iTech Helpdesk

Student E-Mail Features

If you require any assistance with these instructions please call the helpdesk at 361-593-4357

OneDrive Features:

1. In order to access your student e-mail features, you must first go to **http://onedrive.live.com.** Click the sign in button at the top and enter your student e-mail address (firstname.lastname@students.tamuk.edu) ***If you do not remember your student e-mail address, please view the first part of, "How to find your User Name" in the iTech website.**

2. Then, for your password, use the password you created when you first setup your student e-mail.

For assistance with this account please go to https://account.live.com/ResetPassword.aspx to reset the password or call (800) MICROSOFT (642-7676). ***iTech Support Services has no control over your password reset or access to OneDrive.**

OneDrive

Microsoft account What's this?

| someone@example.com |
| Password |

☐ Keep me signed in

Sign in

Can't access your account?
Sign in with a single-use code

3. **OneDrive Features:** Once you've logged in to OneDrive, you will notice a menu bar at the top and on the side. Most of the information you need to access will be on the top bar.
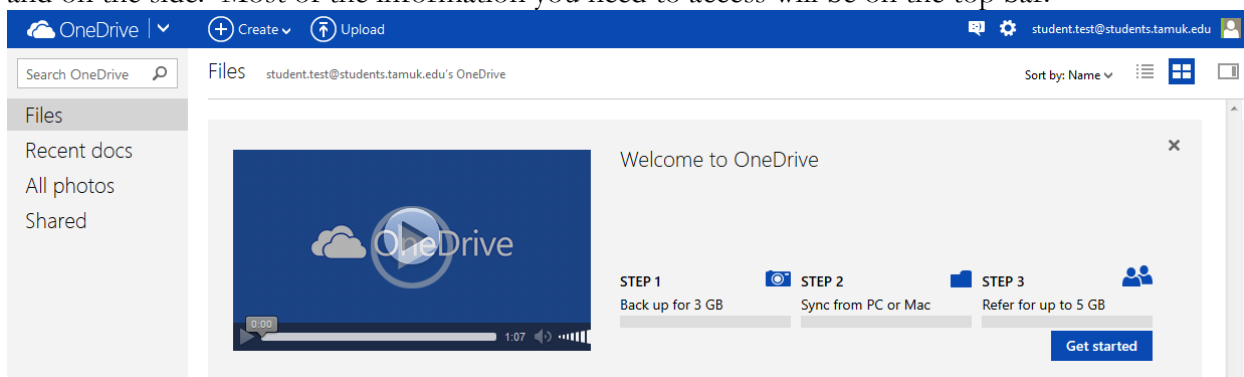
4. **OneDrive - Office Online:** Through OneDrive, you have access to create Microsoft Office documents on the web! This includes Microsoft Word, Excel, and PowerPoint. As you create the document, you can save it onto your OneDrive folder space. In addition to creating documents, you can also upload files into your OneDrive space. With OneDrive, all students currently have 7 GB of storage space. It's like having a portable jump drive, accessible on the web.
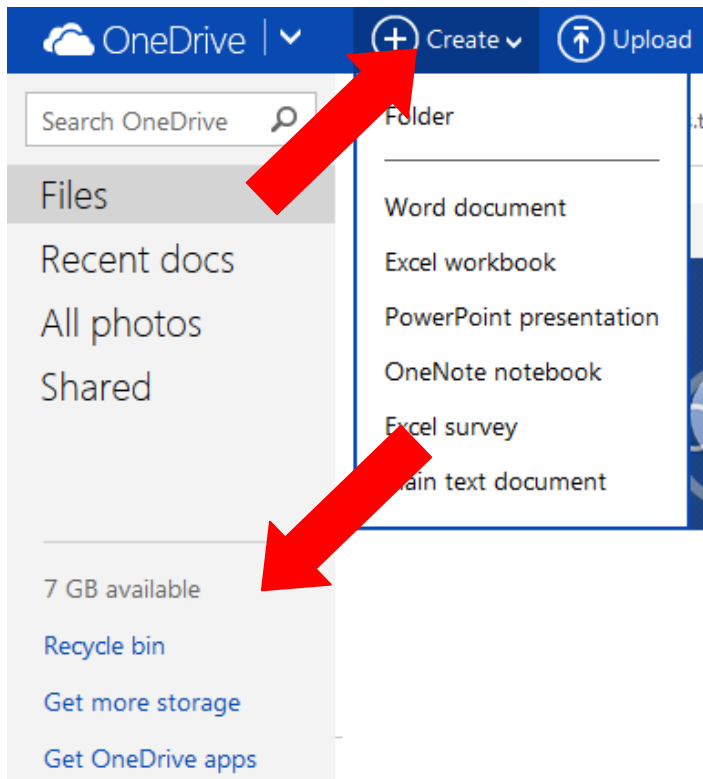
4. **OneDrive Warning:** Please note: If you click on the drop-down arrow next to the OneDrive logo on the top left hand corner of the screen, a black menu with buttons will appear. It is important **NOT** to click on the Outlook.com button. It will **NOT** take you back to your student e-mail. Instead, you will be given an error message. If you do manage to click on this button, just click back on your browser at least two consecutive times.