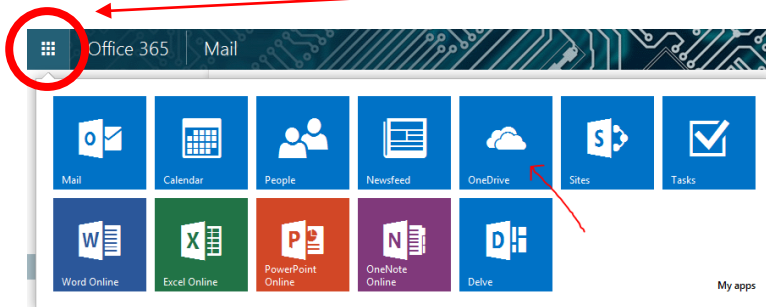


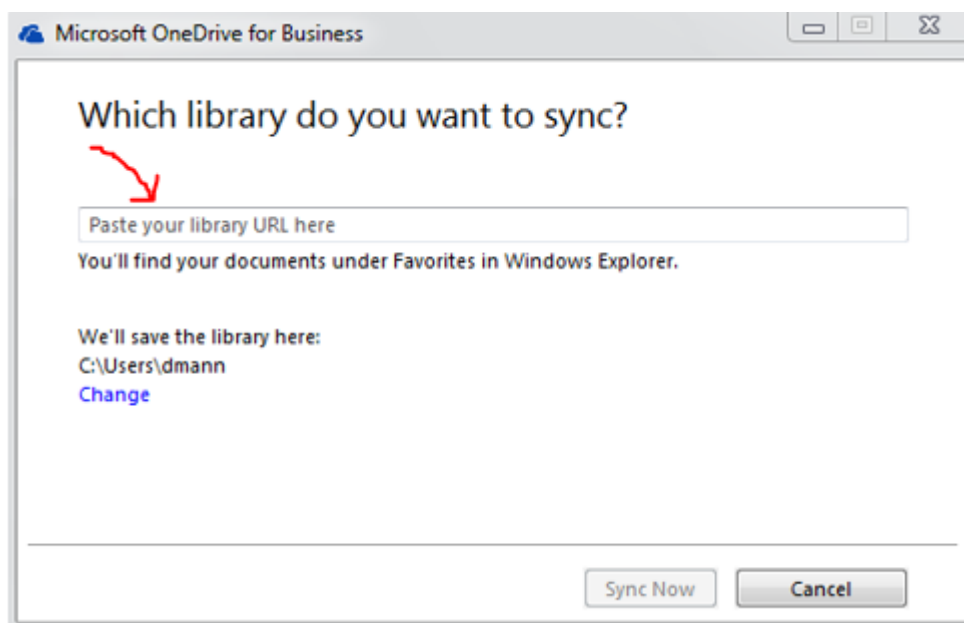
Adding OneDrive to Your Personal Computer

Once you have installed Office 365, you automatically have access to Microsoft's OneDrive. Students are given **100GB** of cloud storage that you can access like a normal folder on your personal computers from anywhere you have internet access. Any files/folders that are "dropped" in this folder are synced with their OneDrive cloud storage account.

- ✓ Log in to your email through a browser
- ✓ Once logged in, click the "waffle" and choose **OneDrive**



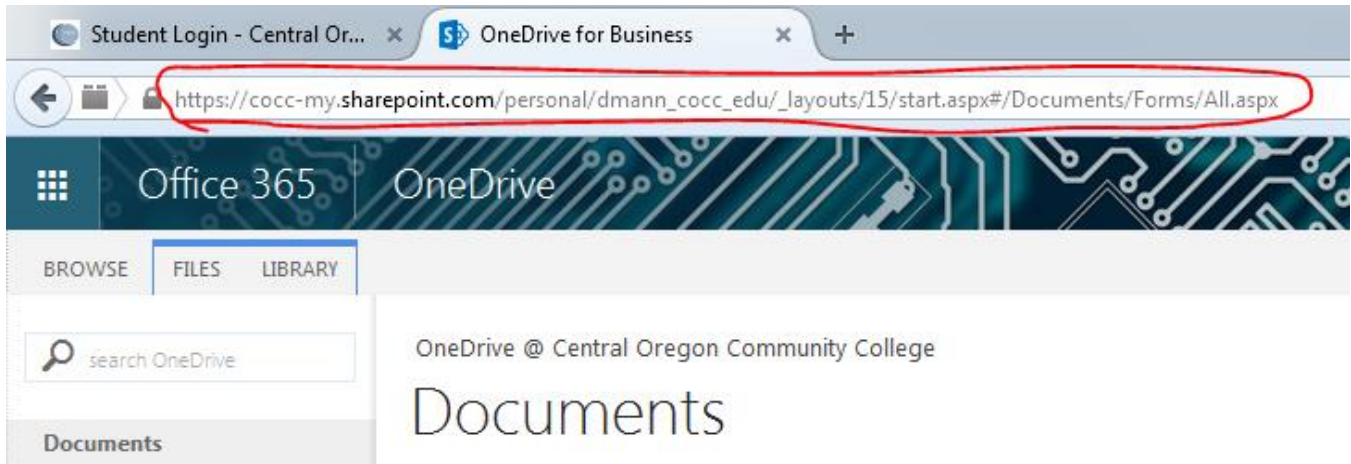
- ✓ Click the **Start (Windows Icon) Button** and type "onedrive" NO SPACES, case doesn't matter and select **OneDrive for Business**
- ✓ This window should pop up



*** The software and access to COCC's OneDrive are valid as long as you are a student. Access may be available up to one year after you graduate/are no longer enrolled. Please ensure you have a backup of any documents saved on OneDrive. ***

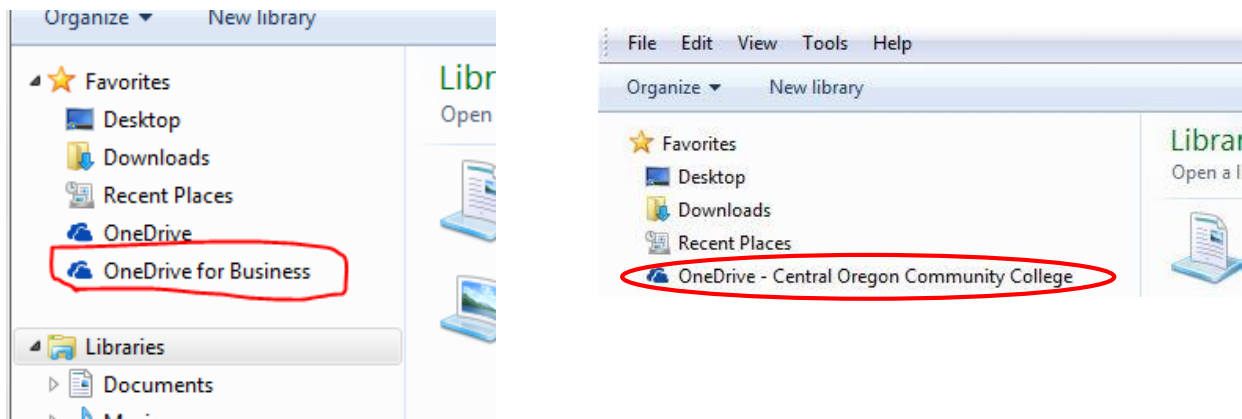
- ✓ Go back to the browser that has your online OneDrive and copy the URL (the internet address)

MAKE SURE TO COPY THE ENTIRE ADDRESS it should end in “...All.aspx”



- ✓ Paste it into the OneDrive for Business window and click **Sync Now**
- ✓ OneDrive will begin syncing your COCC files from the cloud onto your computer
- ✓ Verify this by going to Windows Explorer and looking in the Favorites section of the Folder tree

It will either say “**OneDrive for Business**” or “**OneDrive – Central Oregon Community College**”



REMEMBER: DO NOT DISCONNECT FROM THE NETWORK

UNTIL THE SYNC IS COMPLETE!

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