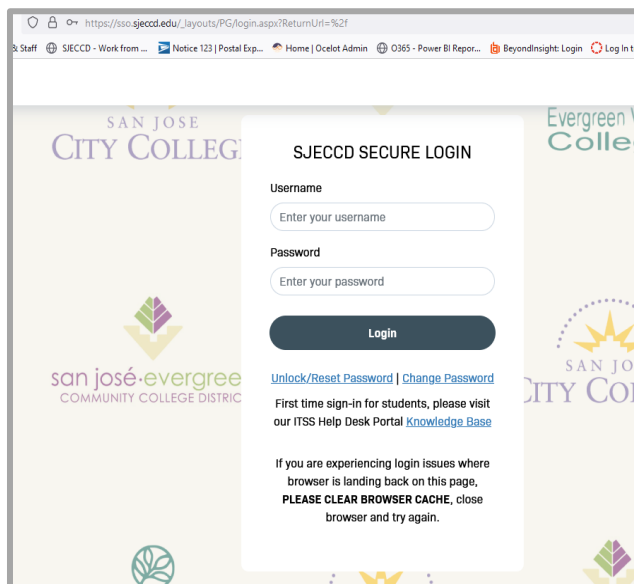


OneDrive Access through O365

Your Microsoft 365 account includes 1TB of personal online storage in OneDrive for Business. Files that you keep in OneDrive can be easily accessed from any web browser. Follow these steps:

1. Sign-in to your Microsoft 365 account by using the Single Sign On link below:

<https://sso.service.edu>

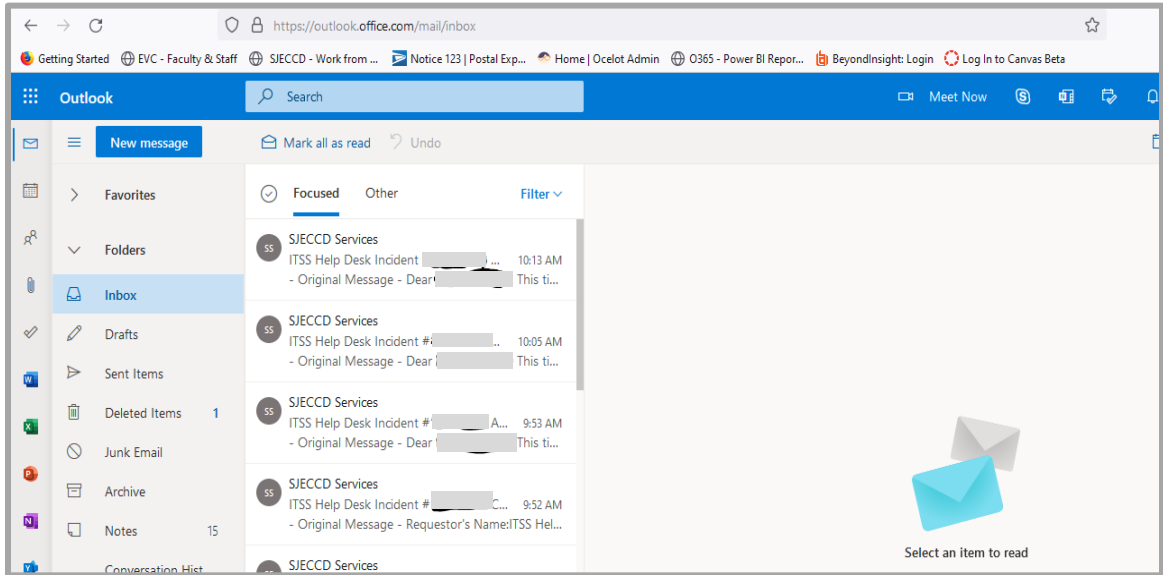


Enter your email address in the Username field and enter your Password and click on “Login”

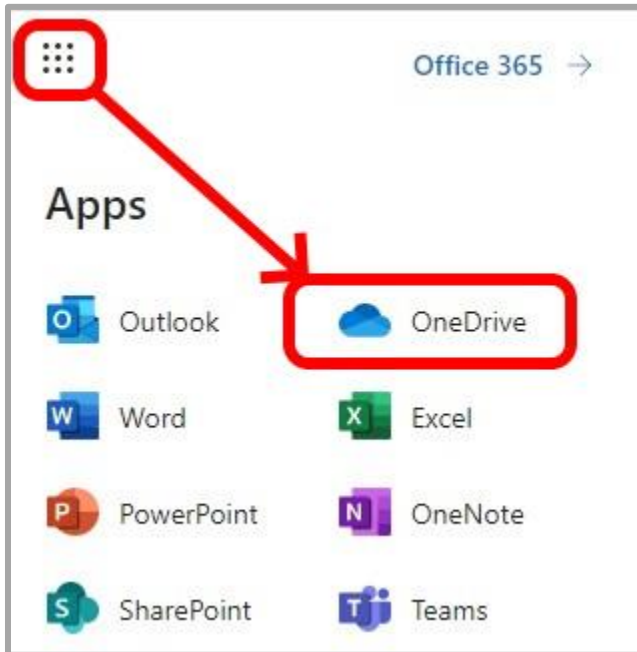
2. You should arrive at the SJECCD SECURE LOGIN dashboard. All the applications you have access to will display:
click on the Office 365 icon to connect to your email account.



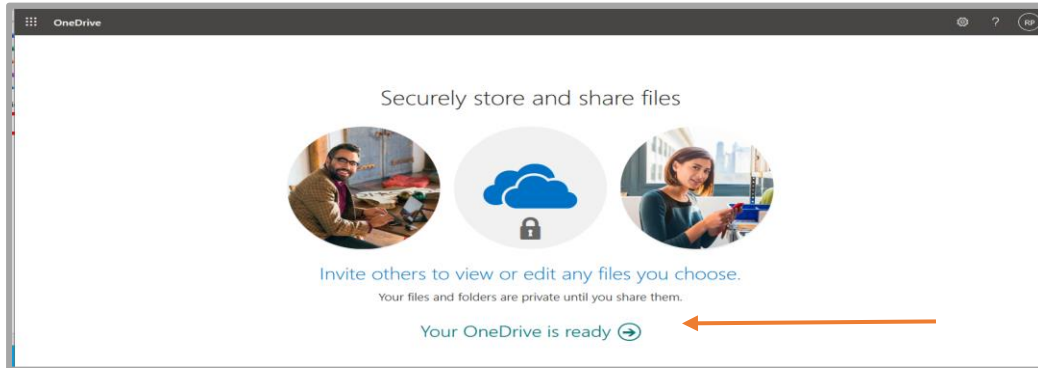
3. Now you should be in your school email account, which should look similar as below:



4. Click the **App Launcher** button in the upper left corner and select **OneDrive**.

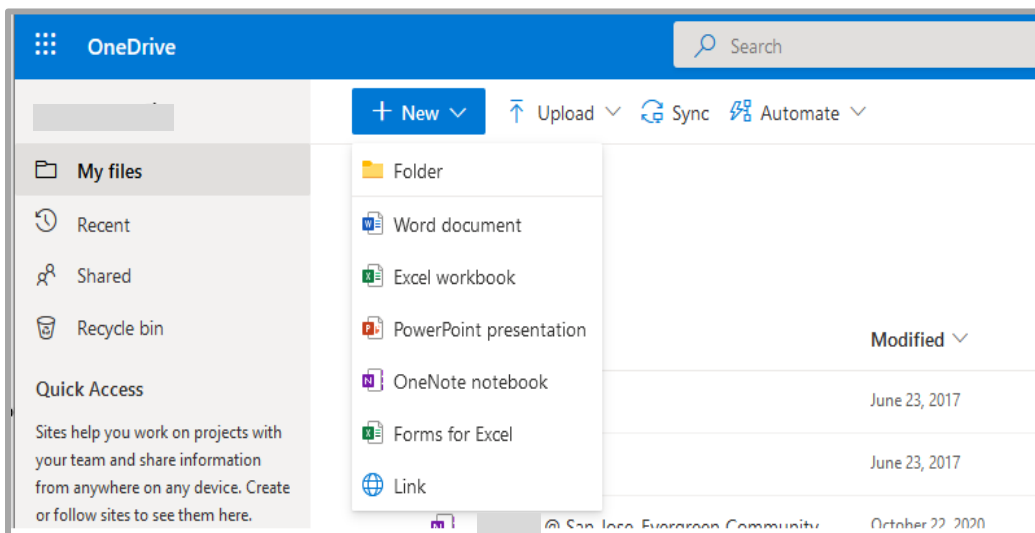


5. You should get a welcome screen as below: Click on the green arrow below to enter OneDrive



You will only get this welcome screen once, afterwards you will be sent directly to your OneDrive account

6. To create a new document or folder click **New**.



7. To upload files or folders from your computer click **Upload**. You can also **drag files** from your computer to one of your OneDrive folders.

