



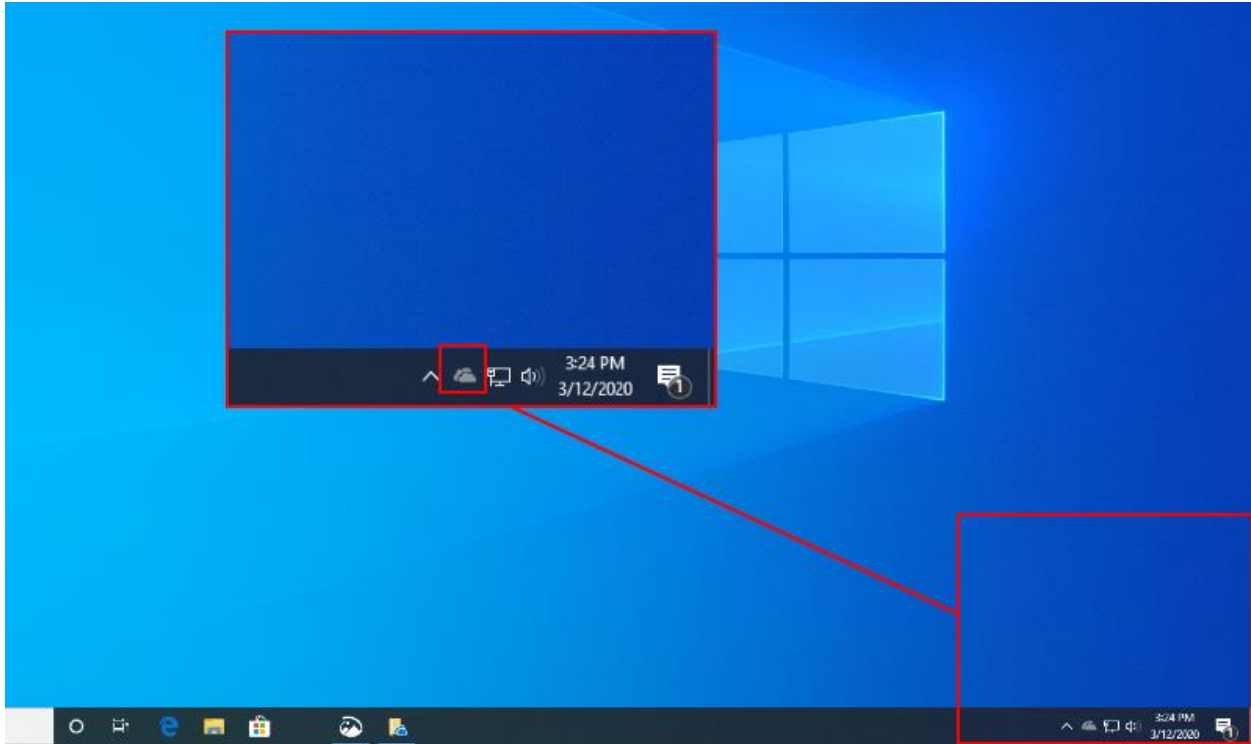
## One Drive User Guide

### 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.

Microsoft OneDrive

## Set up OneDrive

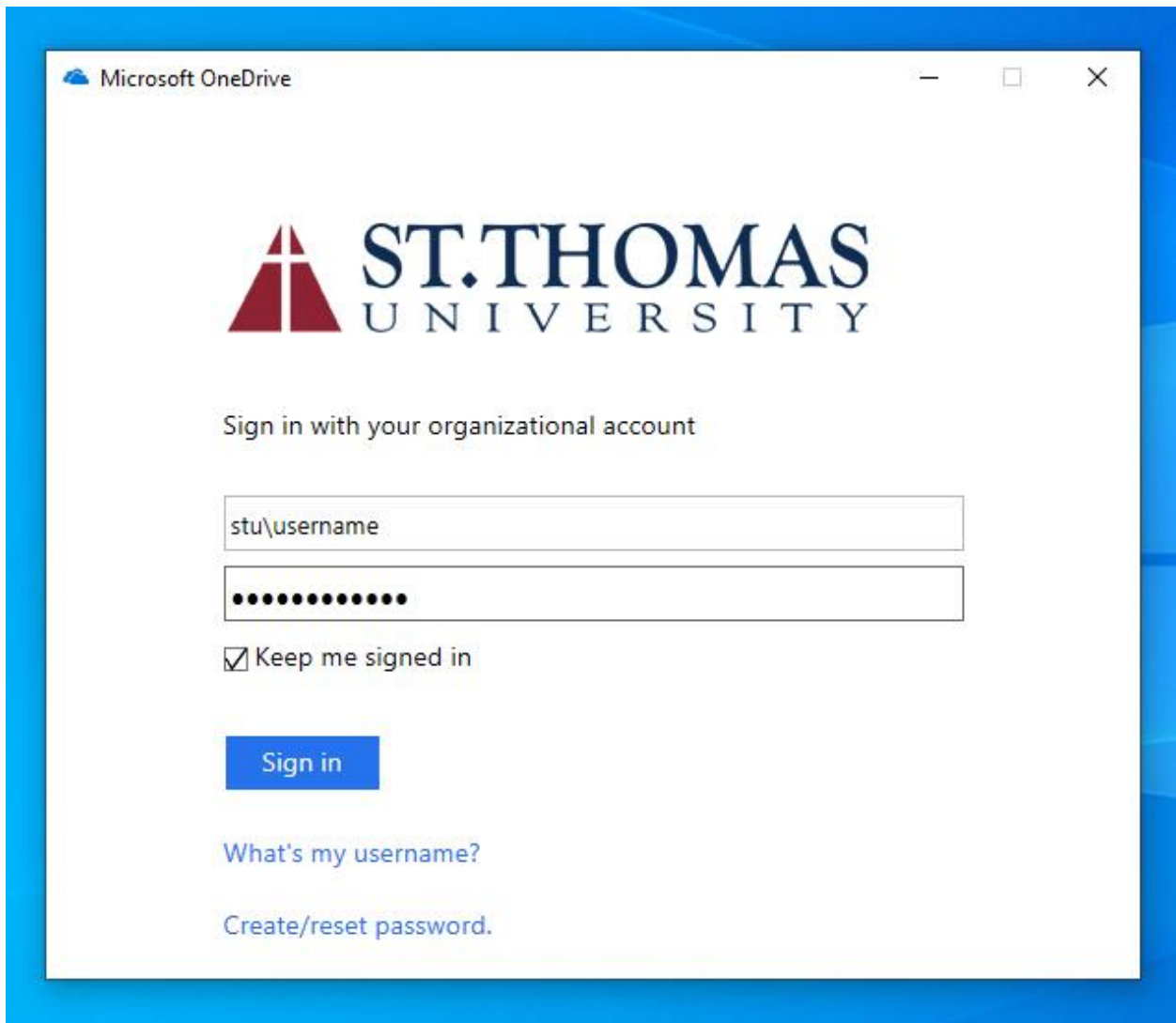
Put your files in OneDrive to get them from any device.

username@stu.edu Sign in

Enter your email address Sign in

Clicking "Sign in" means you agree to the Microsoft [Services Agreement](#) and [privacy & cookies](#). OneDrive may also download and install its updates automatically.

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.

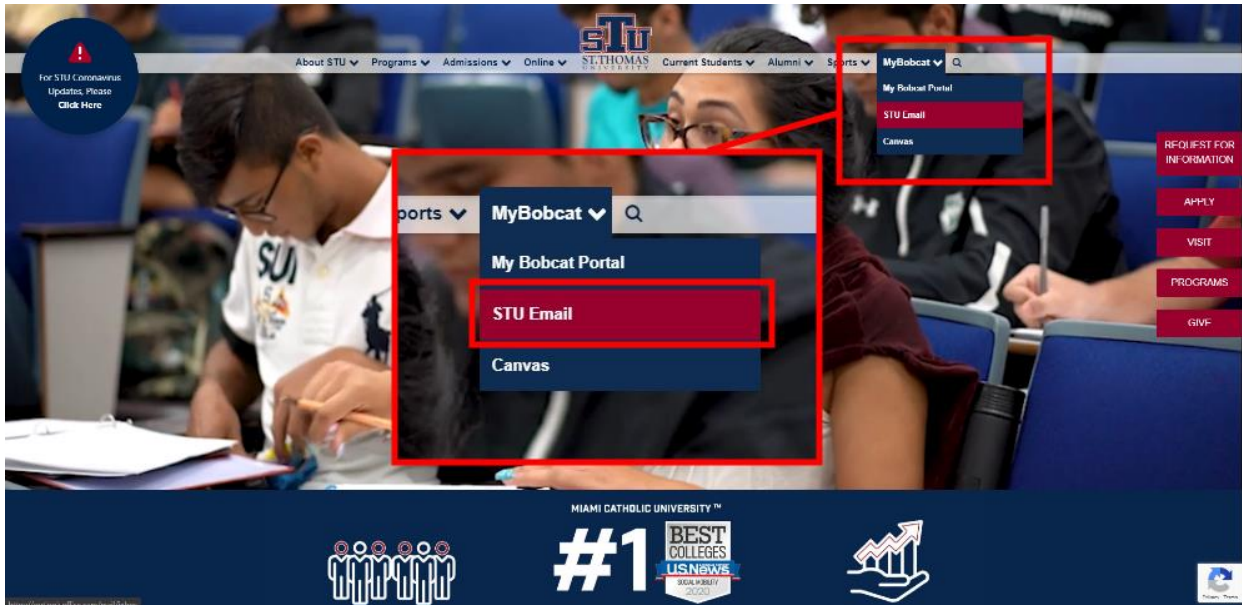


## How To Access OneDrive

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](http://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'.*



ST. THOMAS  
UNIVERSITY

Sign in with your organizational account

username

.....

Keep me signed in

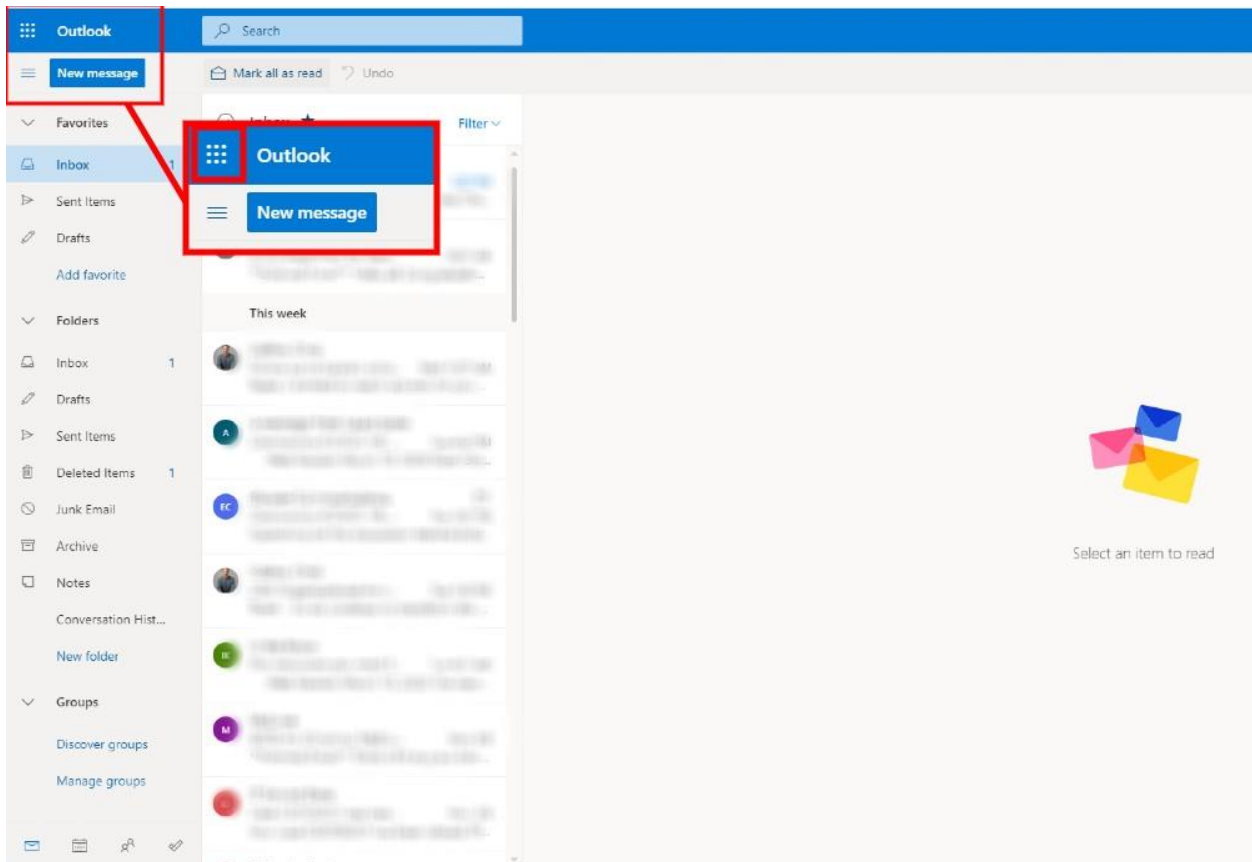
[Sign in](#)

[What's my username?](#)

[Create/reset password.](#)

[Guests.](#)

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.

☰ Office 365 →

## Apps


 Outlook

 OneDrive

 Word

 Excel

 PowerPoint

 OneNote

 SharePoint

 Teams

 Yammer

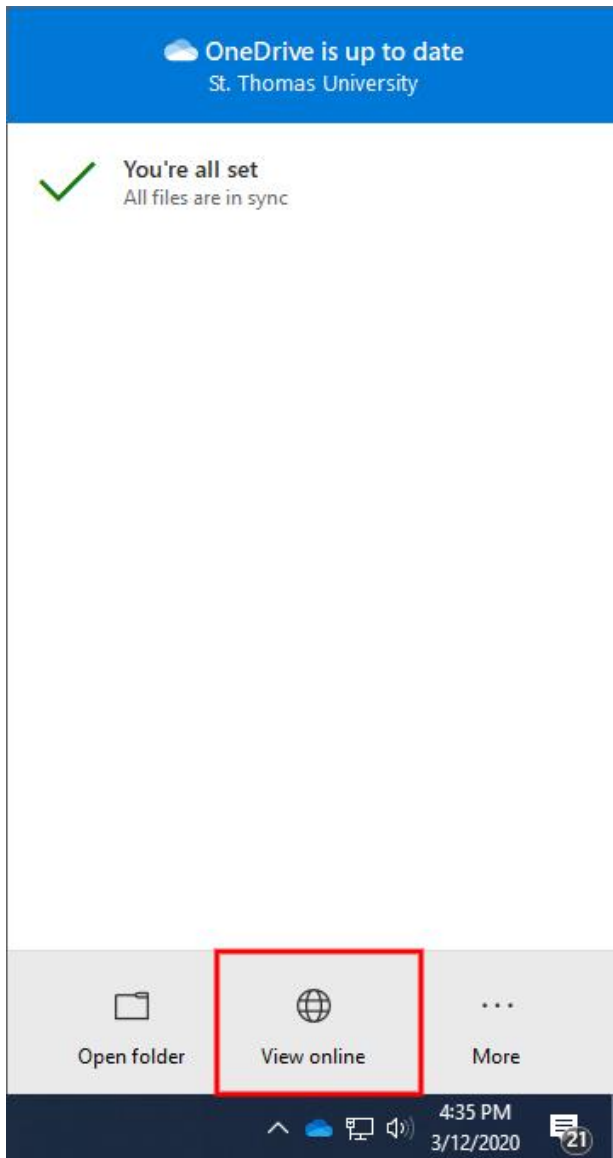
 Partner

All apps →

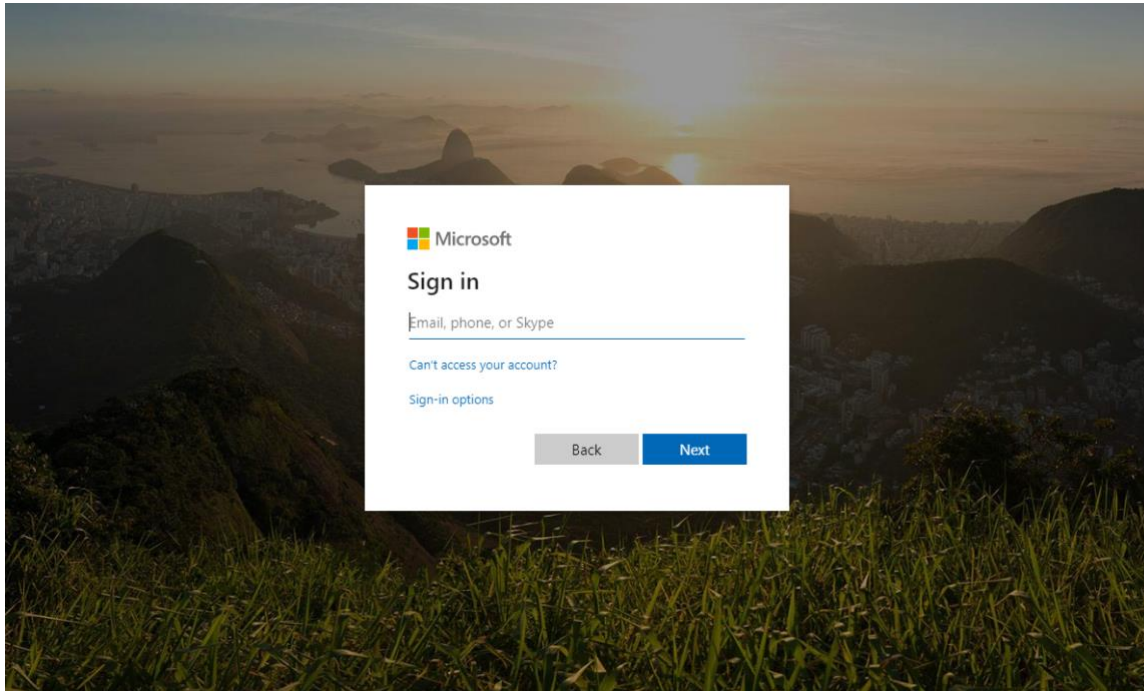


## View Online – Local Install

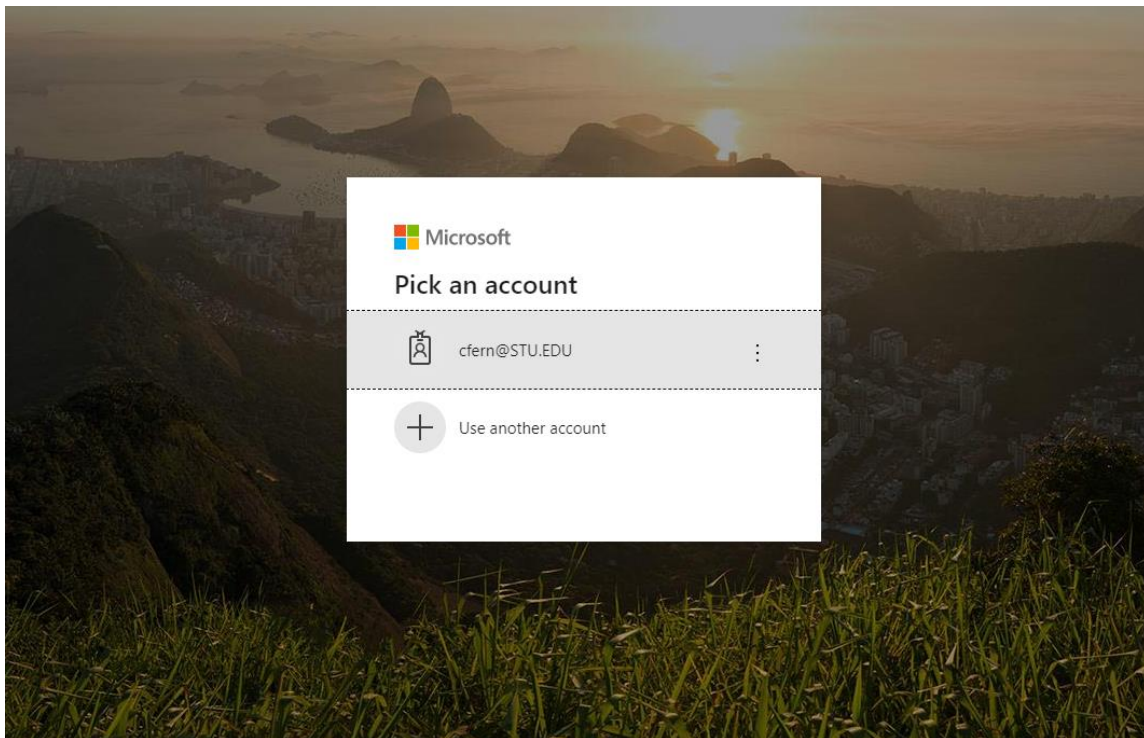
If you are on your work computer, you can click on the previously mentioned cloud icon and select 'View Online.'



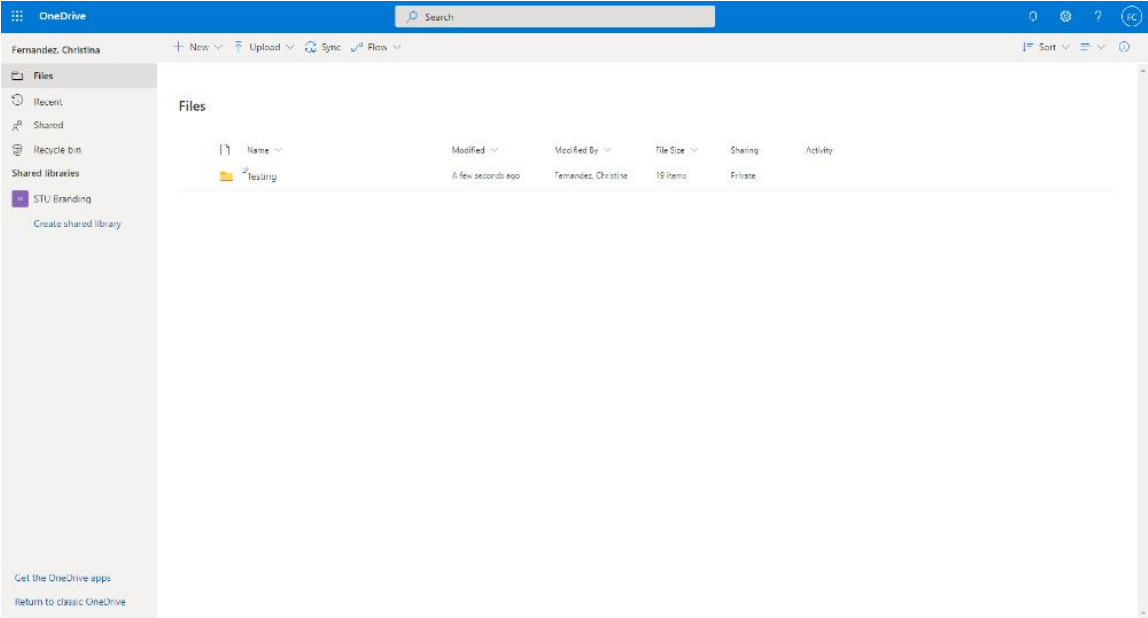
This will automatically open a browser. Use your STU Credentials to log in if prompted.



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

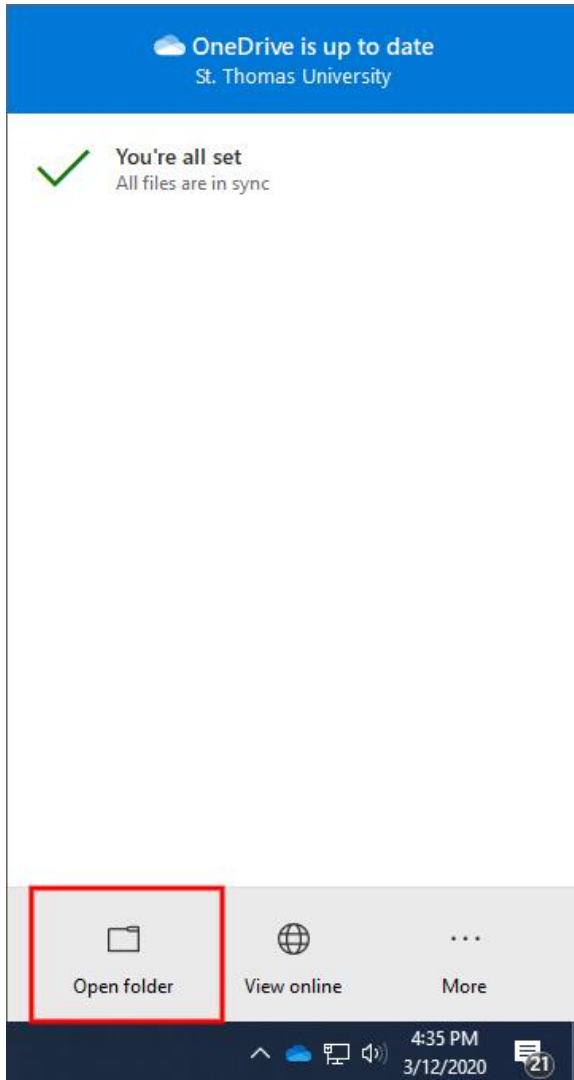


Once you've signed in, you'll be at the OneDrive web page.

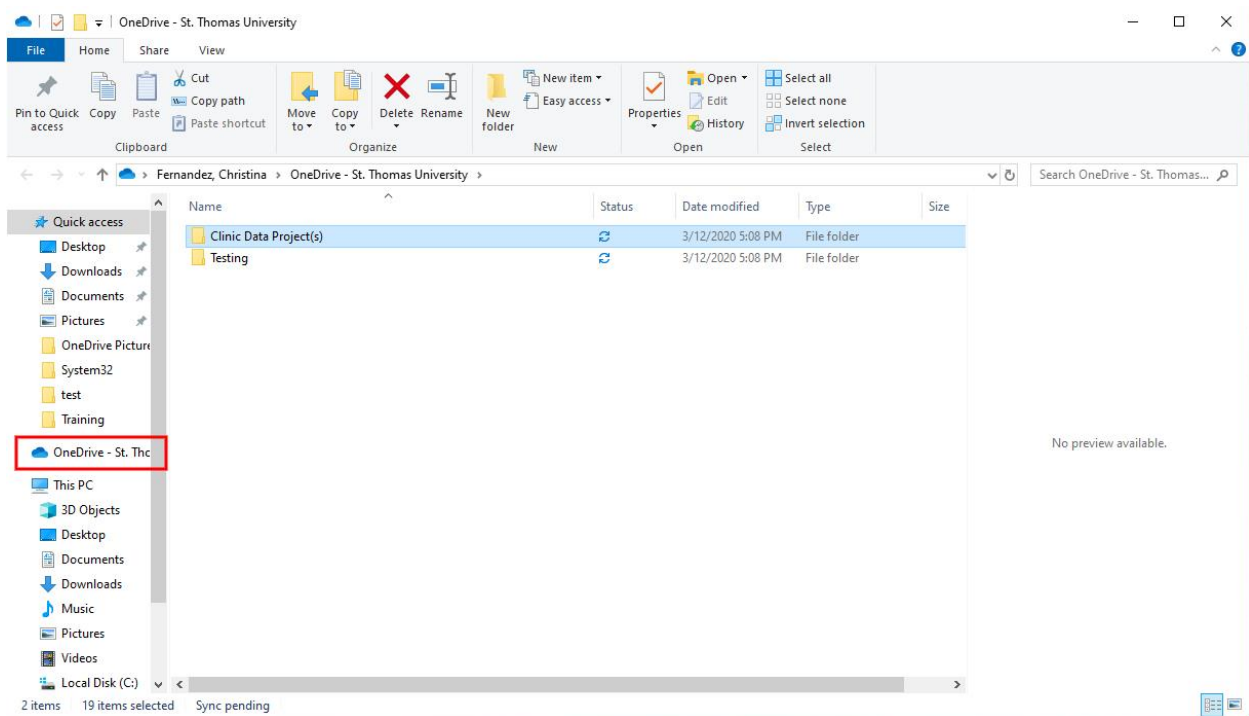


## View on Desktop

If you have OneDrive installed, you can also select 'Open folder' to view OneDrive on the desktop.

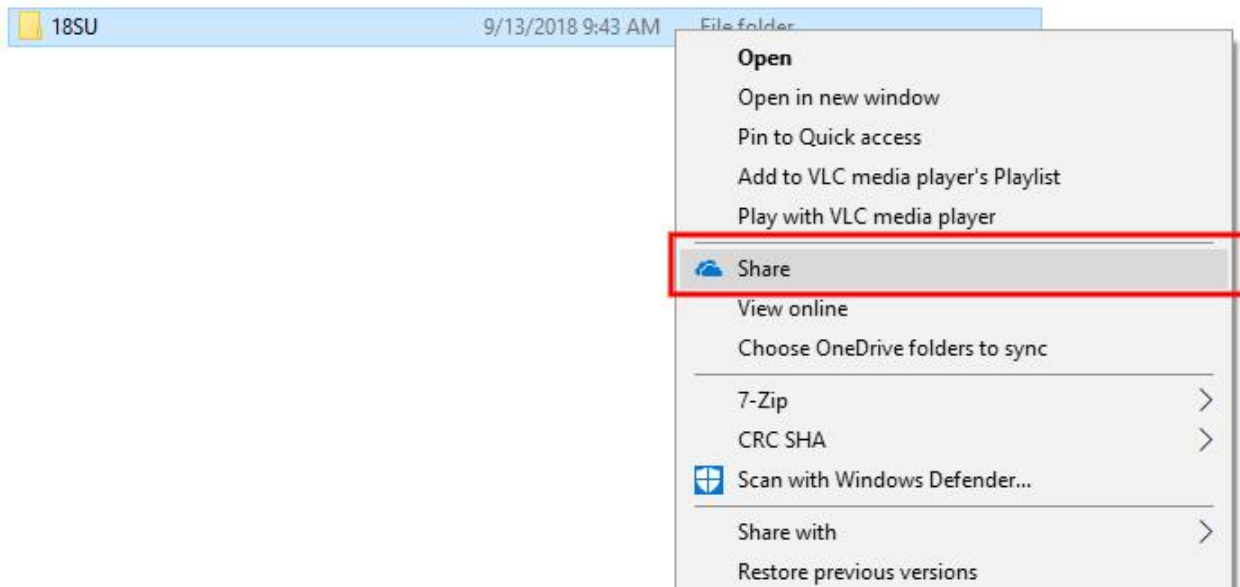


A folder will open on your Desktop. To quick access, you may also open a folder anywhere on your computer and click 'OneDrive – St. Thomas University' on the sidebar (seen in red).

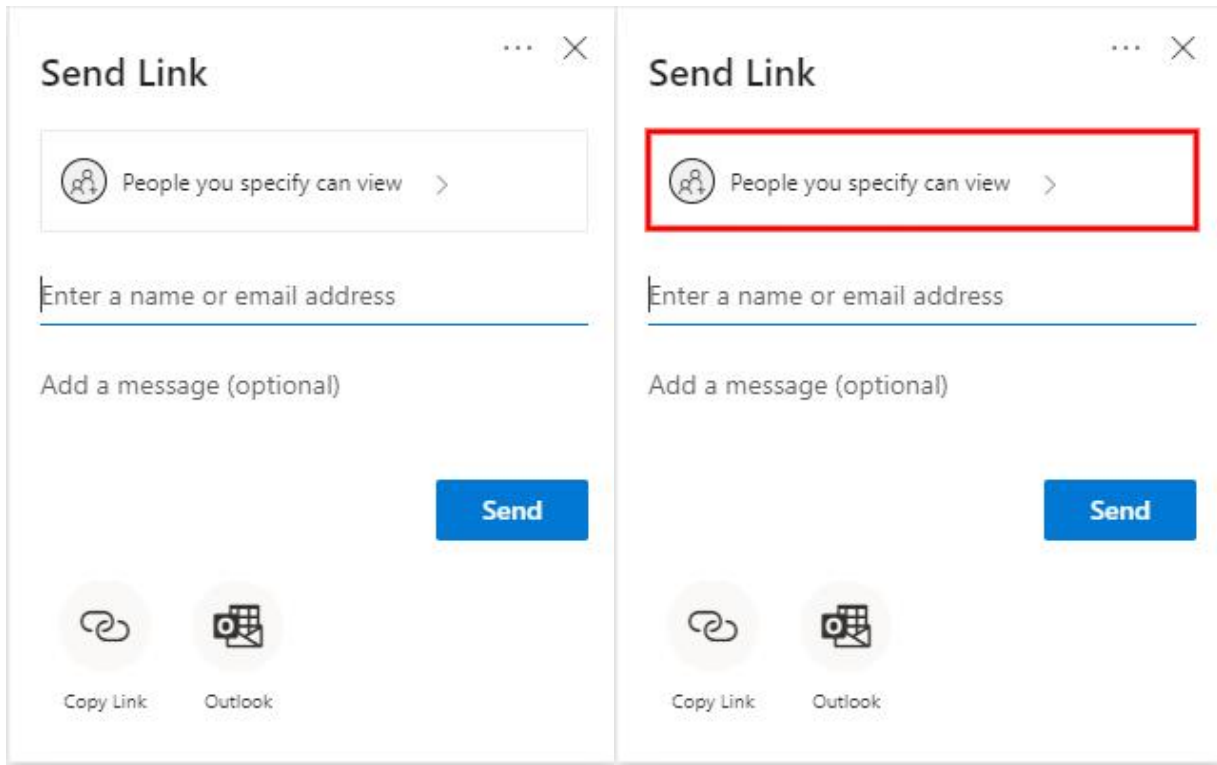


## Sharing Documents on OneDrive

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.

### Link settings ✕

Who would you like this link to work for?  
[Learn more](#)

-  Anyone with the link
-  People in St. Thomas University with the link
-  People with existing access
-  Specific people ✓

Other settings

Allow editing

**Apply** Cancel