

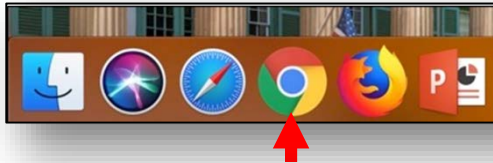


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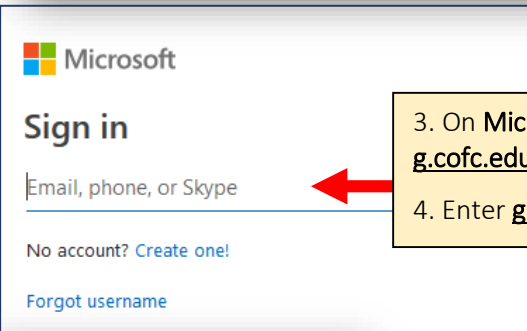
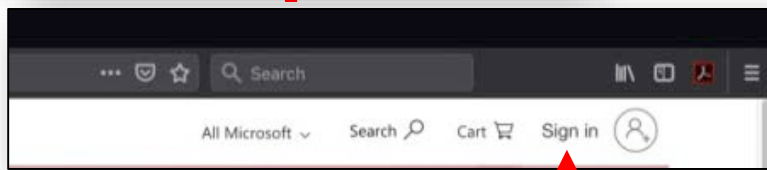
STUDENT INSTRUCTIONAL
TECHNOLOGY SERVICES

How to access Microsoft OneDrive from your Microsoft account

Note: Microsoft OneDrive is a file hosting service that allows users to sync files and access them from any web browser or mobile device. The storage limit for OneDrive is 1TB. We hope that OneDrive will eventually be used in place of your U-Drive.



1. Enter the address www.office.com into the address bar of your desired browser (**Chrome, Firefox, Safari**)
2. On **Microsoft's** website, click **Sign in**



3. On **Microsoft** website, **Sign in** using your **g.cofc.edu** information
4. Enter **g.cofc.edu** email address then click **Next**



5. Enter password associated with your **g.cofc.edu** account (*usually myCharleston password*)
6. Click **Sign in**

