

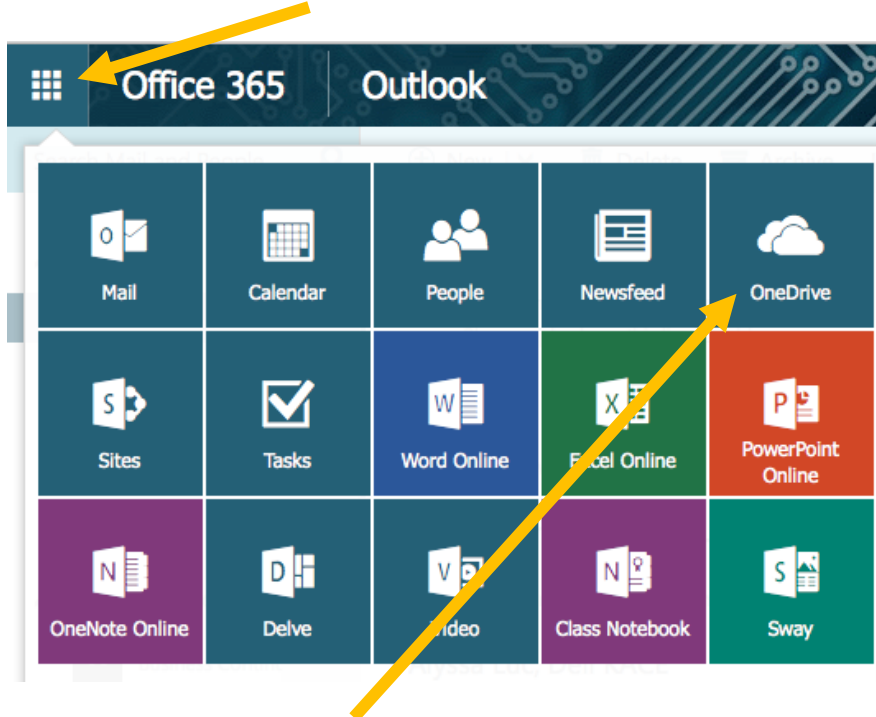
Accessing OneDrive for Business

Using a Web Browser

You can access OneDrive for Business anywhere once connected to the Internet with a supported web browser on your desktop, notebook and mobile devices.

Steps to access OneDrive for Business via Web Browser

1. Login to your UNA Office 365 email account with an internet browser
 - a. Go to <http://outlook.com/una.edu>
 - b. Enter your UNA email address (*username@una.edu*) and UNAPortal password
2. Once you've logged in:
 - a. click on the grid all the way to the left toward the top of the browser window.



- b. then select OneDrive.