Lesson 2 Accessing OneDrive from Your Desktop

Accessing OneDrive from Your Desktop

Although OneDrive is cloud-based, you still have access to all files and folders without ever having to open your browser. Once you have setup your account, you can access OneDrive directly from the desktop.

1. Click on the **Windows** icon located in the bottom left of your screen.
2. Start typing "**OneDrive**" in the **Search** bar located at the bottom of the screen.



3. Click the OneDrive icon that appears in the list of application. File Explorer will open.



4. Select OneDrive. Southern Illinois University or OneDrive (personal, non-SIU account).
5. Enter your Microsoft email address and select **Sign In**.
6. If you used your *SIU Email* address in the previous step, you will be brought to an SIU sign-in page. Enter your *SIU email* and the password associated with your account.



7. Your OneDrive account will now be setup on your Desktop application.

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Question

1. **What are the steps to set up OneDrive on your desktop?**

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