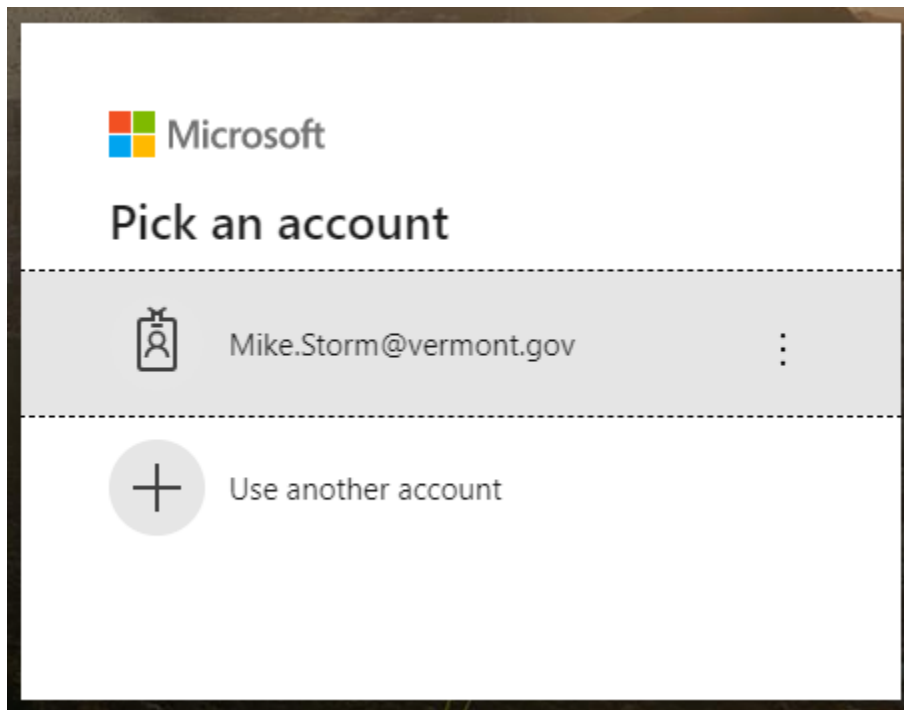


Office 365 and OneDrive for Business

Sign into the Office 365 portal in your web browser


1. Open a browser window
2. Type office.com/signin in the browser address bar
3. Sign in with your work email address and password or Microsoft account you use with Office.





← mike.storm@vermont.gov

Enter password

[Forgot my password](#)

Sign in

Welcome to State of Vermont



mike.storm@vermont.gov

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

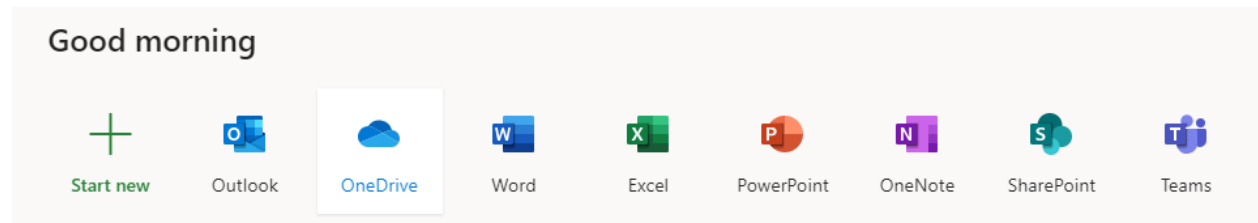
Don't show this again

No

Yes

Welcome to State of Vermont

4. Click on the OneDrive icon

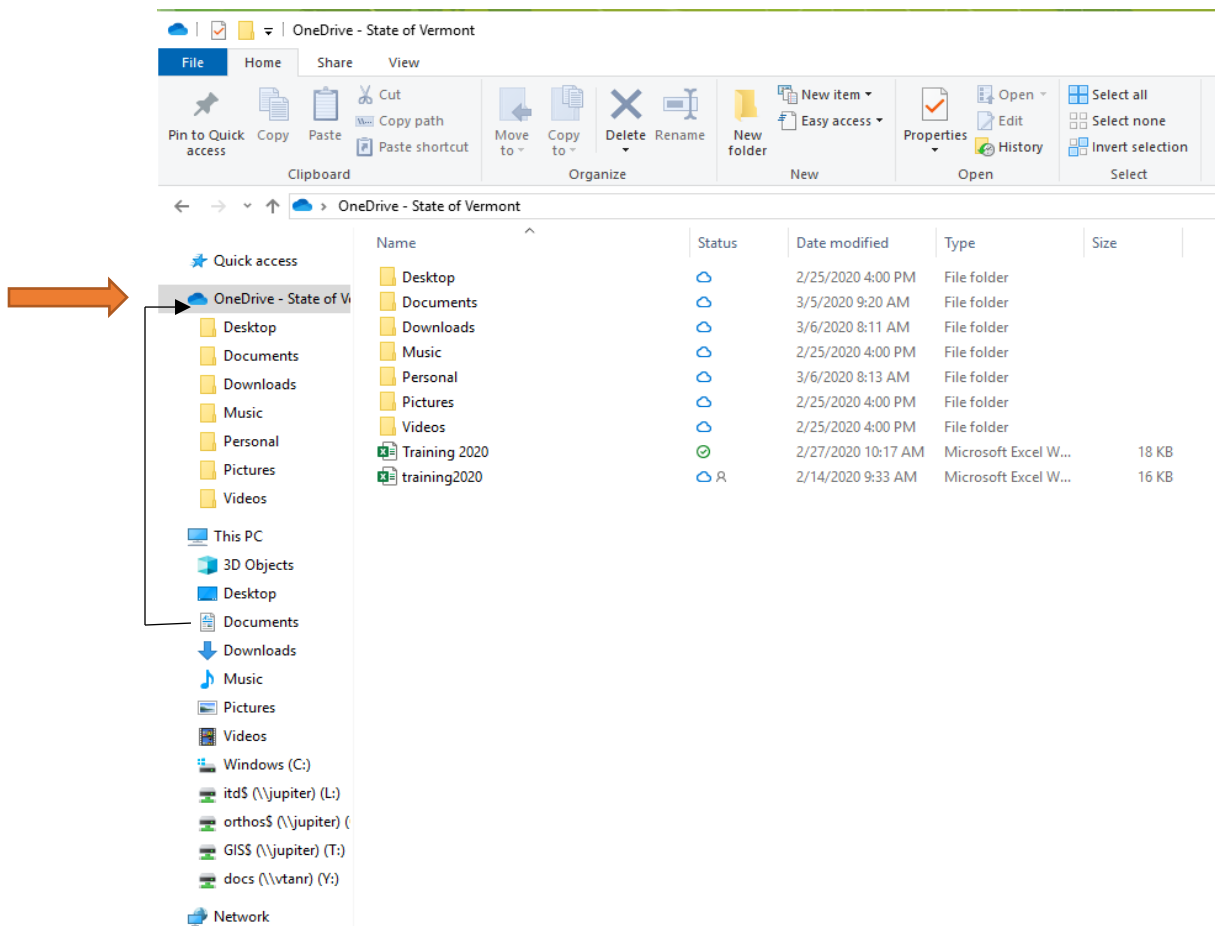


This is where all your files are located that have been saved or uploaded to the Microsoft OneDrive cloud.

All the icons you see on that menu bar are working versions of the Office applications but are somewhat stripped-down online versions.

Upload files/folder to OneDrive

1. Open File Explorer
2. Find the folder or file(s) you want available in the portal and drag them to the OneDrive – State of Vermont drive



3. At this point the file/folder will sync to OneDrive and will be available in the portal regardless of machine or location. Even if you are using a personal computer at home when you log into the portal the file will be available to work on.