## **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.

Pick	crosoft an account	
Ĭ	Mike.Storm@vermont.gov	
+	Use another account	





## 4. Click on the OneDrive icon

Good mo	rning							
 Start new	Outlook	OneDrive	Word	<b>X</b> Excel	PowerPoint	N OneNote	SharePoint	<b>T</b> eams

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
- Find the folder or file(s) you want available in the portal and drag them to the OneDrive – State of Vermont drive

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File Home Share	View				
Pin to Quick Copy Paste	Cott Copy path Paste shortcut	Delete Rename	™ New item ▼ T Easy access ▼ W er	roperties	Select all Select none Invert selection
Clipboard	0	rganize	New	Open	Select
← → × ↑ 📥 > One	Drive - State of Vermont				
📌 Quick access	Name	Status	Date modified	Type	Size
OneDrive - State of Vi	Desktop	0	2/25/2020 4:00 PIV	File folder	
Deskton	Downloads	0	3/6/2020 8:11 AM	File folder	
Documents	Music	0	2/25/2020 4:00 PN	1 File folder	
Downloads	Personal	0	3/6/2020 8:13 AM	File folder	
Downloads	Pictures	0	2/25/2020 4:00 PN	1 File folder	
iviusic	Videos	0	2/25/2020 4:00 PN	1 File folder	
Personal	🖬 Training 2020	$\odot$	2/27/2020 10:17 A	M Microsoft Excel W	18 КВ
Pictures	📧 training2020	<b>A</b>	2/14/2020 9:33 AM	1 Microsoft Excel W	16 KB
Videos					
💻 This PC					
🧊 3D Objects					
📃 Desktop					
Documents					
Downloads					
Music					
Pictures					
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GISE (\jupiter) (					
- de ce (\\jupiter) (1:)					
🛫 docs (\\vtanr) (Y:)					
💣 Network					

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.