

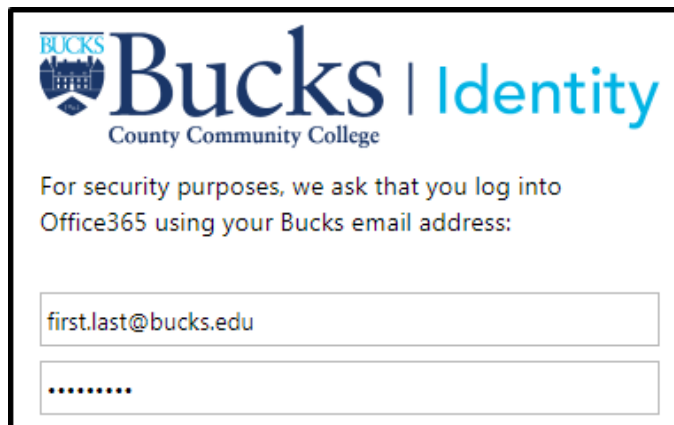
Bucks Faculty – Using Office365/OneDrive to Save and Access Files from Anywhere

Included in your Office 365 account is the ability to save files to OneDrive, up to 1000GB, which you can open from any device with an internet connection.

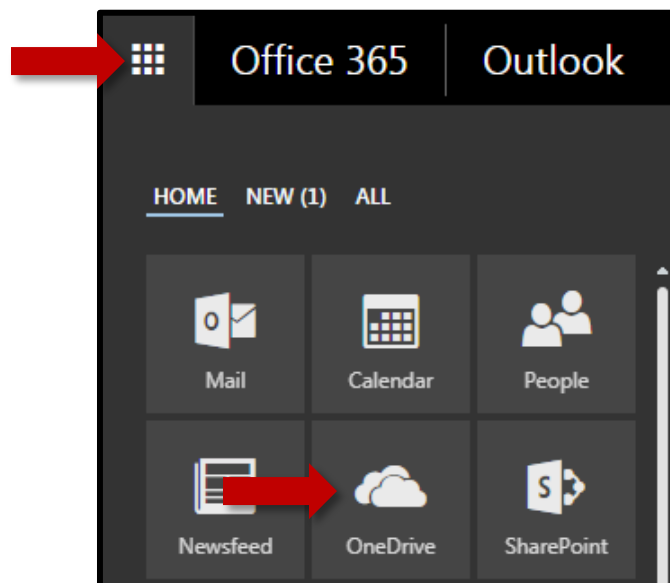
There are several ways to access OneDrive:

- Through the website <http://outlook.office365.com/bucks.edu>. This link is also on the bucks.edu homepage under Bucks for Students > Bucks Email.
- Through the OneDrive for Business desktop application. This application is automatically installed with Microsoft Office.
- Using one of the mobile apps on your device. Search the App Store or Play Store for OneDrive.
- Saving or opening files with any of the Office applications like Word or PowerPoint.

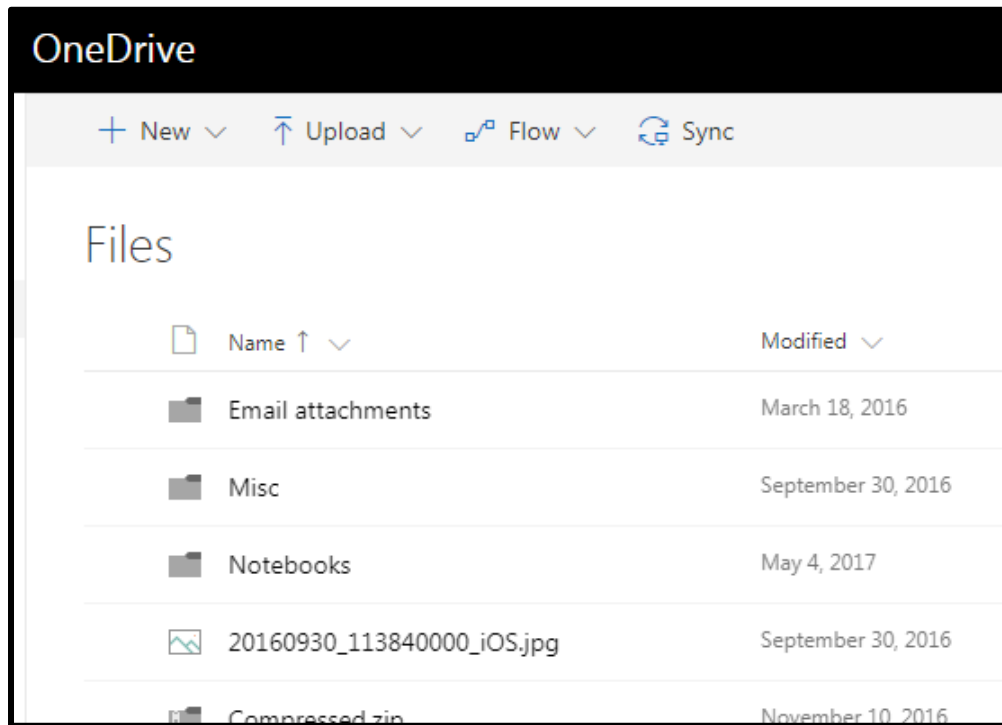
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1. Sign in with your Bucks email address, firstname.lastname@bucks.edu and Bucks password. You may be prompted to stay signed in on your first login.



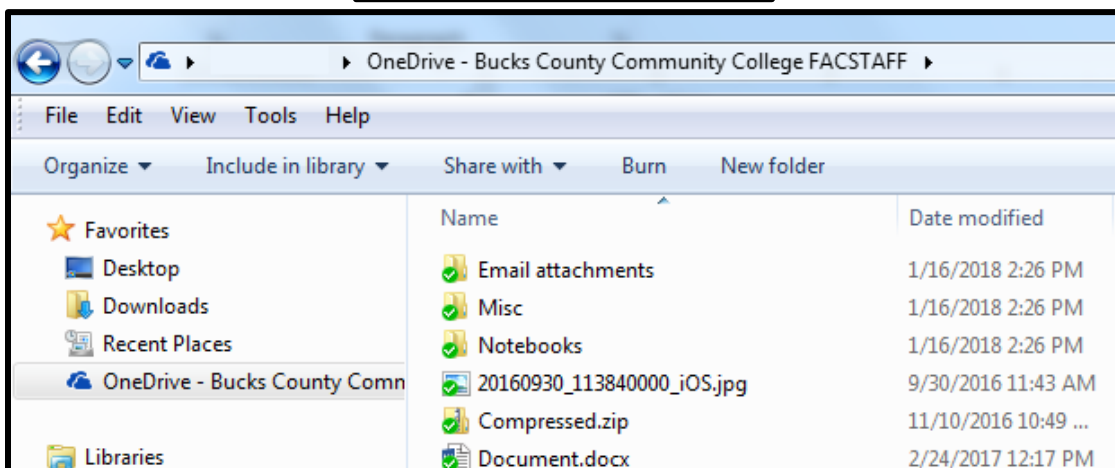
2. Click the dial pad icon in the upper left hand corner to bring up all of the Office 365 apps that you have access to. Here you will find **OneDrive** as well as online versions of Office. You can also click **Office 365** to install the desktop Office 2016 suite to 5 different computers.



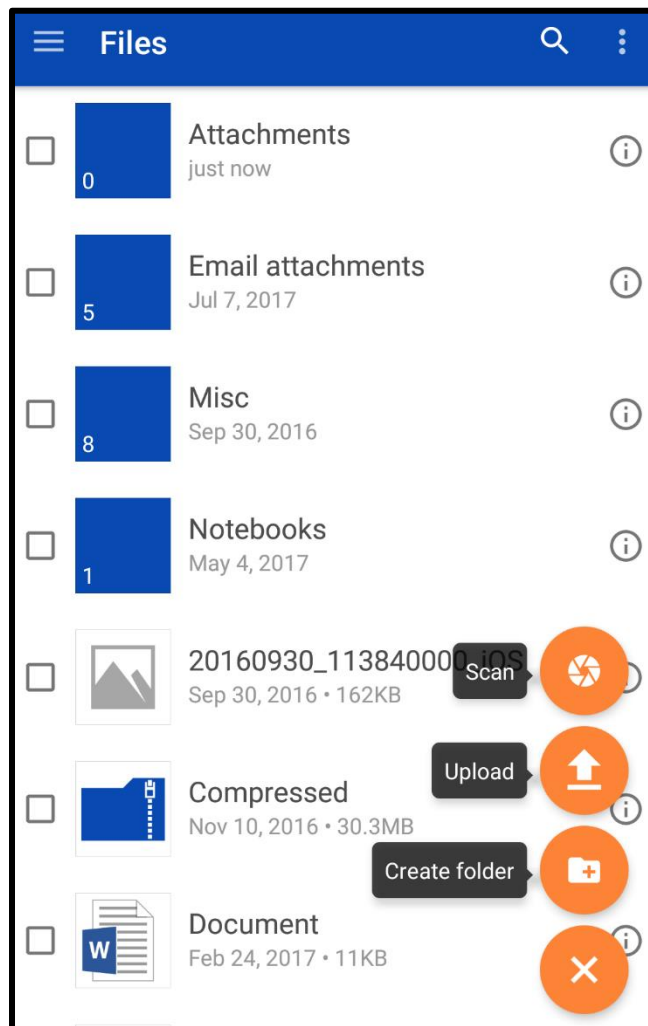
3. In the web version of OneDrive, you can create **New** Office documents, **Open** existing files previously saved to OneDrive, and **Upload** files from your computer.
- In Google Chrome and Microsoft Edge, you can upload entire folders.
 - You can drag and drops files into your OneDrive in your browser to upload them.



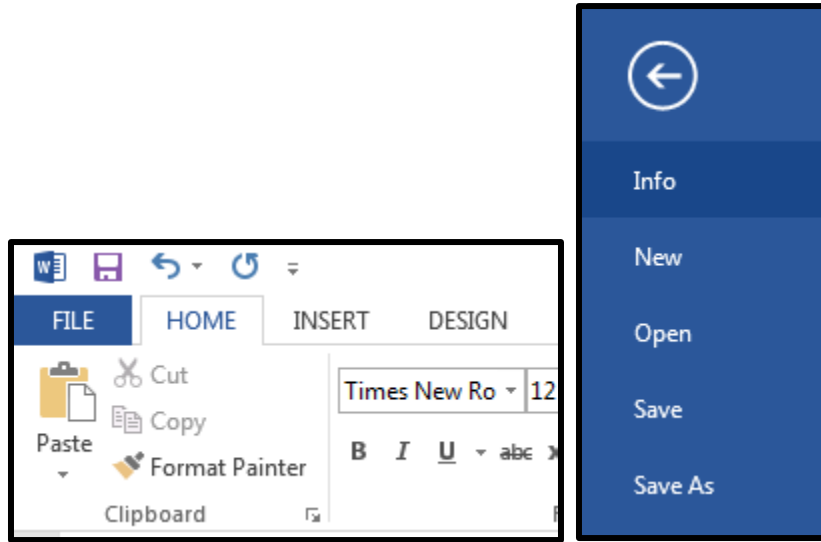
1. The OneDrive for Business application can be found in the Start Menu on Windows and the Finder on Mac. The application will automatically sync files (assuming they are saved in the OneDrive folder) between your computer and the OneDrive cloud and vice versa.
- OneDrive for Business will automatically start with your computer. A blue cloud icon will appear in your system tray. You can access the features by right clicking on this icon.
 - You can upload large files (up to 10GB) using the OneDrive application



1. After installing the OneDrive app on your mobile device, you should be prompted to enter your Bucks email address and sign in.
 - If you wish to view any Office documents, you will need to download the appropriate app for your device. These are all free on the App Store or Play Store.



1. Click up the **File** menu in any Office application and choose **Open**, **Save**, or **Save As**.



2. Under the Open/Save/Save As option click the **OneDrive – Bucks FACSTAFF** option.

