you'll get.         Steade aan us you'll here we're done, here's what you'll get.         Steade aan us we're here we're done, here's what you'll get.         Steade aan us we're here we're done, here's what you'll get.         Steade aan us we're here we're done, here's what you'll get.         Steade aan us we're here we're done, here's what you'll get.         Steade aan us we're here we're done, here's what you'll get.         Steade aan us we're here we're done, here're what you'll get.         Steade aan us we're here we're done, here're what you'll get.         Steade aan us we're here we're done aan us we're here we're done aan us we're here we're done aan us we're here we'r

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Task	Screen Shot
<ul> <li>5. You might be prompted to set up social features. Click No Thanks to ignore or OK to setup.</li> <li>OneDrive for Business is run on a cloud-based Sharepoint site, so you will see references to Sharepoint when using OneDrive.</li> </ul>	Office 305       Hendled Stylow       Stel R. Person       P         Versp@alverno.edu       We're almost ready!       Seeth conversion       P         While we set things up, feel fire to change your photo, addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person and diffice of the set down to addutt your person addutt addue a
<ul> <li>6. When the "We're almost ready!" screen disappears, click the OneDrive link.</li> </ul>	Good afternoon       L Install Office 2016         Image: Second afternoon       Other install         Image: Second afternoon       Image: Second afternoon<
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.)	Newsford     OreiChite     State     Lots     Advance     State     State </td
<ul> <li>8. Click New 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.</li> <li>Some types of files cannot be uploaded. For a list, go to <u>http://office.microsoft.com/en- us/office365-sharepoint-online- enterprise-help/types-of-files-that- cannot-be-added-to-a-list-or-library- <u>HA101907868.aspx</u></u></li> </ul>	OneDrive         + New ∨ ↑ Upload ♀ Sync         □ Folder         □ Folder         □ Word document         □ Excel workbook         □ PowerPoint presentation         □ OneNote notebook         □ Excel survey         ⊕ Link
9. For additional help, click the question mark icon in OneDrive.	

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