

One Drive on your Desktop Tutorial (Windows)


IMPORTANT NOTE

During work from home, it is incredibly important that ENMU Employees store University related material, especially FERPA material in One Drive storage, not on their off-campus machines.

First, follow the tutorial on how to install Office 365 on your machine located [here](#).


After it is installed, go to File Explorer, which can be done via left clicking on the Folder Icon in the taskbar, usually located at the bottom of the screen:




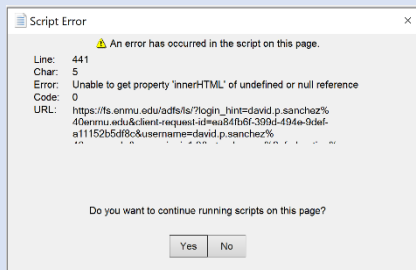
On the left hand side, locate  and left click on it

Enter your ENMU email in the window that appears:

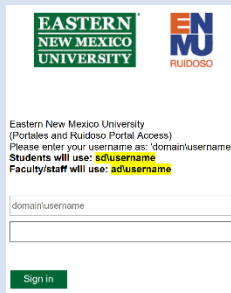
example@enmu.edu

Now left click 

This might pop up, if it does, left click 




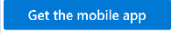

Now follow standard ENMU portal sign in procedure:




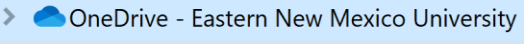
Eastern New Mexico University
(Portales and Ruidoso Portal Access)
Please enter your username as: 'domain/username'
Students will use: **sd/username**
Faculty/staff will use: **ad/username**

domain/username

Sign In

ITS strongly encourages you to read the Microsoft introductory tutorial messages, but just continue to Left click  until you reach the mobile app portion, at which point you can either left click   at your discretion of course.

Finally, left click  to get started.

Congratulations, now you can use One Drive FERPA secure cloud storage by going to the File Explorer  and finding  on the left hand side.

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If you need assistance or have questions, you may contact Help Desk

via Teams by clicking [Here](#)

via phone at: 575-562-4357

via email at: Help.Desk@enmu.edu

To see additional tutorials and tech tips, or to download this tutorial, visit

[ENMU ITS Weekly Tech Tips](#)

– ENMU Portales Help Desk & ITS Technical Trainer