

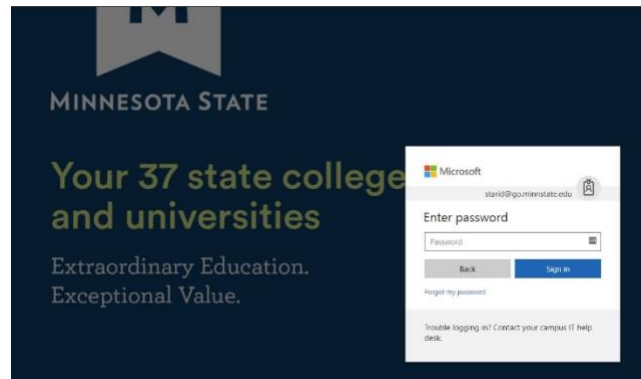
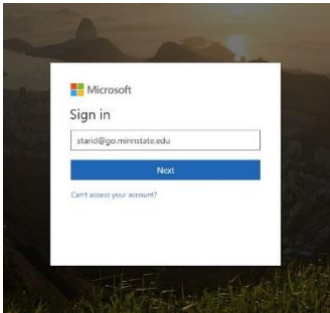
OneDrive Quick Start Guide

Accessing and uploading files to OneDrive

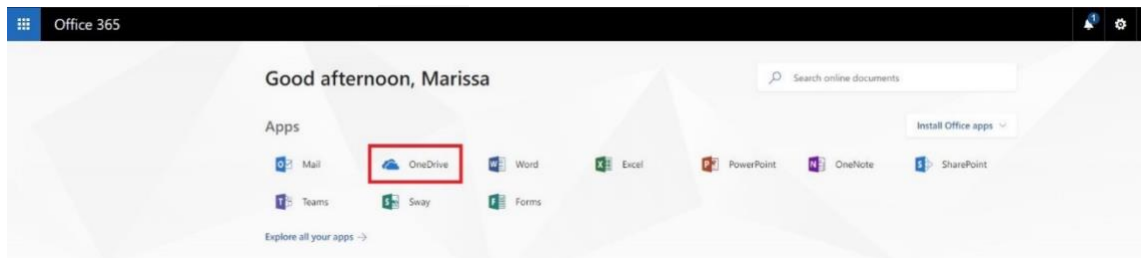
1. Go to <http://portal.office.com>. Log in with:

- Students: YOURSTARID@go.minnstate.edu e.g. aa1234bb@go.minnstate.edu
- Employees: YOURSTARID@minnstate.edu e.g. aa1234bb@minnstate.edu

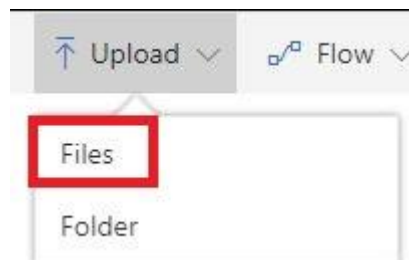
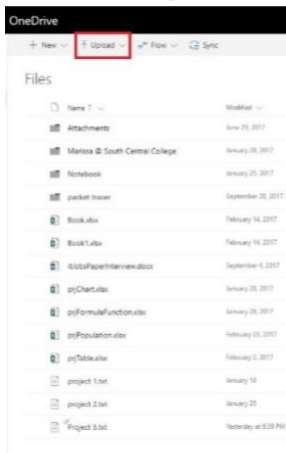
2. Enter your StarID password and click 'Sign in'



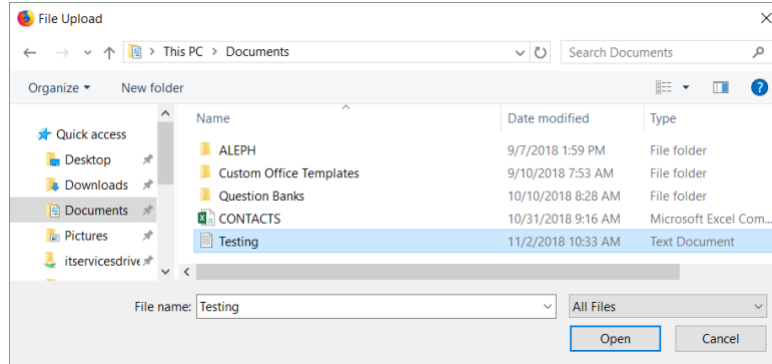
3. Click on 'OneDrive' from the Office 365 home page



4. Click on 'Upload' and choose 'Files'



6. Locate and select the file that you want to upload and then click 'Open'



7. Your file will be added to your OneDrive files

