

OneDrive for Business

Logging into OneDrive from the web for the first time

- Go to <https://www.csbsju.edu/o365>.
- In the **User name** box, type the following: **username@csbsju.edu** where username = your network username.
- In the **Password** box, type your network password.
- From the App Launcher, choose **OneDrive** from the available online apps. The first time you click on OneDrive, you may see a message that indicates your account is being activated. That process takes a few minutes to complete.



You can use OneDrive service from the browser window. Once you have initially launched OneDrive, it should also be a default save option within your Microsoft Office applications.

Macintosh: Logging into OneDrive from the web for the first time

- Start OneDrive by pressing cmd+Space to launch a Spotlight search and type OneDrive
- Click on OneDrive and download the application
- Enter your work or school email and then select Sign in to set up your account

Adding Files

- Choose **Upload** or drag files from your computer to OneDrive.

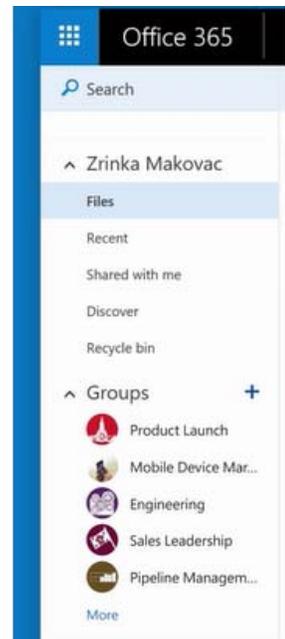
Viewing and Working with Files

Navigation Pane on the left

- Click a link in the navigation pane to change what you're seeing in the file list

Toolbar

- Use the toolbar to Search for files, create **New** files and folders, **Upload** and **Sync**.
- Click **Sort** to change how you'd like to view your files
- Select information to check recent activity on your files
Select a file and choose what you'd like to do with it (Open, Share, Get a link, Download, Delete)



Create a file in OneDrive

- Select New and choose the type of file you want from the dropdown (Word, Excel, etc.)
To rename a file, click the title of the file in the title bar, for example Document, and then type a name. All changes are automatically saved in the Office online apps so when you go back to OneDrive your new document is already saved.

Create a file in an Office desktop app

- Open a desktop app, like Word, Excel or Power Point.
- Select File, Save As
- For the location, select your OneDrive for Business account
- Type a name for the file.
- Save.

Create Folders

- Select New, Folder
- Type in the name of a folder
- Select Create
- Select the files you want to drag into the folder