

OneDrive Basics

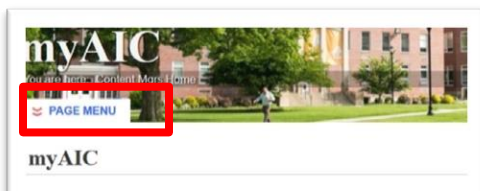
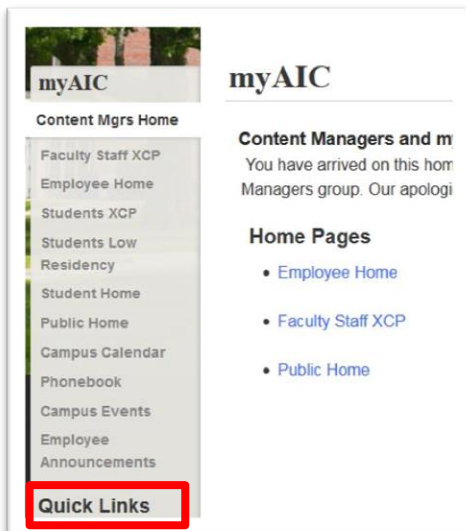
Create and store MS Office documents in the cloud

- **OneDrive** is part of your MS 365 account.
- **OneDrive** is web-based.
- Documents and projects are available from any computer in any wireless location.

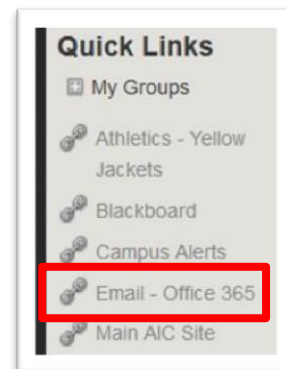
- To open **OneDrive**, log in to **myAIC**.



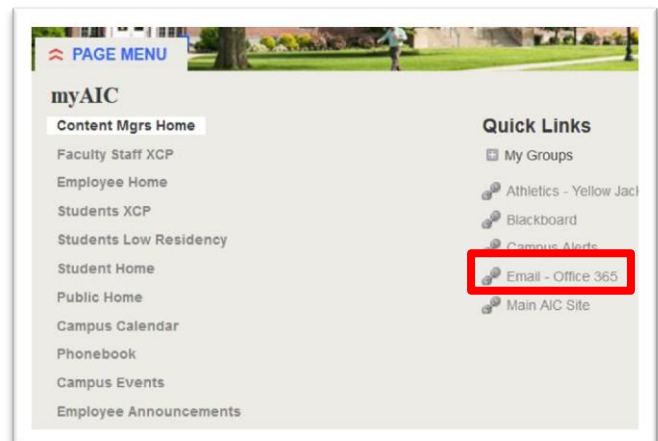
- Go to **Quick Links** either in the grey bar on the left side of the myAIC home page, or the **Page Menu** tab on the top of the myAIC home page.



- Choose **Email – Office 365**

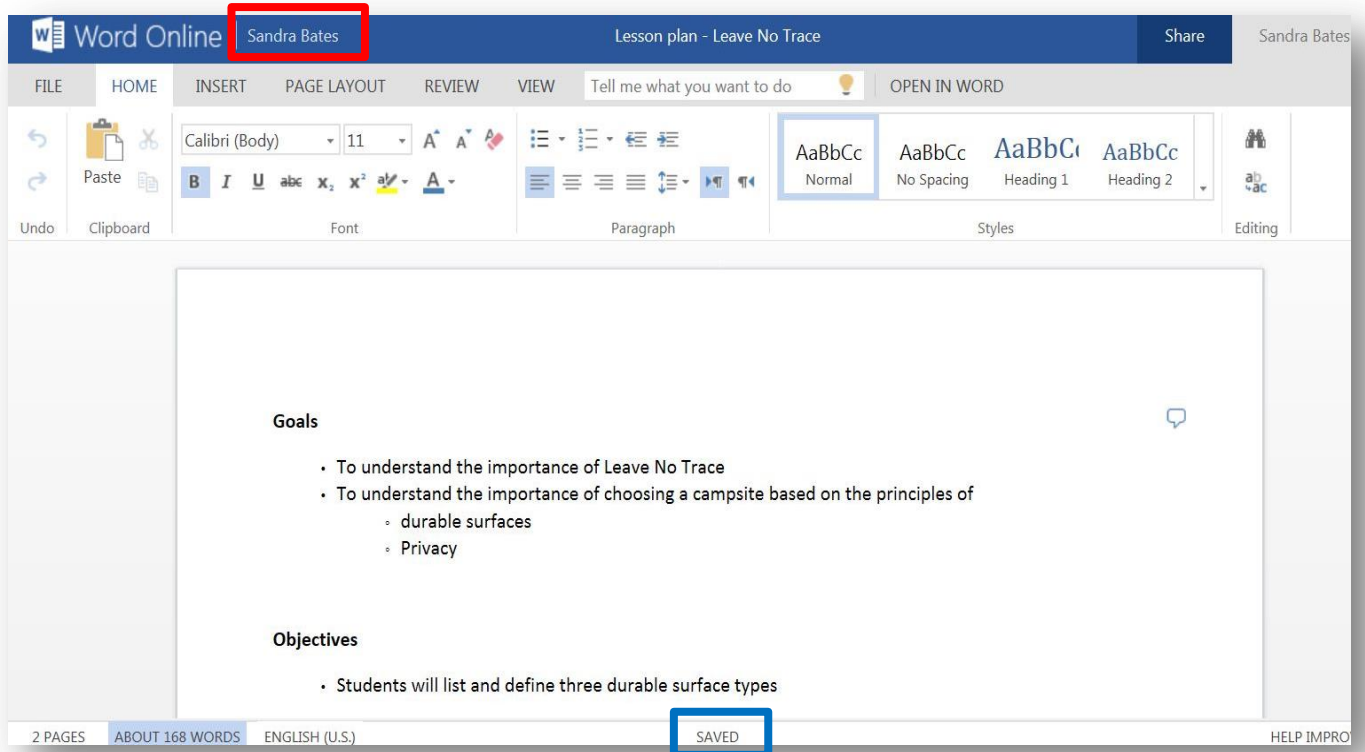


Or

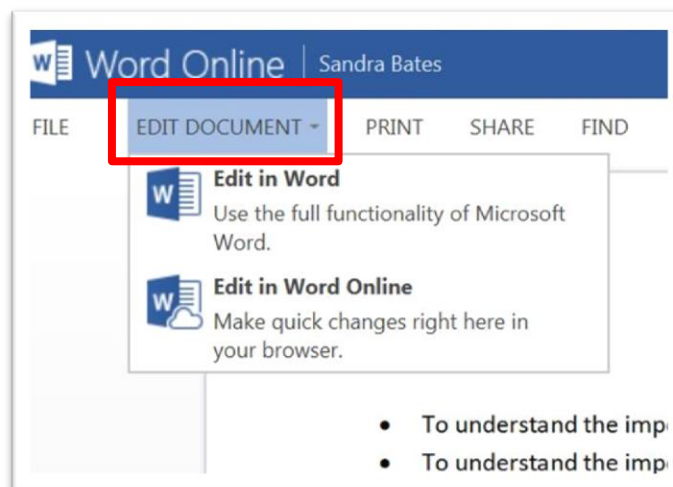


Example of Word Online document

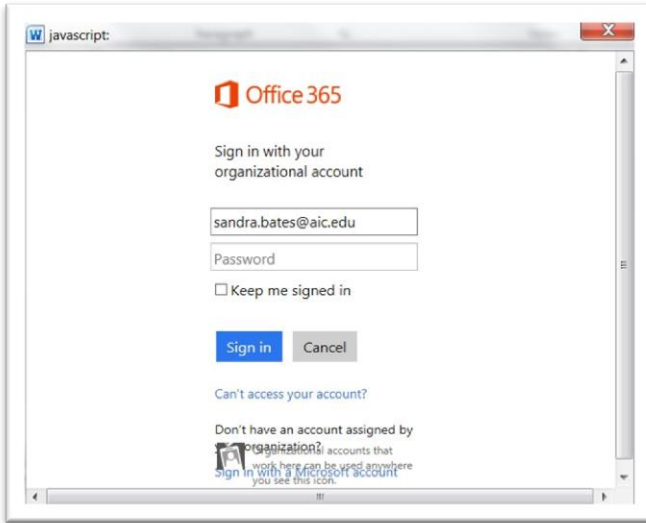
- To return to the **document library**, click on your name at the top of your project.
- Online applications save automatically to the cloud as you work.



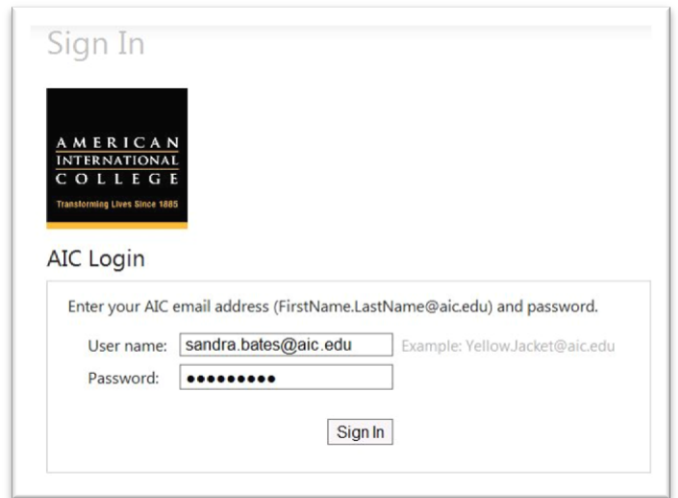
- To edit a document in the library, open it and choose **Edit Document**.
- Choose either the **full version of the Office** application, or the **Office Online** application.



- Editing in **full Office applications** requires a two step login.



A screenshot of a web browser window displaying the Office 365 sign-in page. The page title is "javascript:". The main heading is "Office 365". Below it, the text reads "Sign in with your organizational account". There are two input fields: "sandra.bates@aic.edu" and "Password". A checkbox labeled "Keep me signed in" is present. Below the fields are "Sign in" and "Cancel" buttons. At the bottom, there is a link for "Can't access your account?" and a section for "Don't have an account assigned by organization?" with a "Sign in with a personal account" link.



A screenshot of the "Sign In" page for American International College. The page features the AIC logo at the top left. Below the logo, the text "AIC Login" is displayed. A prompt reads "Enter your AIC email address (FirstName.LastName@aic.edu) and password." There are two input fields: "User name:" with the value "sandra.bates@aic.edu" and an example "YellowJacket@aic.edu", and "Password:" with a masked field of ten dots. A "Sign In" button is located at the bottom right.