


## Weekly Tech tip: Introduction to One Drive

**Microsoft OneDrive** is a storage program that allows users to share files and media with others and is available to all members of ENMU.


### To Access OneDrive:

- Log in to my.enmu.edu
- Click  **LaunchPad**

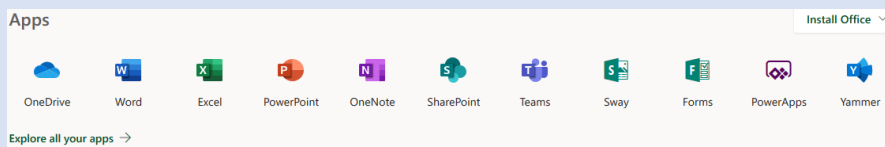
If Student:

Click  **Office 365**

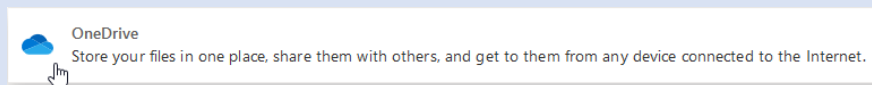
If Faculty or Staff:

Click  **Office 365 AD**


- If OneDrive is not visible as shown below, click 'Explore all your apps' to display all Microsoft apps available to you and locate OneDrive in that list.

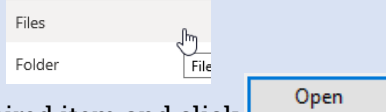


- Click OneDrive



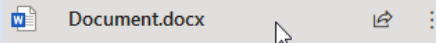



### To Upload a File or Folder to OneDrive:

- From your OneDrive, click  **Upload** (located near the top)
- You now have the option to upload files or folders:



- Select the desired item and click

### To share a file or folder:

- Click next to the item's name to highlight the line 
- Click  to share via either  **Share** or  **Copy link** **Share or Copy Link**

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