



How to Access your OneDrive

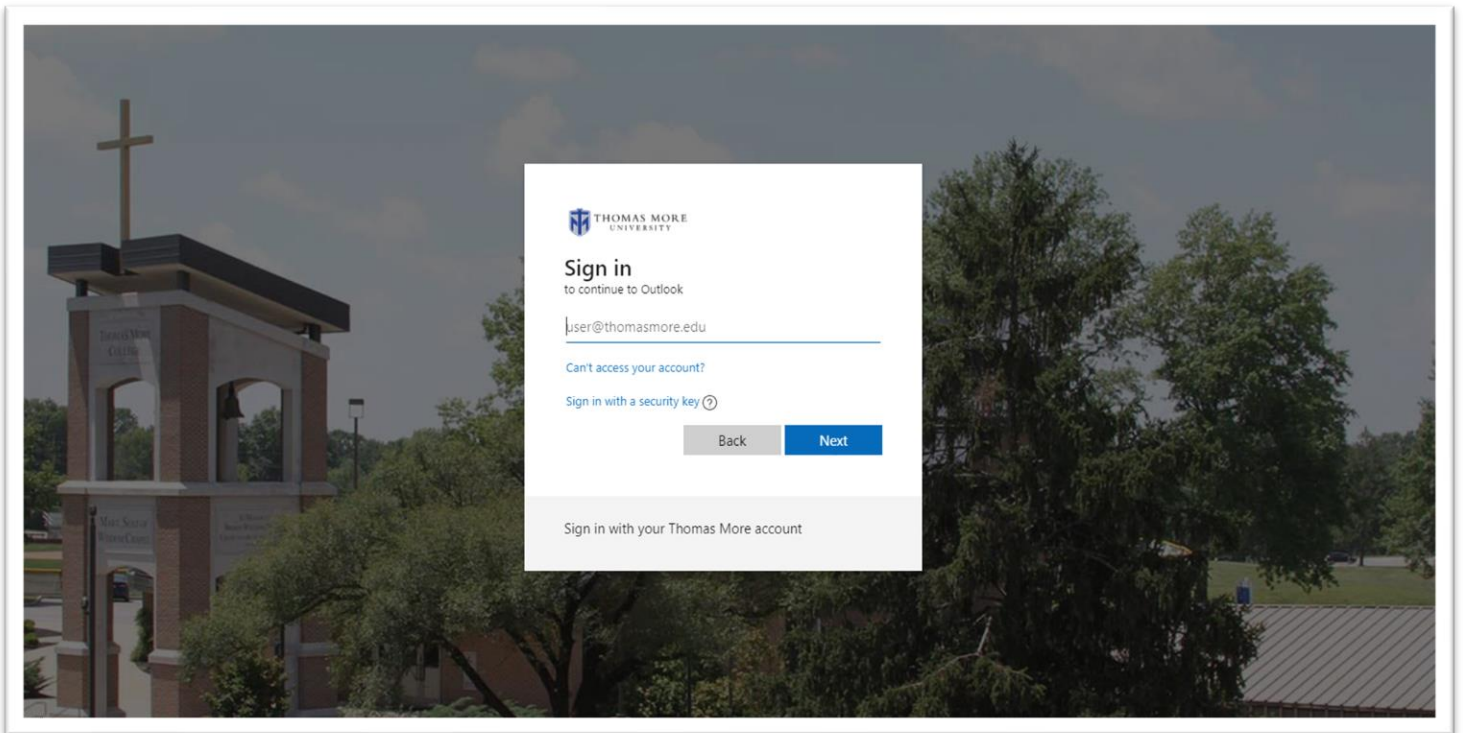
This tutorial will show you how to access your Microsoft OneDrive

Contents

Sign into your Thomas More email by browsing to http://mail.thomasmore.edu	2
Click on the apps button	3
Click the OneDrive button.....	4
You Now Have Access to Your OneDrive	5

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or
stop by the Computer Center on the lower level of the administration building.

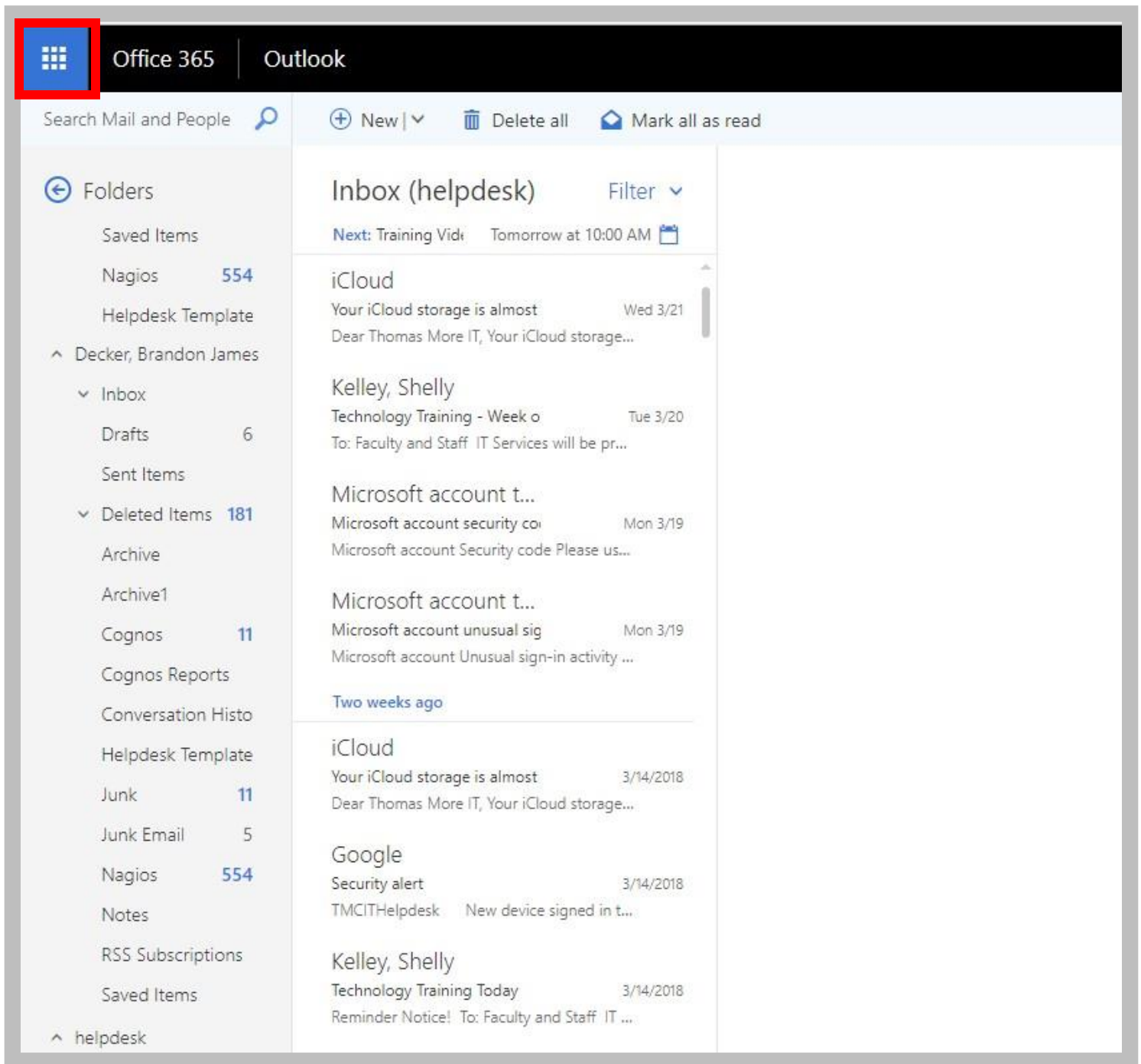
Sign into your Thomas More email by browsing to <http://mail.thomasmore.edu>



Alternatively, you can browse to <http://thomasmore-my.sharepoint.com> and sign in using your Thomas More username and password.

If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

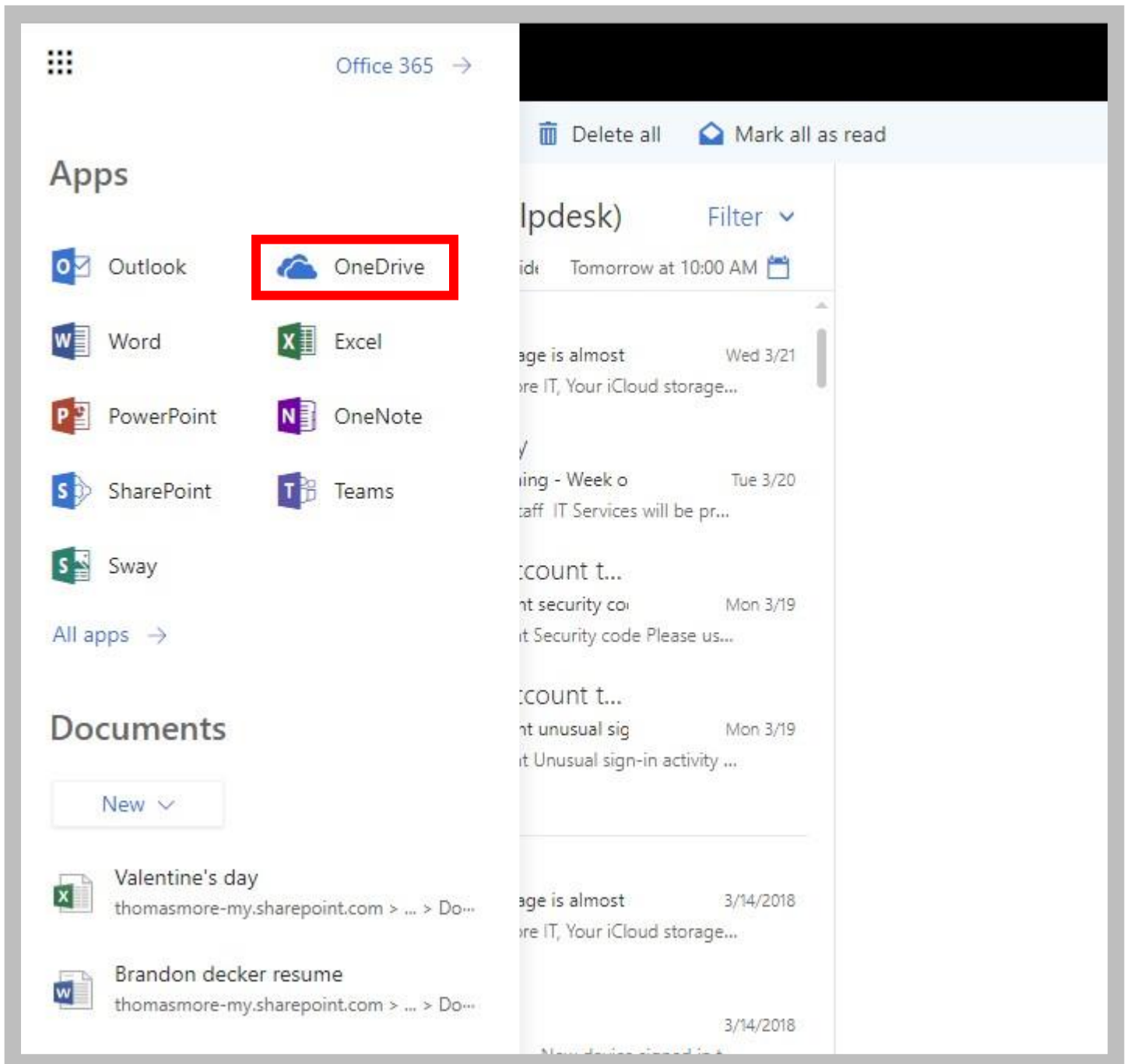
Click on the apps button



The screenshot shows the Outlook web interface. At the top left, the Office 365 logo (a blue square with a white grid) is highlighted with a red border. To its right are the text labels "Office 365" and "Outlook". Below the header, the interface is divided into three main sections: a left-hand navigation pane, a top action bar, and a main content area. The navigation pane lists folders such as "Inbox", "Drafts", "Deleted Items", and "Junk". The top action bar includes "New", "Delete all", and "Mark all as read". The main content area displays the "Inbox (helpdesk)" with a list of email messages from various senders like "iCloud", "Kelley, Shelly", and "Microsoft account t...".

If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

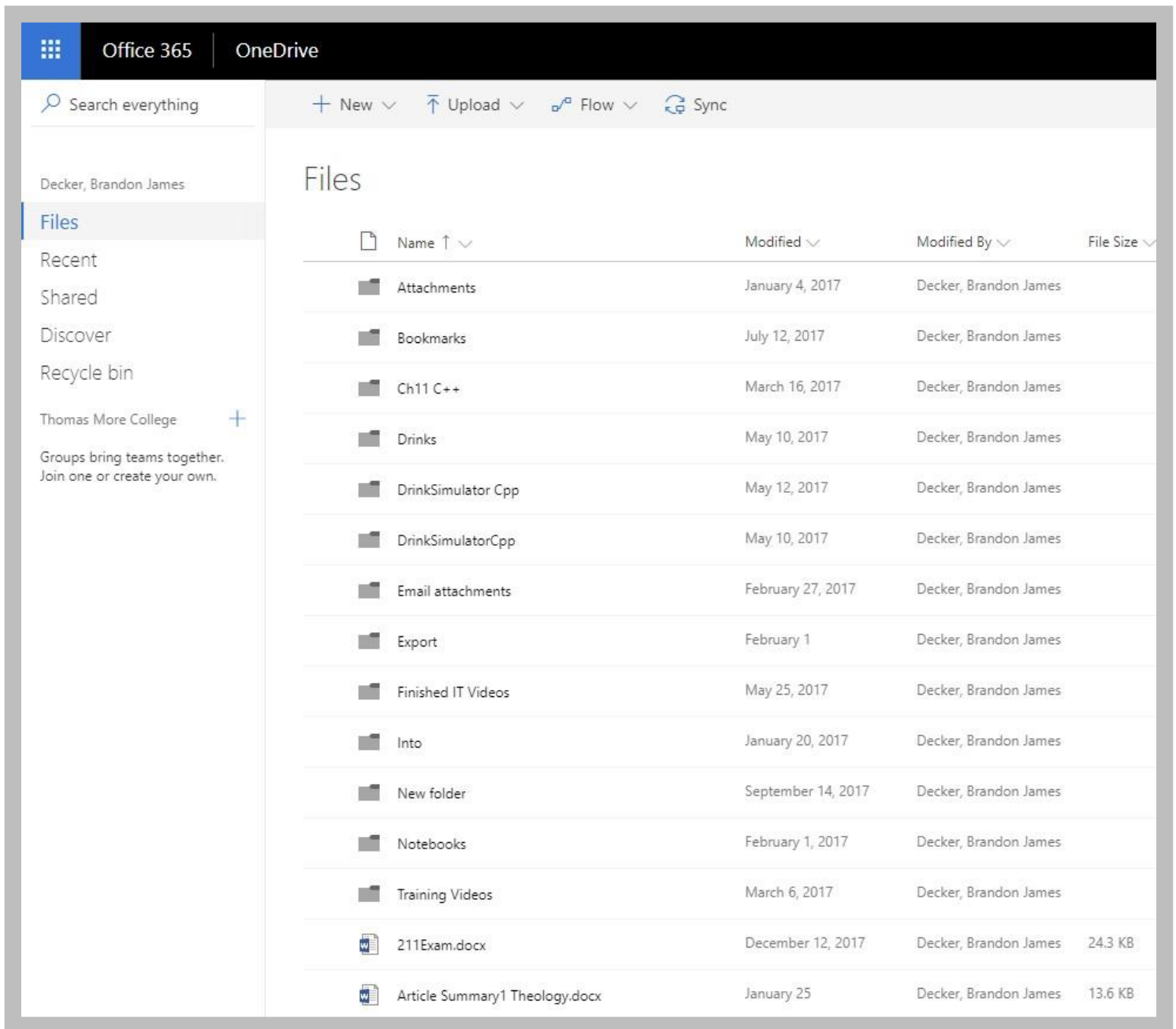
Click the OneDrive button



First time users, OneDrive will guide you through the setup.

If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

You Now Have Access to Your OneDrive



The screenshot displays the OneDrive interface within the Office 365 environment. The top navigation bar includes the Office 365 logo and the text "Office 365" and "OneDrive". Below this is a search bar labeled "Search everything" and a toolbar with options for "New", "Upload", "Flow", and "Sync". The left sidebar shows the user's name "Decker, Brandon James" and a list of navigation options: "Files", "Recent", "Shared", "Discover", and "Recycle bin". Below these is a section for "Thomas More College" with a plus sign and the text "Groups bring teams together. Join one or create your own." The main area is titled "Files" and contains a table of files and folders.

Name ↑	Modified	Modified By	File Size
Attachments	January 4, 2017	Decker, Brandon James	
Bookmarks	July 12, 2017	Decker, Brandon James	
Ch11 C++	March 16, 2017	Decker, Brandon James	
Drinks	May 10, 2017	Decker, Brandon James	
DrinkSimulator Cpp	May 12, 2017	Decker, Brandon James	
DrinkSimulatorCpp	May 10, 2017	Decker, Brandon James	
Email attachments	February 27, 2017	Decker, Brandon James	
Export	February 1	Decker, Brandon James	
Finished IT Videos	May 25, 2017	Decker, Brandon James	
Into	January 20, 2017	Decker, Brandon James	
New folder	September 14, 2017	Decker, Brandon James	
Notebooks	February 1, 2017	Decker, Brandon James	
Training Videos	March 6, 2017	Decker, Brandon James	
211Exam.docx	December 12, 2017	Decker, Brandon James	24.3 KB
Article Summary1 Theology.docx	January 25	Decker, Brandon James	13.6 KB

If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.