

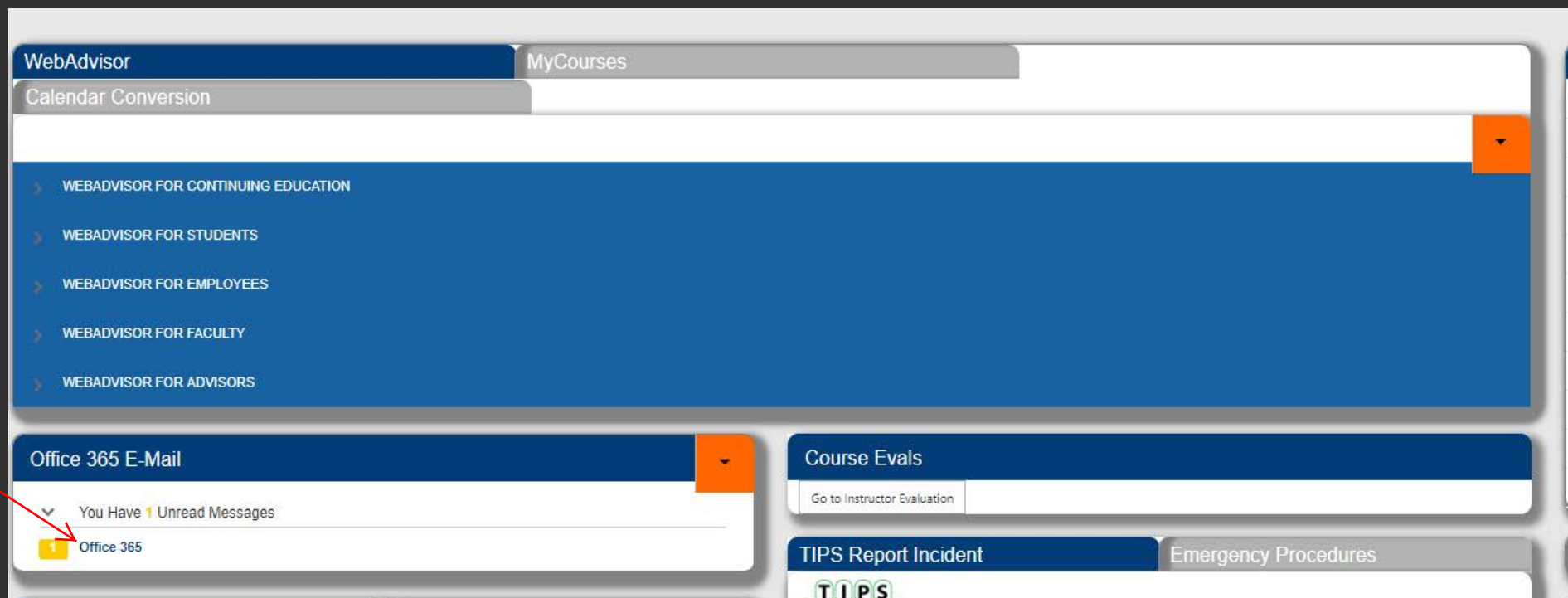
OneDrive

How to access and upload files to OneDrive for Business

ACCESSING ONEDRIVE: THE HUB

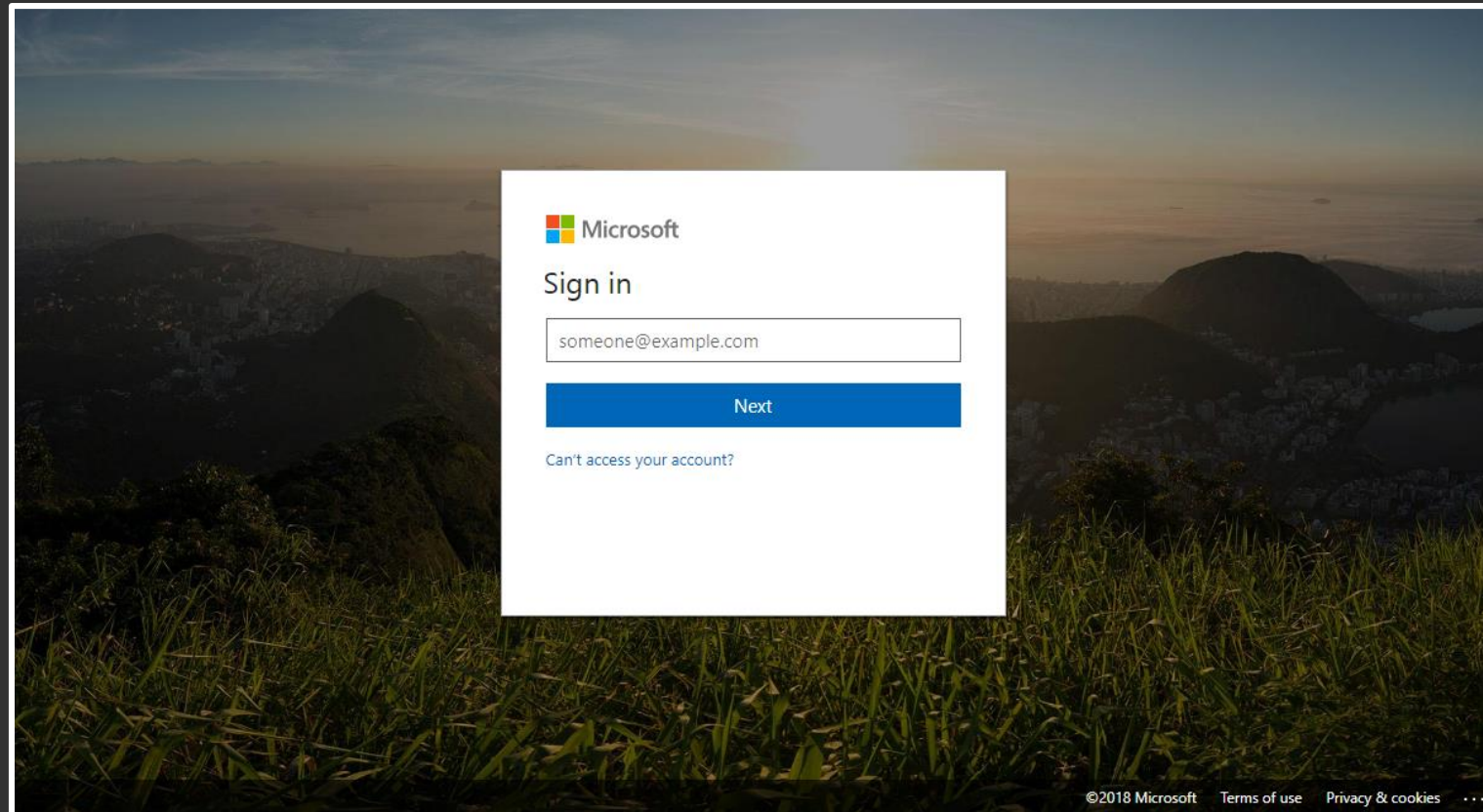
There are two ways to access OneDrive: through The Hub or by going to outlook.office365.com

You can access your Office 365 OneDrive by going through The Hub and clicking on SCC Office 365

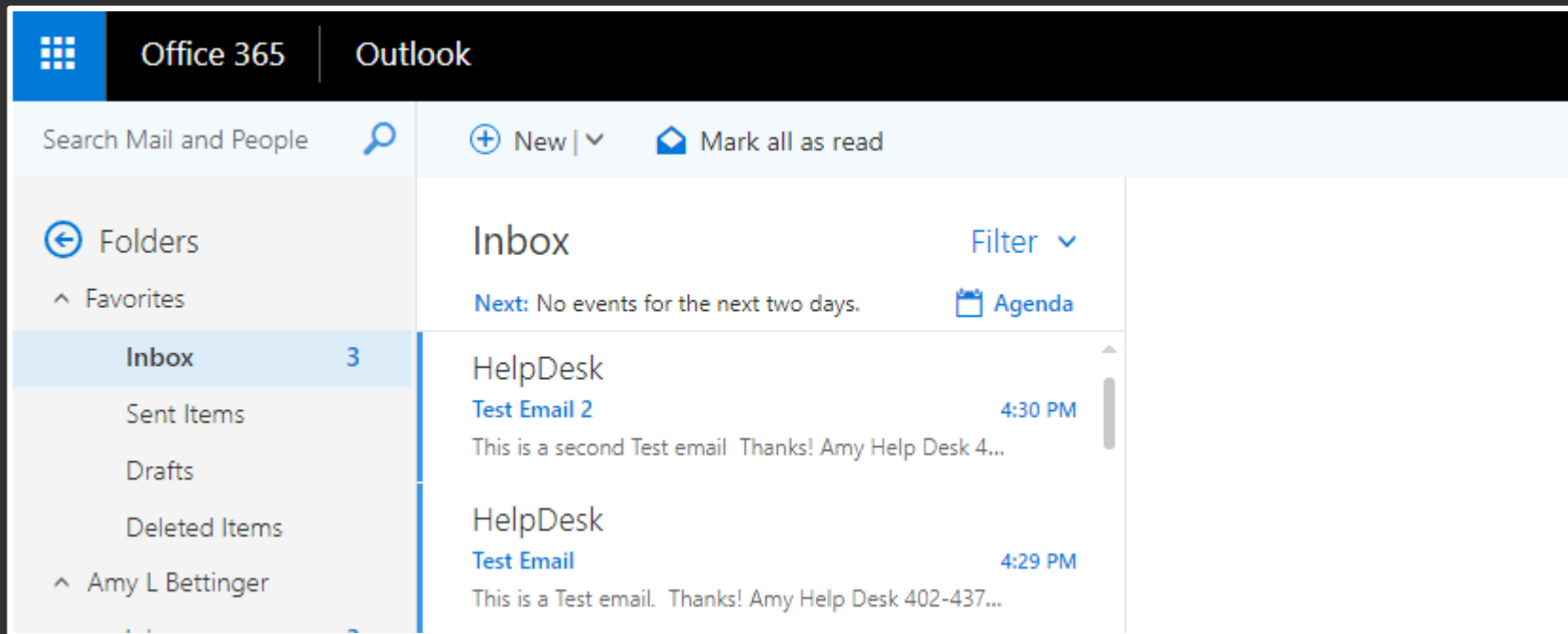


ACCESSING ONEDRIVE: OUTLOOK.OFFICE365.COM

Entering outlook.office365.com into your browser will take you to this screen. You will need to log in with the same information as you would use for The Hub. ([Click here for login help](#))



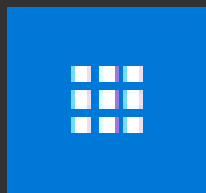
ACCESSING ONEDRIVE: OUTLOOK.OFFICE365.COM



This is an example of the page that will open when you log into outlook.office365.com or click the **Office 365** link on The Hub.

ACCESSING ONEDRIVE: OUTLOOK.OFFICE365.COM

In the left hand corner of your Outlook, there is a square box with 9 square boxes inside, often called the "waffle."



Clicking the "waffle" will open the Office 365 menu

The screenshot shows the Outlook interface with the Office 365 menu icon (waffle) in the top left corner. The menu is open, showing the Office 365 logo and the Outlook logo. Below the logos, there is a search bar for "Mail and People" and a "New" button. The main content area shows the "Inbox" folder with a list of emails, including "Next: Amy - NS" and "Last week".

From the menu, you can click on OneDrive.

Note: the menu order may be different. If OneDrive is missing, click All apps to search for it.

The screenshot shows the Office 365 'Apps' menu. The menu is open, showing a list of applications including Outlook, Word, PowerPoint, OneDrive, Excel, OneNote, SharePoint, Teams, Class Notebook, Sway, Forms, and Delve. The OneDrive icon is highlighted with an arrow.

ONEDRIVE FOR BUSINESS

Office 365 OneDrive

search OneDrive

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

Groups

OneDrive @ Southeast Community College

Documents > collaborate

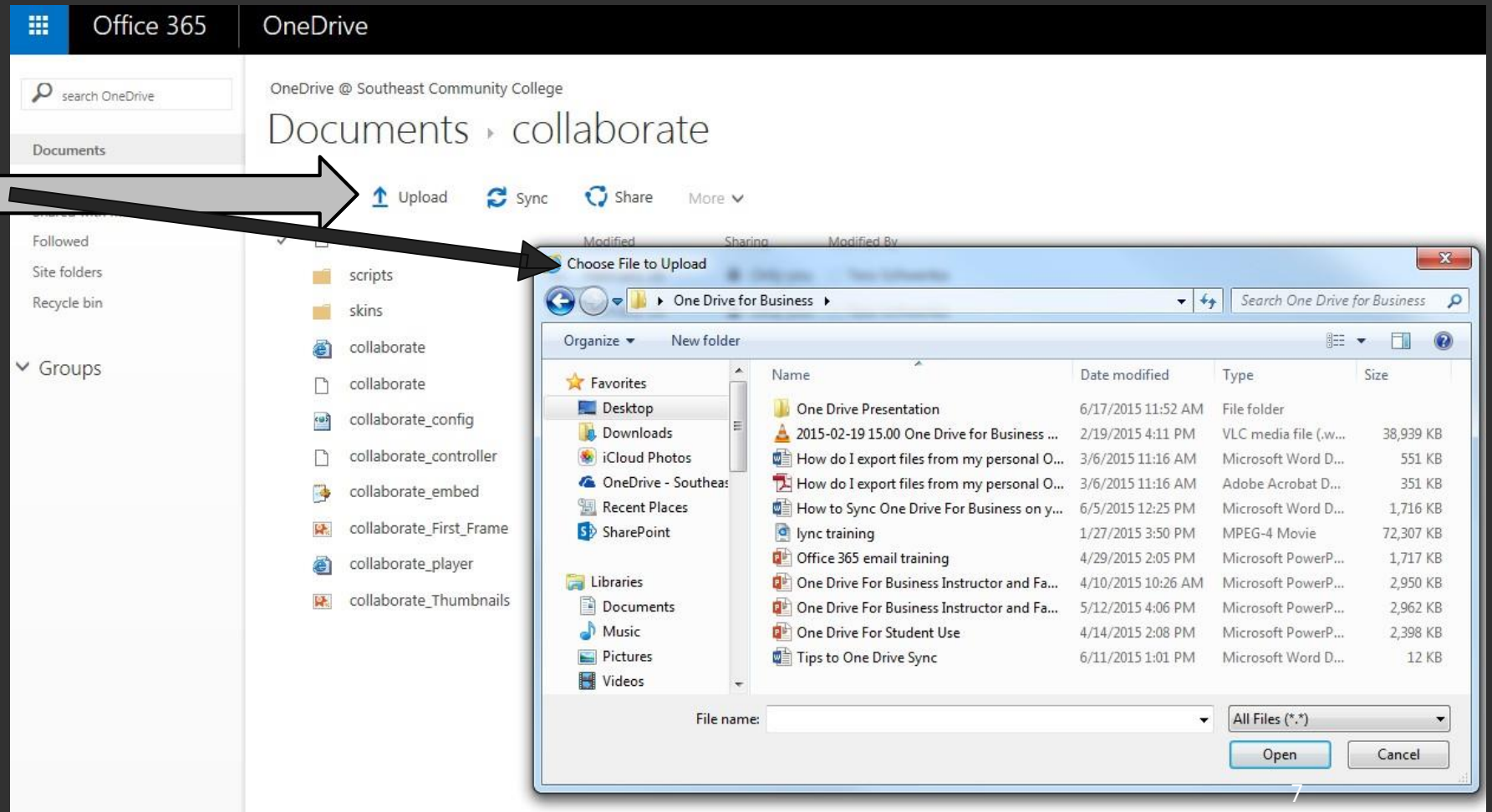
New Upload Sync Share More

✓	Name	Modified	Sharing	Modified By
	scripts	... February 26	🔒 Only you	
	skins	... February 26	🔒 Only you	
	collaborate	... February 26	🔒 Only you	
	collaborate	... February 26	🔒 Only you	
	collaborate_config	... February 26	🔒 Only you	
	collaborate_controller	... November 7, 2014	🔒 Only you	

Here is an example of documents uploaded and saved in OneDrive For Business. Unlike files on the SCC N: Drive, files saved to OneDrive can be accessed from any machine, in any location with an internet connection.

ONEDRIVE FOR BUSINESS FEATURE: UPLOAD A FILE

With OneDrive, you can upload any file from your computer.

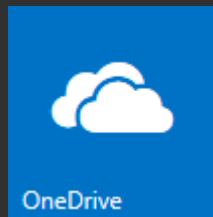


The screenshot shows the OneDrive web interface for 'Southeast Community College' in the 'Documents > collaborate' folder. The 'Upload' button is highlighted with a large grey arrow. A 'Choose File to Upload' dialog box is open, showing a list of files and folders from the local computer. The dialog box includes a search bar, a file list with columns for Name, Date modified, Type, and Size, and buttons for 'Open' and 'Cancel'.

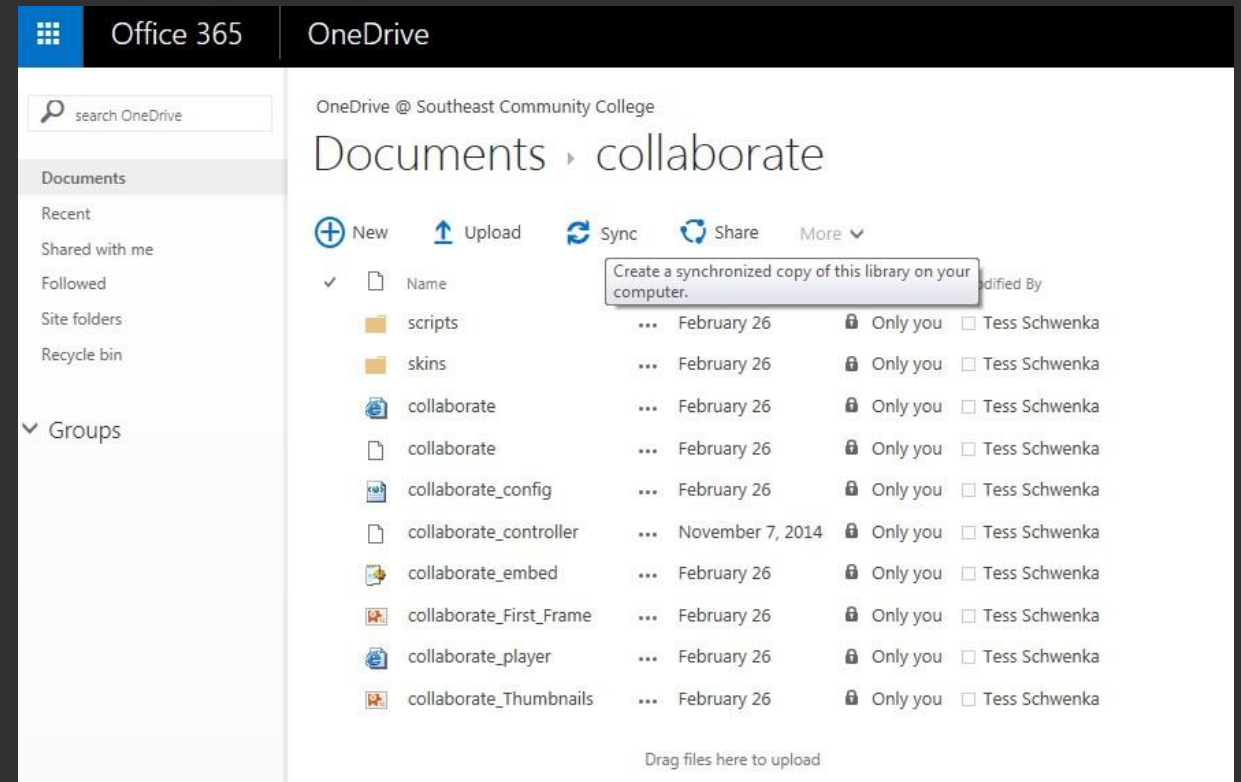
Name	Date modified	Type	Size
One Drive Presentation	6/17/2015 11:52 AM	File folder	
2015-02-19 15.00 One Drive for Business ...	2/19/2015 4:11 PM	VLC media file (.w...	38,939 KB
How do I export files from my personal O...	3/6/2015 11:16 AM	Microsoft Word D...	551 KB
How do I export files from my personal O...	3/6/2015 11:16 AM	Adobe Acrobat D...	351 KB
How to Sync One Drive For Business on y...	6/5/2015 12:25 PM	Microsoft Word D...	1,716 KB
lync training	1/27/2015 3:50 PM	MPEG-4 Movie	72,307 KB
Office 365 email training	4/29/2015 2:05 PM	Microsoft PowerP...	1,717 KB
One Drive For Business Instructor and Fa...	4/10/2015 10:26 AM	Microsoft PowerP...	2,950 KB
One Drive For Business Instructor and Fa...	5/12/2015 4:06 PM	Microsoft PowerP...	2,962 KB
One Drive For Student Use	4/14/2015 2:08 PM	Microsoft PowerP...	2,398 KB
Tips to One Drive Sync	6/11/2015 1:01 PM	Microsoft Word D...	12 KB

ONEDRIVE FOR BUSINESS FEATURE: SYNC

Syncing OneDrive: If you would like to learn more about syncing your OneDrive for Business to your SCC work computer, please contact the Help Desk at
402-437-2447



We can help with setting up the sync between OneDrive and your computer.



[Click here For more information about OneDrive For Business, syncing, and installing at home.](#)

QUESTIONS?

If you have any questions regarding OneDrive for Business
please contact the Help Desk.

Website: <http://helpdesk.southeast.edu/>

Phone: 402-437-2447

Email: helpdesk@southeast.edu