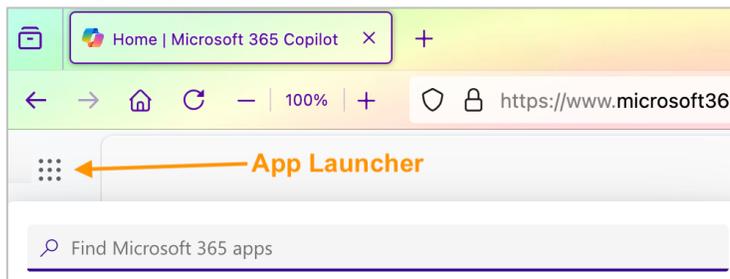




Getting Started with OneDrive

Log into OneDrive online

1. Using your browser, visit <https://microsoft365.com> and select the **Sign in** button located in the upper right corner
2. Enter your full UTK email address and select the **Next** button:
 - o Faculty and Staff use NetID@utk.edu
 - o Students use NetID@vols.utk.edu
3. If prompted, select the option for **Work or school account**
4. Enter your NetID password and select **Sign in**
5. Authenticate using Duo when prompted
6. On the *Stay signed in?* display, select **Yes**
7. After logging in, select the *App Launcher* icon in the top left corner



8. From the list of apps, locate and select the OneDrive icon
9. A new browser tab will open to OneDrive online where you can view, manage, and organize all your stored files and folders

Upload files or folders to OneDrive

You can store over 300 types of files on OneDrive:

1. Select **Add new > Files upload** or **Add new > Folder upload**
2. Select the files or folder you want to upload
3. Select **Open** or **Select Folder**

For additional guidance, visit our [Microsoft OneDrive training page](#).