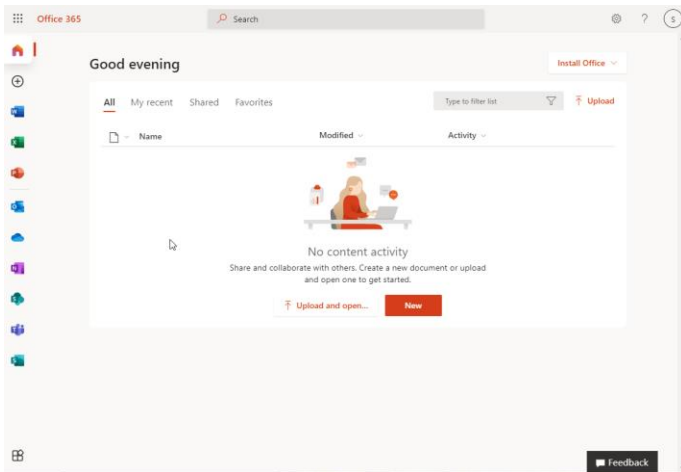


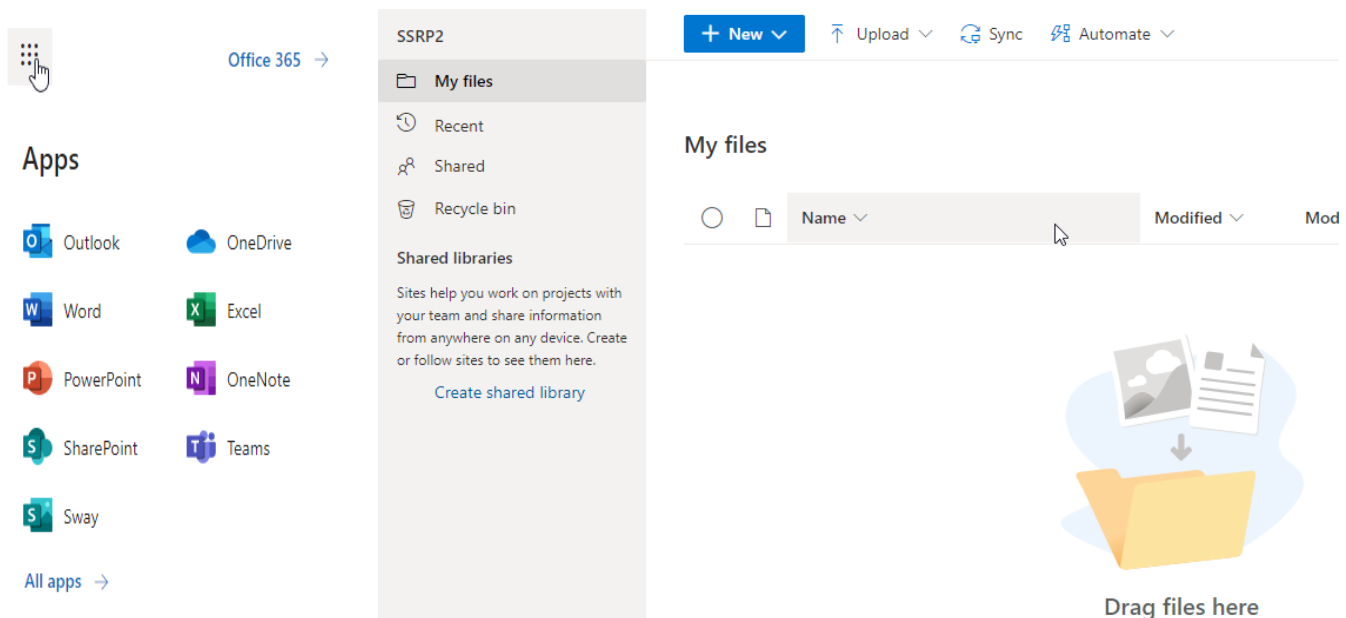
Microsoft OneDrive

An important part of your Microsoft Office 365 account is access to Microsoft's OneDrive. You have a terabyte worth of space to store whatever you want.

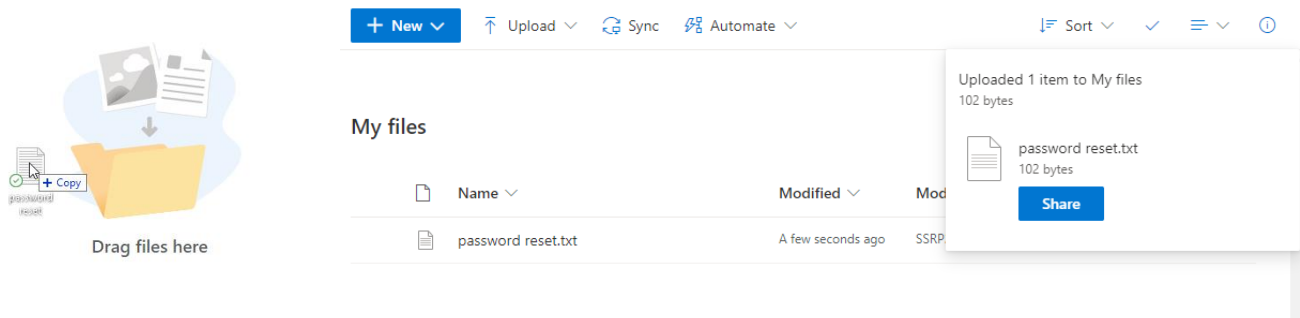
You will need to login to Office 365 <https://portal.office.com> to access OneDrive.



Once you have logged into Office 365, you will need to click on the Apps button in the upper left corner and click **OneDrive**.



When you are in OneDrive you can drag and drop files directly into the webpage to access your data.



OneDrive allows you to work on files just like you would if they were on your computer, but any changes you make are continually updated in the cloud. You can delete and restore files from the Recycle Bin in your OneDrive.

Delete?

Are you sure you want to send this item to the site recycle bin?

Delete

Cancel

Empty recycle bin

Sort

Recycle bin

	Name	Date deleted	Deleted by	Created by	Original location
	password reset.txt	5/11/2021 3:28 PM	SSRP2	SSRP2	personal/ssrp2_my_sullivan

Can't find what you're looking for? Check the [Second-stage recycle bin](#)