# One Drive User Guide

Installing OneDrive

Please click this link to download OneDrive; the installation works for both Windows and Mac. Once you've installed it, follow the instructions outline in Sign-In in order to sign-into your account.

Sign-In [Local Installation]

Go to the bottom right hand corner of your screen and click on the cloud icon. A new box will pop up, prompting you to sign-in using your email.
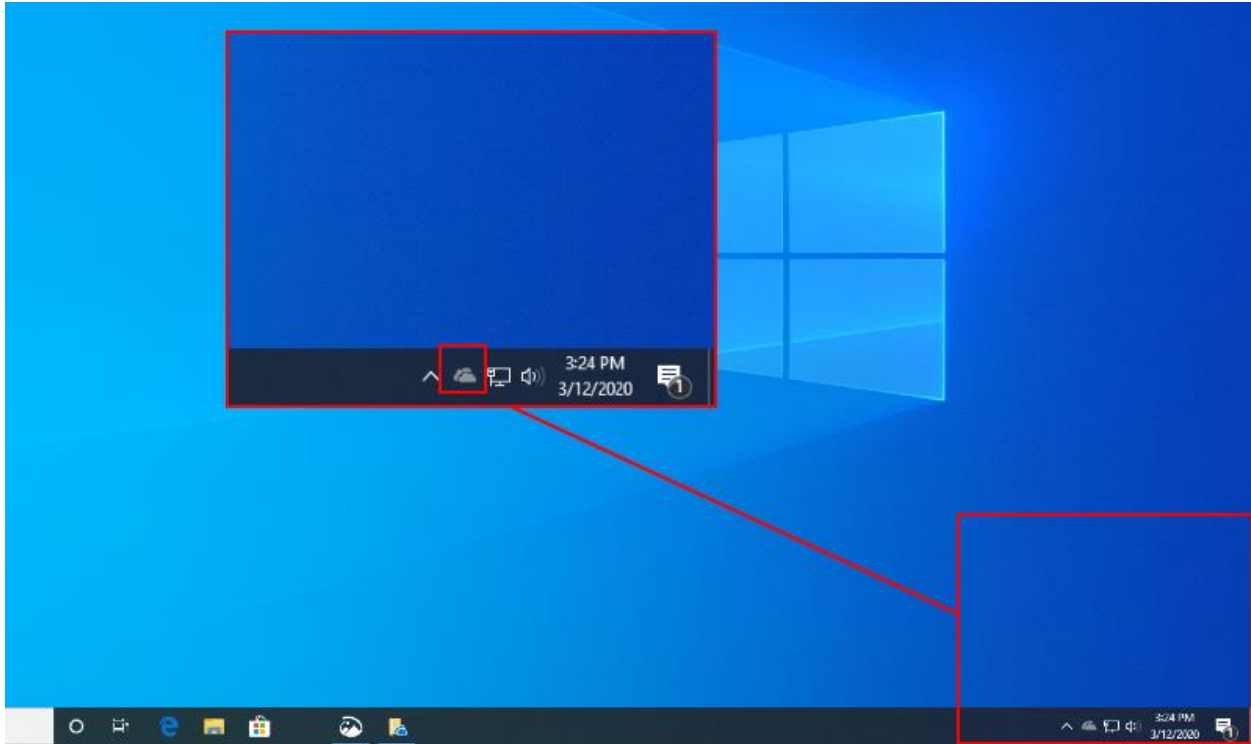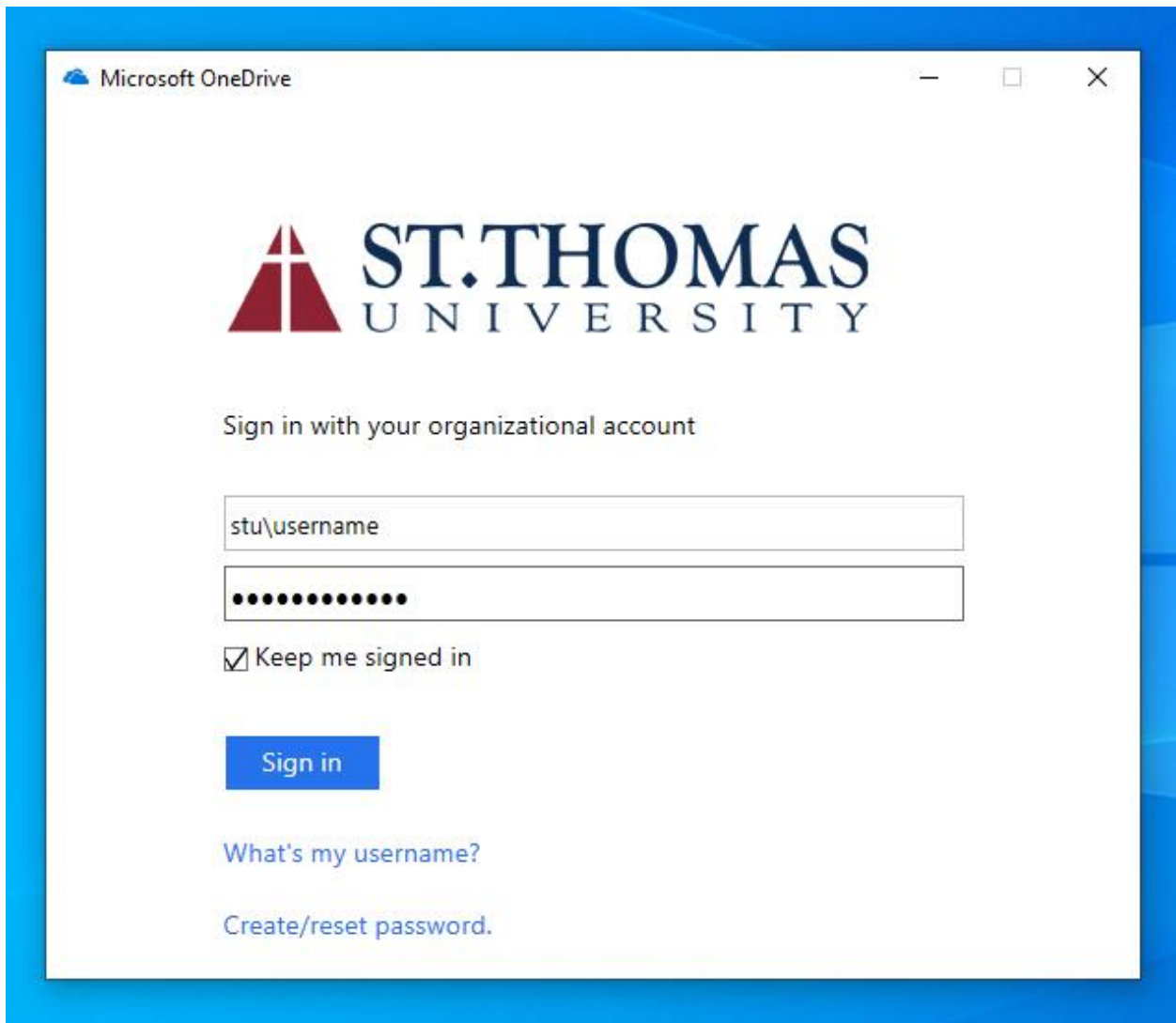
Type in your STU email.

Type in your password, choose 'Keep me signed in' and click sign-in. Your OneDrive inbox will finish set-up. If there are any errors, OneDrive will alert you to the problem and you can contact OIT for assistance.
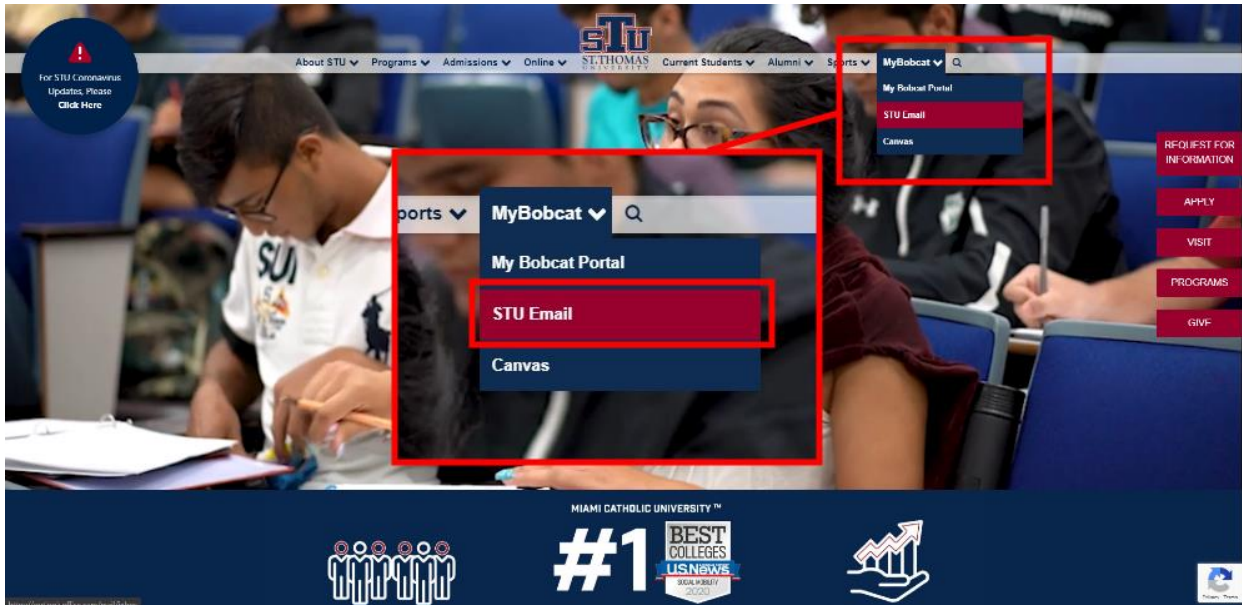
How To Access OneDrive

There are one of two ways to access your online OneDrive.

View Online – Website

Open up a web browser, we recommend Google Chrome, and go to stu.edu. On the top-right hand corner of the screen, hover the mouse over 'My Bobcat.' On the dropdown, select 'STU Email.'

Sign in using your STU credentials.

Note: If you are prompted and are on a work-safe computer (such as your work computer or a desktop at home you know is secure), you may choose 'Stay signed in' and 'Remember me'.

Once you're in your Web Outlook, look at the top-left hand corner of the screen. You should see a square-shaped icon made up of nine dots. Click on it once.
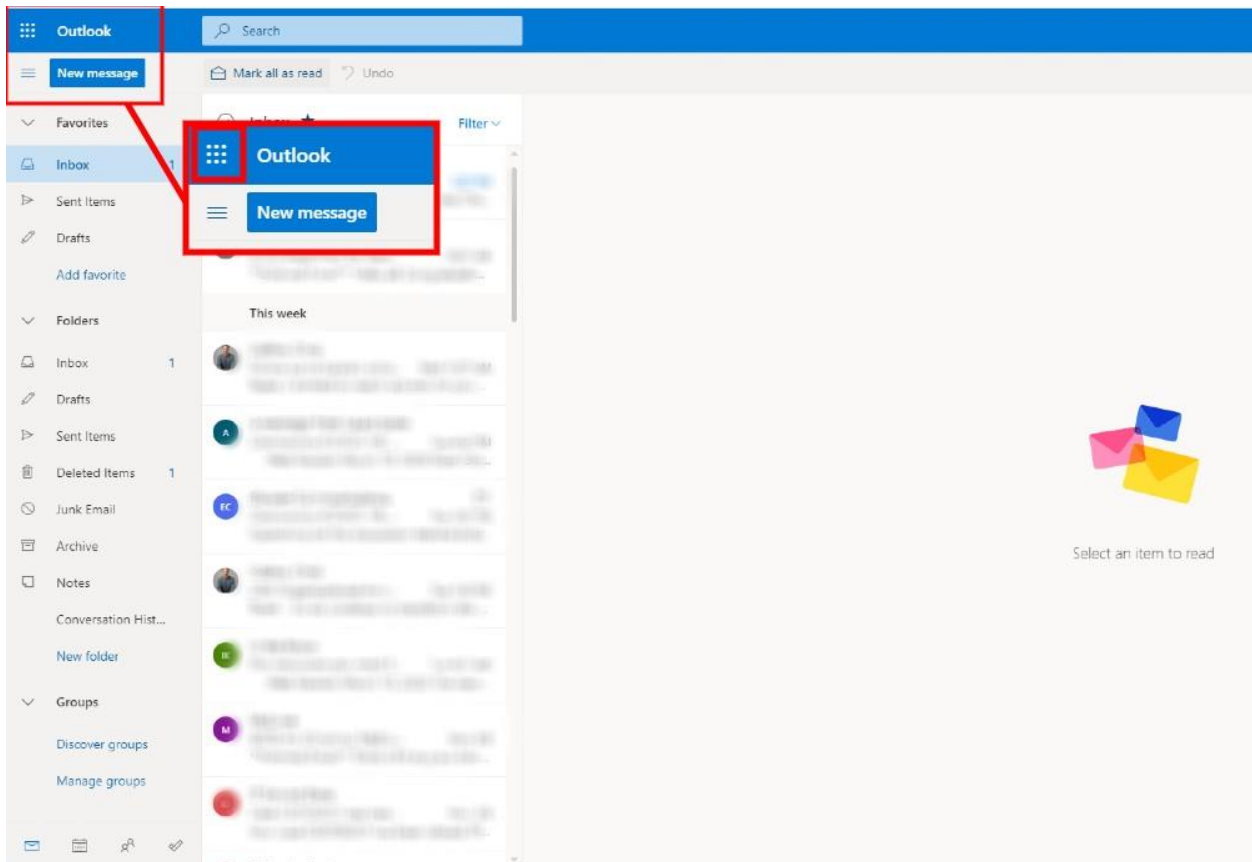
Now the 'Apps' window will open, showing you all the Microsoft Office apps you have access to. Click on 'OneDrive' to access the OneDrive web page.
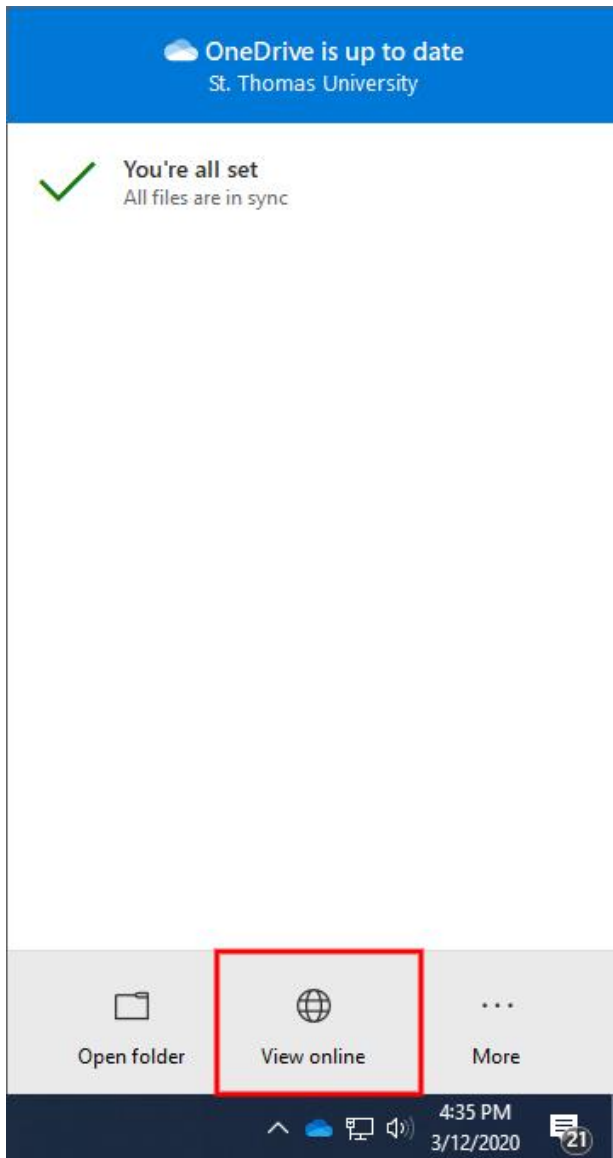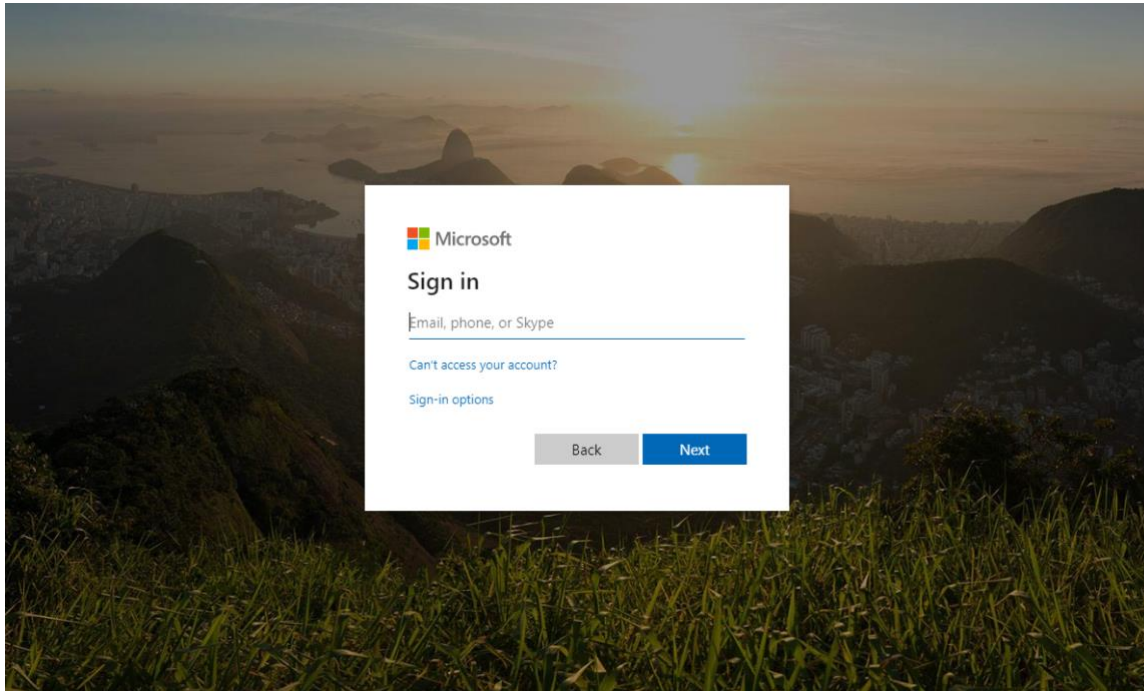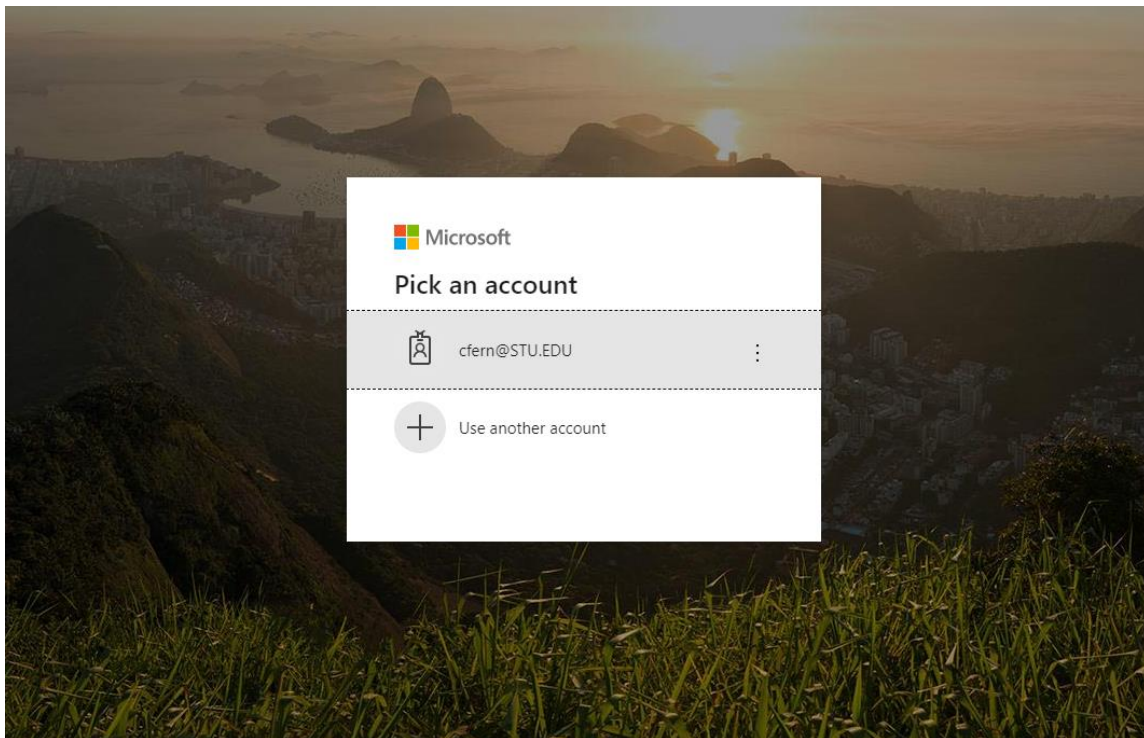
View Online – Local Install

If you are on your work computer, you can click on the previously mentioned cloud icon and select 'View Online.'
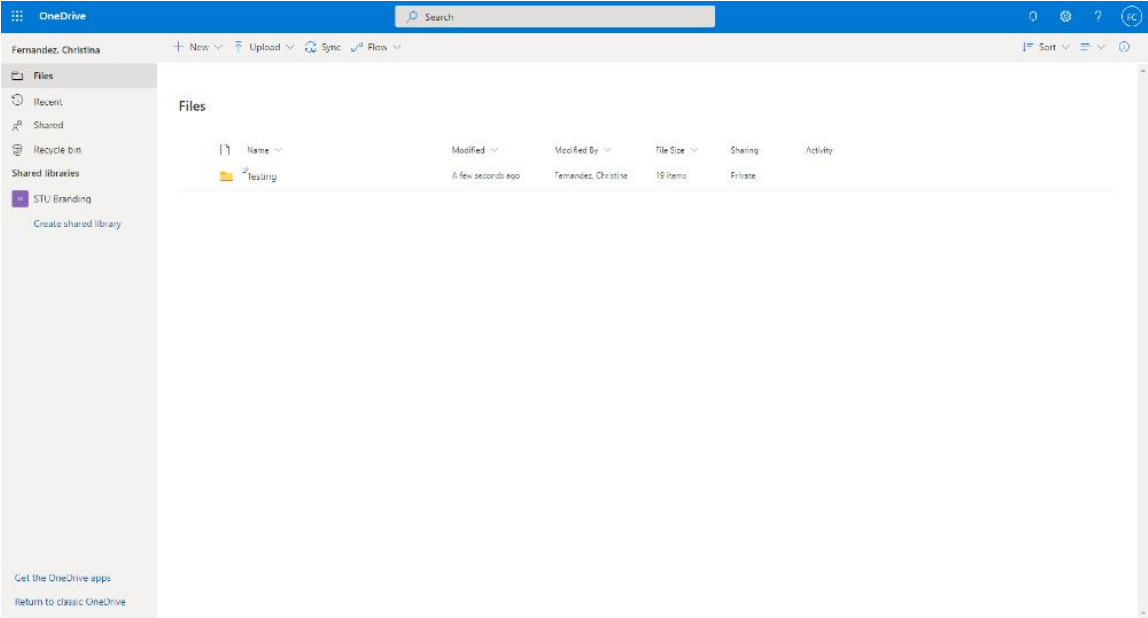
This will automatically open a browser. Use your STU Credentials to log in if prompted.

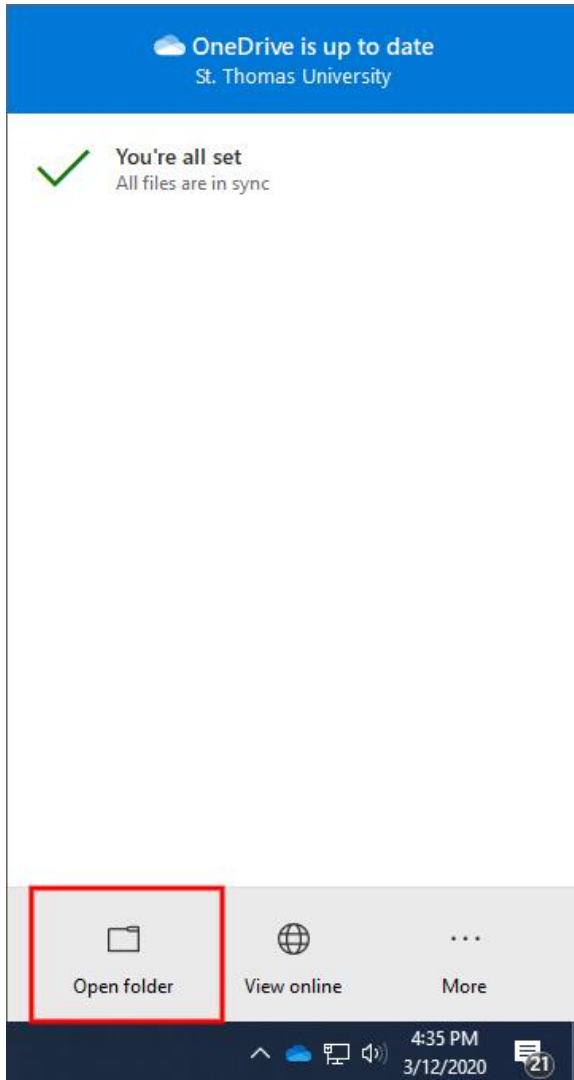If you have previously signed in, select your username and sign-in.

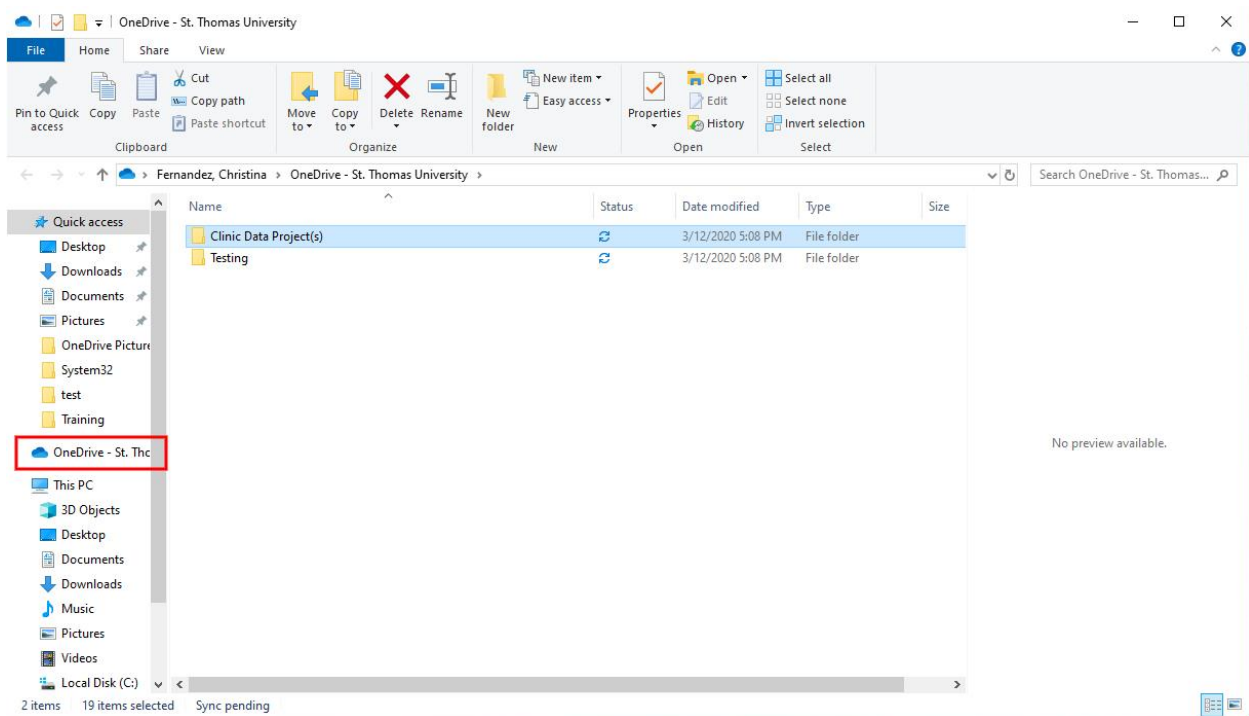Once you've signed in, you'll be at the OneDrive web page.

View on Desktop

If you have OneDrive installed, you can also select 'Open folder' to view OneDrive on the desktop.
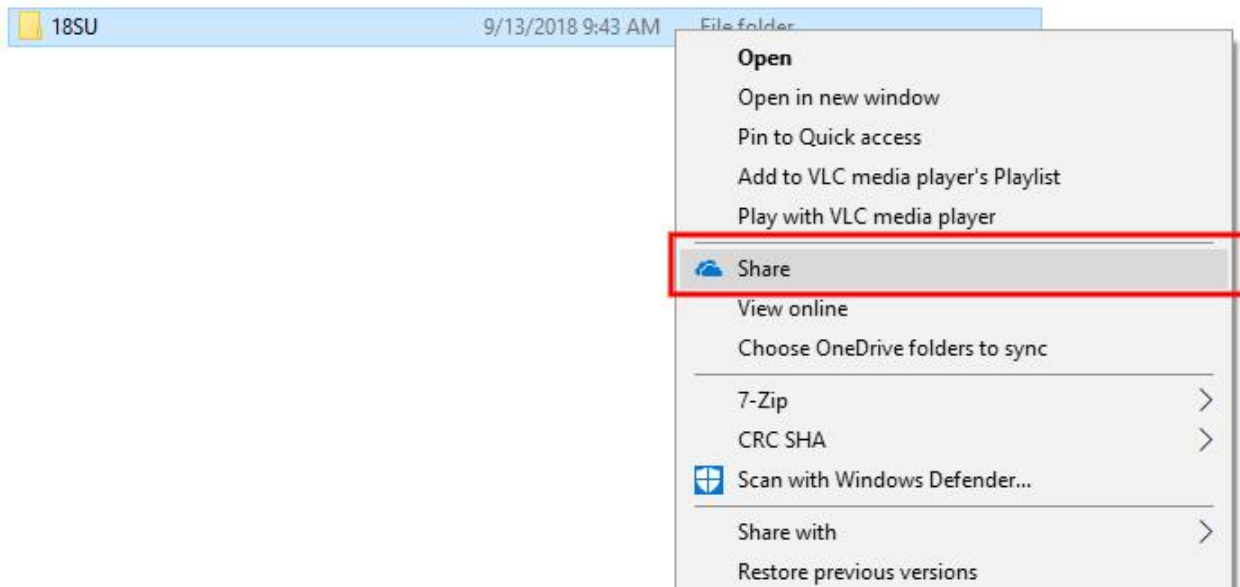
A folder will open on your Desktop. To quick access, you may also open a folder anywhere on your computer and click 'OneDrive – St. Thomas University' on the sidebar (seen in red).
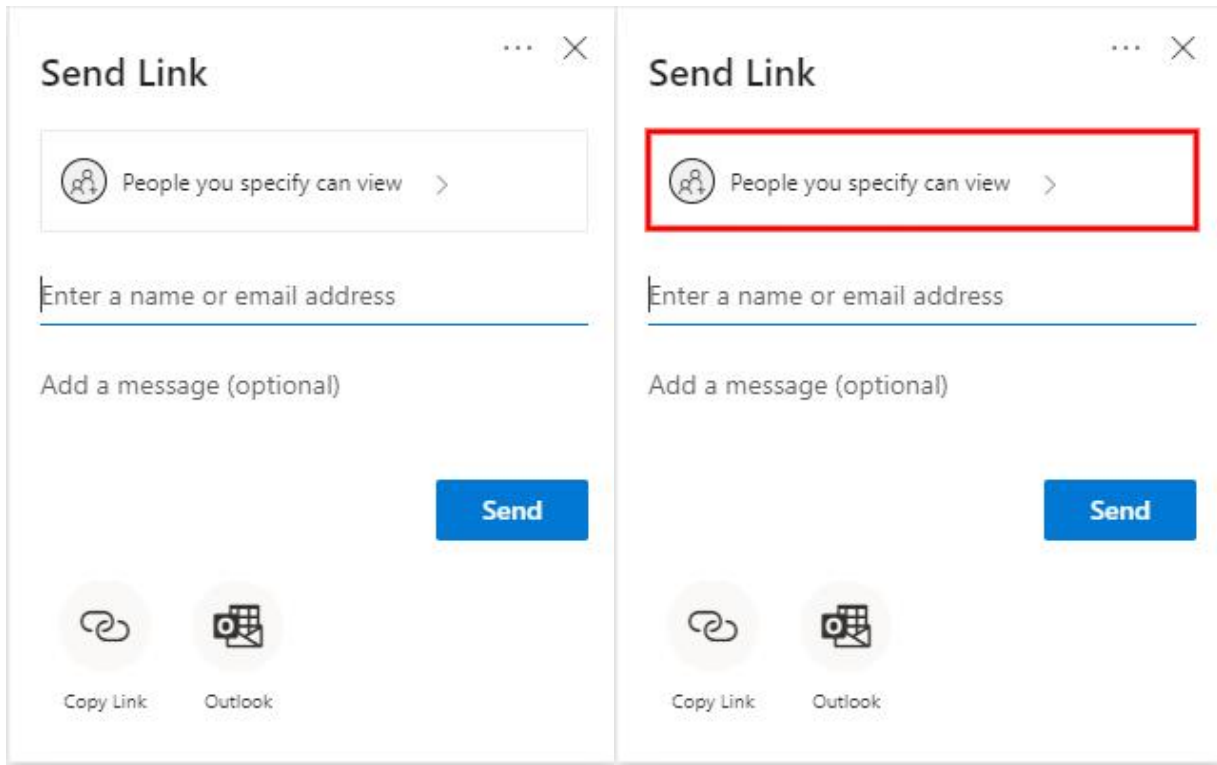
Sharing Documents on OneDrive

Open up your OneDrive Desktop folder. Right-click any folder you would like to share, and select 'Share'.

You may now create a list of people you wish to share with. Use their emails or names in order to add them and then click 'Send.' You can also select the top box instead…

…and open up various link sharing options. You may also allow edits to the item you've shared, or simply leave the box unchecked so that the invitee may only view the item in question.