

Basic Tips for Accessing Files on OneDrive for Business

Each employee who has a Durham Tech email account also has free cloud storage space (1 TB) on Microsoft's **OneDrive for Business**. (Use this space for storing work files only.)

Your login for accessing OneDrive for Business is the same as you use to access Durham Tech email online:

- **Sign-in name** = [last name] + [first initial] + [last 4 digits of employee ID #] + [>@durhamtech.edu]
Example: smithb4567@durhamtech.edu
- **Password** = same as for email, Sakai, WebAdvisor, etc.

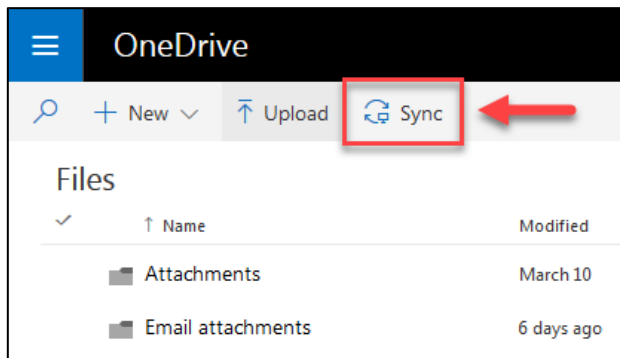
There are many ways to access files stored on your OneDrive for Business space. Here are a few:

Access your One Drive files online, from the Office 365 Portal

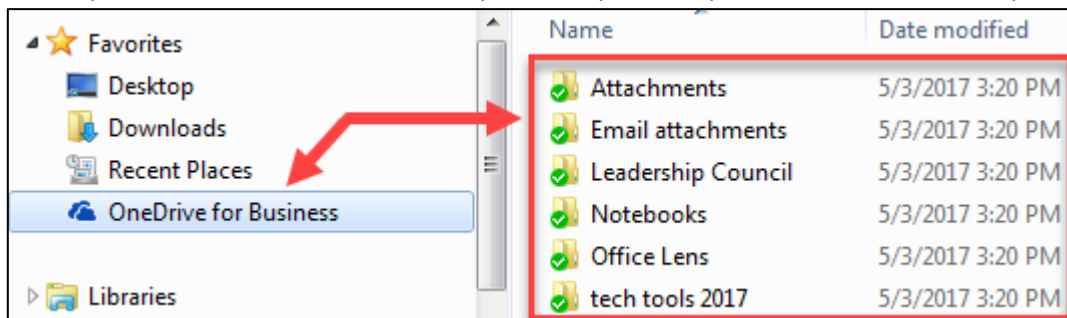
1. Visit portal.office.com (a Quick Link is available on the Durham Tech website)
2. Log in using your **Sign-in Name** and **password** (see above)
3. Click **OneDrive** to view your stored files

Set up your computer to sync your OneDrive for Business files to your computer

1. Follow steps 1 – 3 above to access OneDrive online
2. Click **Sync** along the top



3. In the box that appears, click **Sync now**
4. The "Launch Application" window opens. It should show **OneDrive for Business** highlighted in blue. Click **OK** to choose this application. (If you don't have this application installed, you will be prompted to download and install it.)
5. Log in using your **Sign-in Name** and **password** (see above)
6. A message that says "Ready to sync..." should appear. Click **Sync Now**
7. Files stored in your OneDrive space are now being synced (copied) to your computer. You can access your current OneDrive files at any time on your computer, in Windows File Explorer:



For more information, see Microsoft's web page: [What is OneDrive for Business?](http://aka.ms/whatsonedrive)
[<http://aka.ms/whatsonedrive>]