

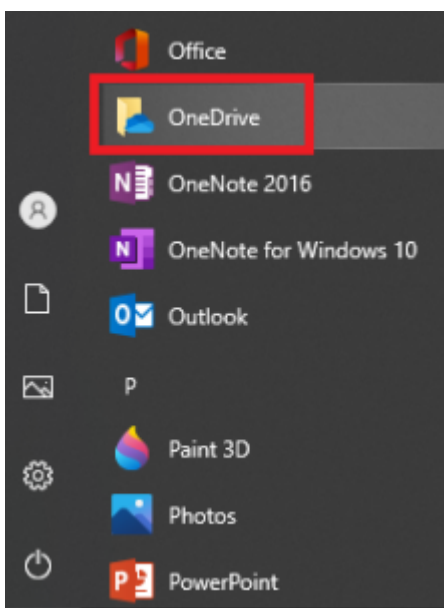
# OneDrive

When you need to add files/folders to your OneDrive.

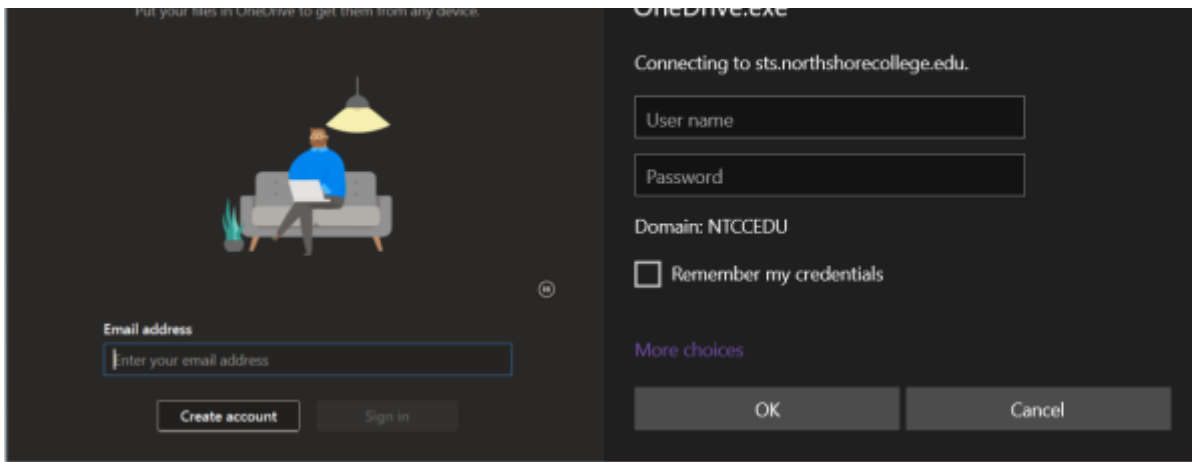
## Accessing the desktop app.

1.) Click on the **Windows** button and scroll till you see **OneDrive**.

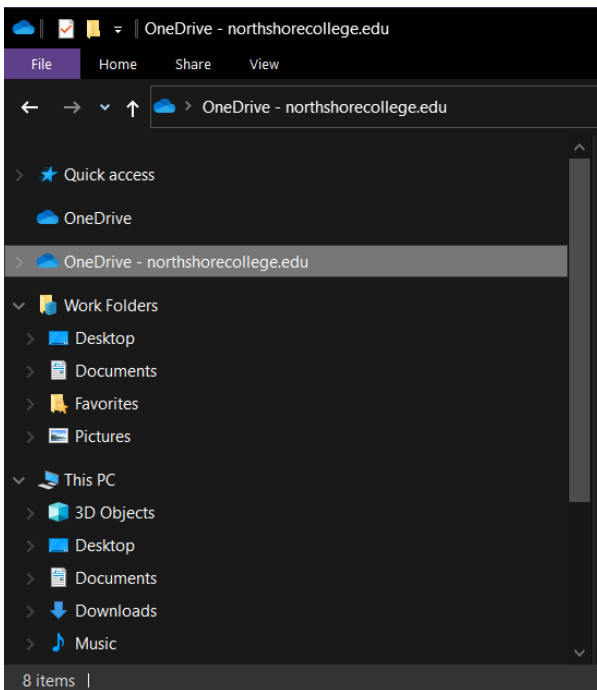
2.) Click on **OneDrive**



**If you have not set up your desktop OneDrive, you will be prompted to do so once you clicked on OneDrive. Follow the prompts to sign in.**



3.) Your desktop OneDrive will look like any File Explorer for Microsoft. What you do in your desktop OneDrive will affect your web version of OneDrive and vice versa.



## Accessing the web version.

- 1.) Log into your GatorMail like normal.
- 2.) Once you are in your Office 365, click on the **OneDrive** icon.



3.) You are now in your OneDrive and can add/remove/share files as needed.

To share: [Sharing OneDrive files](#) Sharing can only be done in the web version.

