OneDrive

OneDrive is Microsoft’s data storage collection in the cloud. With your St. John’s account, OneDrive offers 1 terabyte of space.

• How do I access OneDrive?

1. **Login** to MySJU

2. **Click Email** at the top of the MySJU Page next to Blackboard

3. **Click the 9 Dots** in the Left Hand Corner next to Outlook, Select OneDrive

• How Do I make a folder in OneDrive?

1. Once logged into OneDrive, **Select New** next to Upload

2. **Select Folder** from the drop down menu

3. **Name your Folder**, Click Create
• How do I share a Folder with my Students?

1. Once you Create a Folder, **Click Private** under the **Sharing Column** of the Folder you want to share

2. **Click Grant Access** next to the blue Share Button

3. **Type Email Address** of the People you want to have Access to this Folder

4. **Click Grant Access** after entering all Email Addresses