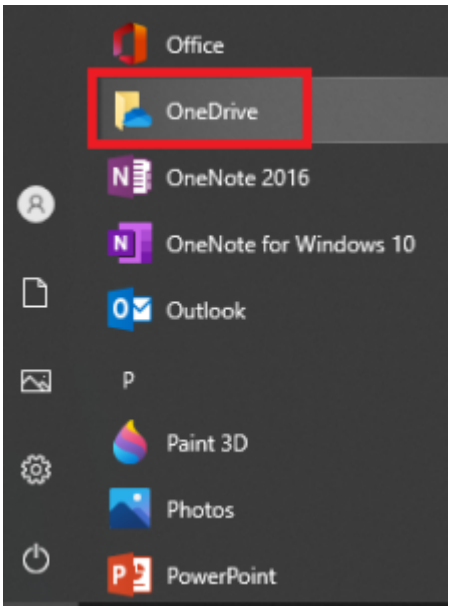
OneDrive

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

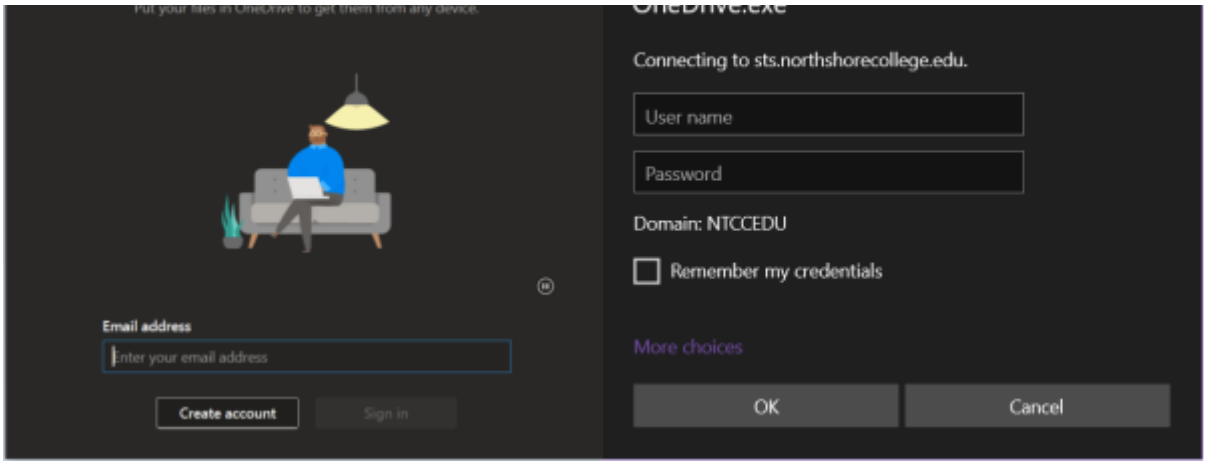
Accessing the desktop app.

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

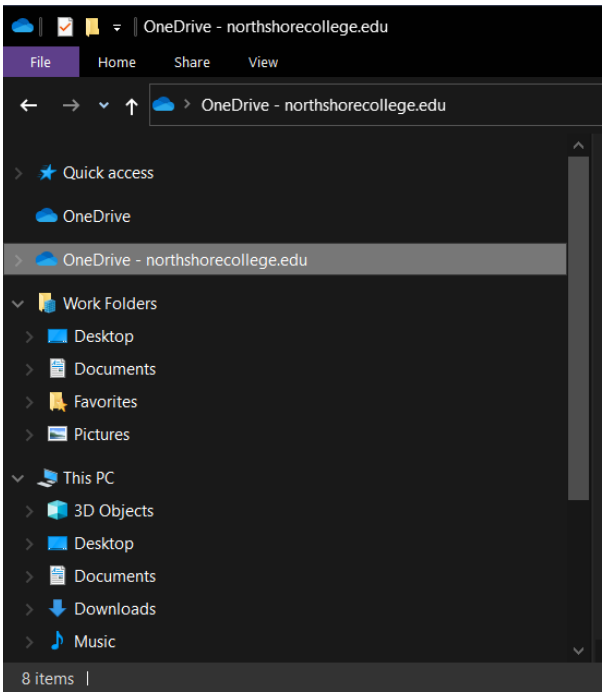
2.) Click on **OneDrive**



> **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 vise versa.



Accessing the web version.

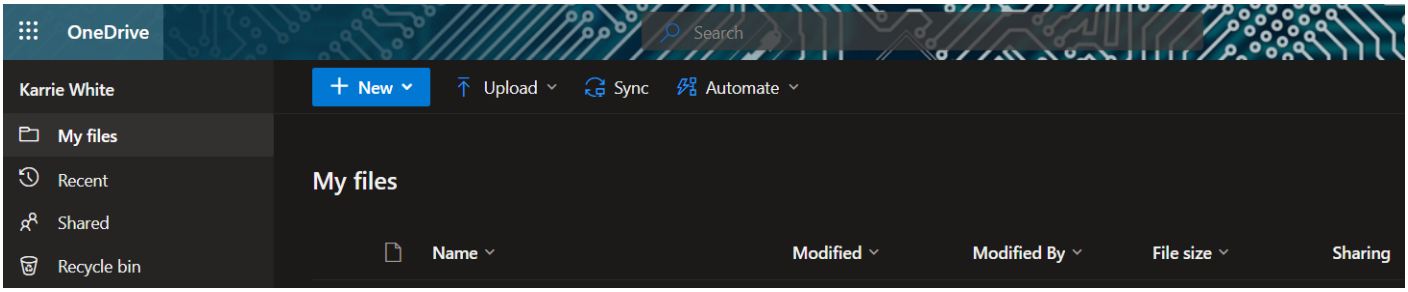
1.) Log into your GatorMail like normal.

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.



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