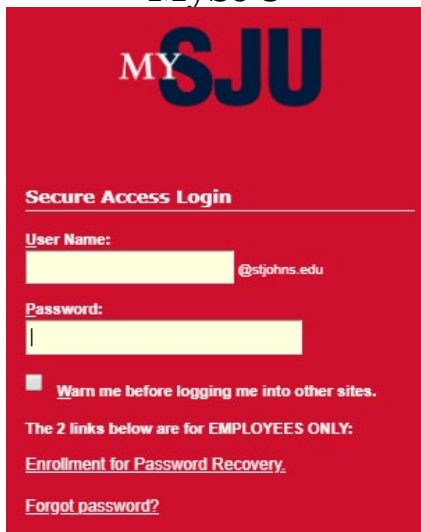


OneDrive

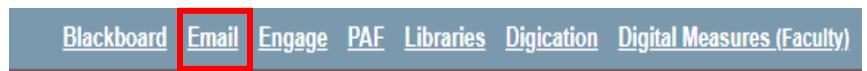
Onedrive is Microsoft's data storage collection in the cloud. With your St. John's account, OneDrive offers 1 terabyte of Space

• How do I access OneDrive?

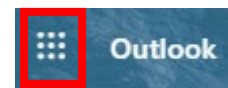
1. **Login** to MySJU



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

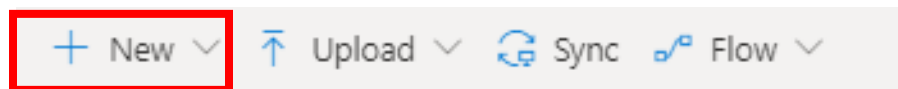


3. **Click the 9 Dots** in the Left Hand Corner next to Outlook, Select OneDrive

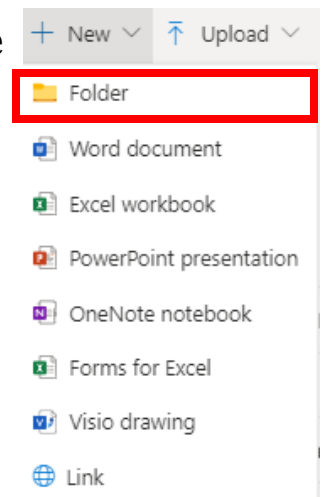


• How Do I make a folder in OneDrive?

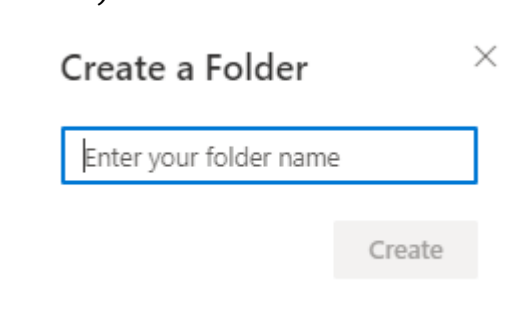
1. Once logged into OneDrive, **Select New** next to Upload



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

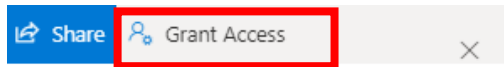
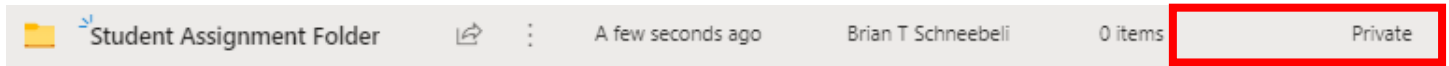


3. **Name your Folder, Click Create**



• 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



Student Assignment Folder

Manage Access

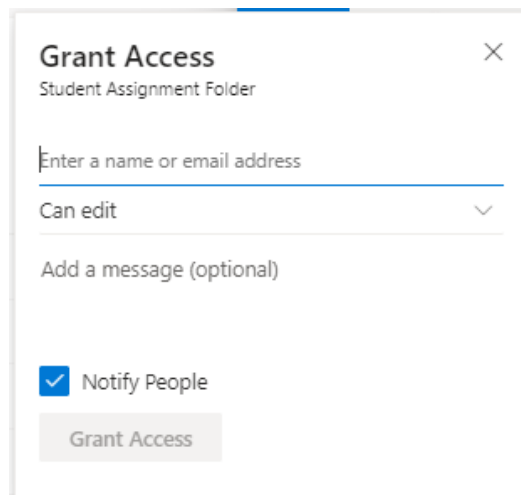
Links Giving Access

There are no sharing links for this item.

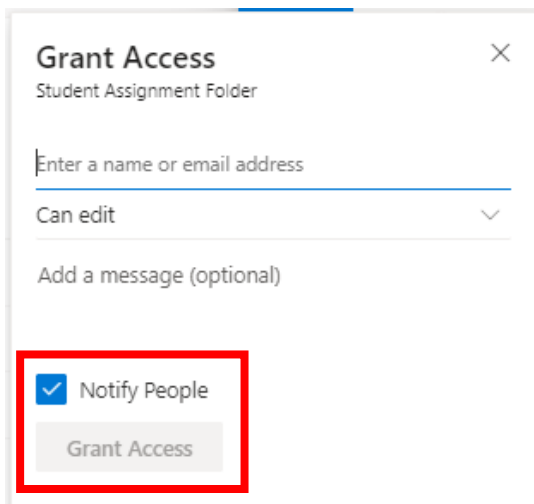
Direct Access

Brian T Schneebeli Owner

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