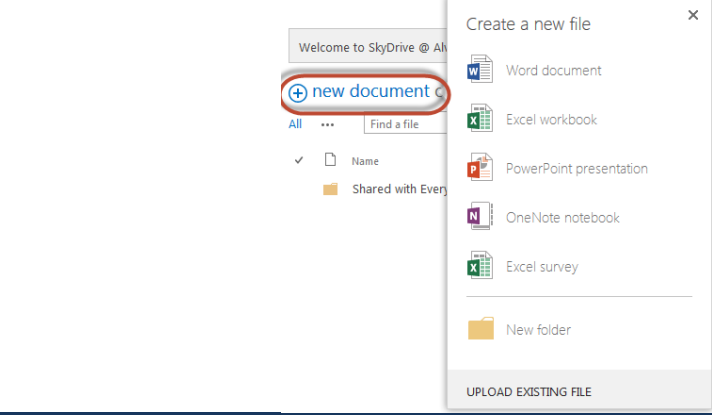



OneDrive for Business - Students

Students have access to 1TB of cloud storage space through Microsoft Office365 OneDrive for Business (formerly SkyDrive Pro) using their Alverno network account name and password. Documents in this storage space can be shared with other students or faculty. In addition, students have access to Office Web Apps allowing them to create Microsoft Word, Excel and PowerPoint files.

Task	Screen Shot
<p>1. Open a browser and navigate to student email: https://student.alverno.edu/ Log in with your Alverno email address and network password.</p>	
<p>2. Click on OneDrive. The first time you log in, your OneDrive area will be created.</p>	
<p>3. You will be prompted to set up social features. Click No Thanks to ignore or OK to setup.</p> <p>OneDrive is run on a cloud-based Sharepoint site, so you will see references to Sharepoint when using OneDrive.</p>	

Task	Screen Shot
<p>4. When the “We’re almost ready!” screen disappears, click the OneDrive link in the blue bar at the top of the screen to access your OneDrive area.</p> <p>You can also have a personal storage area in OneDrive that is connected to a non-Alverno, personal email address.</p>	
<p>5. 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 Pro site.</p>	
<p>6. Click new document to create a new Word, Excel, PowerPoint, OneNote or Excel survey file. 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 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</p>	
<p>7. For more information on how to use OneDrive, click on Learn more here.</p>	

Task	Screen Shot
<p>8. Click new document to create a new Word, Excel, PowerPoint, OneNote or Excel survey file. You can also upload an existing file to OneDrive or create a New Folder to organize your files.</p>	
<p>9. To return to email, click Outlook.</p>	
<p>10. For additional help, click the question mark icon in OneDrive or start with this link:</p>	<p style="text-align: center;">OneDrive for Business Help</p>