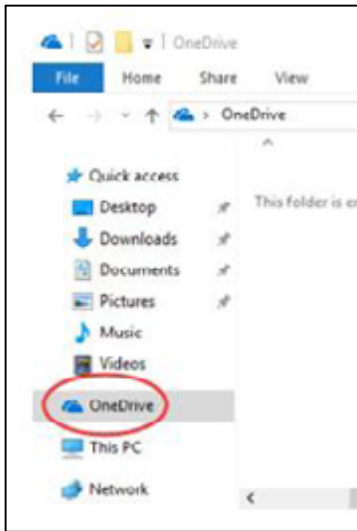
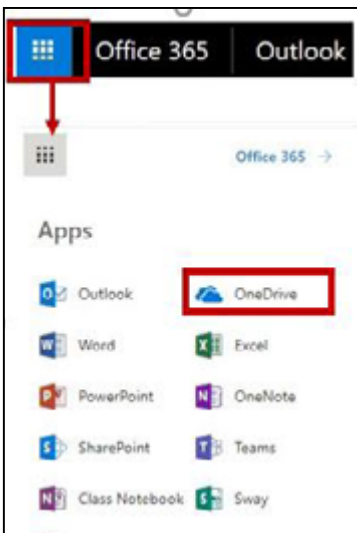


OneDrive – the power of backup, sharing and collaborating in the cloud

by [Steve Boos](#) and [Amber Norkett](#), IT



Screen shot shows how to access OneDrive from files. Screen shot submitted by IT.



Screen shot shows how to locate OneDrive in Office 365. Screen shot submitted by IT.

OneDrive, at its most basic, is file storage space on Microsoft's servers (aka "in the Cloud"). It is similar to cloud providers, Dropbox and Apple iCloud, but offers more powerful features including the [ability to automatically backup files on your PC](#), easily share files and collaborate across all your devices. With OneDrive, you are given a significant amount of storage (1 TB, which can hold approximately 2 million photos!) for backups and the ability to create a file on your computer and then easily pick up where you left off on your tablet or smartphone. [It also allows you to share files more easily with other Office 365 users via a link you can email or by giving them the ability to directly access your files so you can work on them simultaneously.](#)

We can easily take advantage of OneDrive, as part of our Office 365 implementation. As we are an organization, Microsoft classifies us as OneDrive business (work/school) users. Those that have a CP account, can already login to OneDrive using their existing email address and password. If you have not signed up for a CP email account yet, now may be the time so you can take advantage of the new service! Please reach out to the help desk at 1-800-373-7521 or helpdesk@ssndcp.org to request an account.

In many cases, the OneDrive client app is already available on your Windows 10 computer. You would be able to open and sign in via [these simple steps](#). If you are unable to find OneDrive on the computer, another way to access it is via the online portal at <https://www.office.com> or from the App Launcher located in the top, left-hand corner within [Outlook online \(webmail\)](#). Once you click on the app launcher, the list of apps will appear, including OneDrive.

One more way of accessing OneDrive is via the mobile app. If you would like to have access to your files on your phone or tablet, you have the option of downloading it from the app store (for iPhones and iPads) or the Play Store app (for Androids, Galaxy, etc.). Once installed, you would be able to sign in using your CP account.

As we work in the cloud more, please continue to have security at the forefront of your mind. You need to consider if the files should be shared in the cloud, especially if they contain financial or personal information.

If you would like to learn more about OneDrive and the ways you can utilize it, please visit the [Microsoft video training center](#) (work or school) or the [Quick Start Guide](#).

We are also available to assist you with OneDrive, from getting you started with a CP account, to installing the app on your desktop or smartphones and navigating the online portal. Please reach out to us at 1-800-373-7521 or helpdesk@ssndcp.org. ●