Lesson 1   Getting Started with OneDrive

OneDrive is Microsoft's cloud storage service that allows you to securely store all of your important files in one location and access them virtually from wherever you are or from whatever device. Think of OneDrive as a computer hard drive that you store all of your files to, except it's on the internet and offers several useful features.

Access from Anywhere
Access OneDrive on your mobile device, laptop, tablet, or PC. Your files will update across all of them.

Powerful Collaboration
Collaborate with your team in real-time using built-in Office 365 applications like Word, Excel, and PowerPoint.

Document Scanning
Use your phone to scan and store paper documents, receipts, business cards, notes and more in OneDrive. This helps keep you on the go!

Reliable Security
Feel confident about the security of your files and projects with end-to-end security. If your device is compromised, your files will still be secure in OneDrive.

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Accessing   OneDrive from your Browser.

Since OneDrive is a cloud-based file storage and sharing tool, you are able to access it from anywhere that you have an internal connection. Although you can use any browser it is recommended to use *Google Chrome* or *Mozilla Firefox*.

1. Open your browser and type **office.siu.edu or outlook.office.com** in the search box.

2. Press Enter. You will be brought to a Login screen. In some cases, you will be automatically logged in. If you are automatically logged in, *skip to step 5.*

3. Enter your **SIU Network ID** (SIUB5XXXXXX) or your **SIU Email address** in the **Username Field**.
4. Enter your corresponding **SIU Password** into the **Password Field**.
5. By default, your SIU email inbox will load. To access **OneDrive**, click the icon with *nine circles* on it in the top-left corner of your screen.

6. A drop down will appear. Click the OneDrive option from the list of applications. OneDrive will open.

Question

1. What are the steps when you enter OneDrive from your browser?