iTech Helpdesk

**Office 365 E-Mail Features – OneDrive**

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

OneDrive Features:

1. To access OneDrive, you must be already signed in to your Office 365 E-mail.
To view instructions on how to sign into your Office 365 E-mail, please click here.

2. On the top menu bar, click on the box with 9 smaller squares to bring up the menu items.
Look for the OneDrive icon and click on it.

*Please note: If any of the apps shown below are missing please call the Help Desk
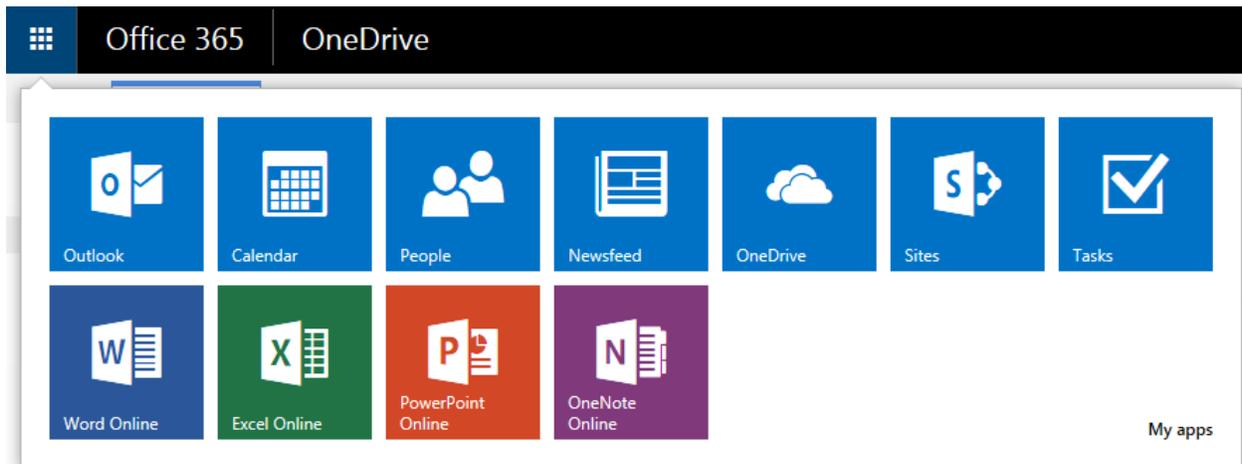
For every new user, you must click on the Next button to setup your OneDrive.

Welcome to OneDrive for Business

One place for all your work files.

Next →

After this process, you will get a pop-up window asking you to get the most out of SharePoint. We recommend that you uncheck the "Let's get social" box and click the "No Thanks" button. Once you complete this process, your OneDrive is ready for use!

3. **OneDrive - Office Online:** Through OneDrive, you have access to create Microsoft Office documents on the web! This includes Microsoft Word, Excel, PowerPoint, and OneNote. 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. OneDrive currently has unlimited storage space, but you can only upload up to 1 TB. It's like having a portable jump drive, accessible on the web.