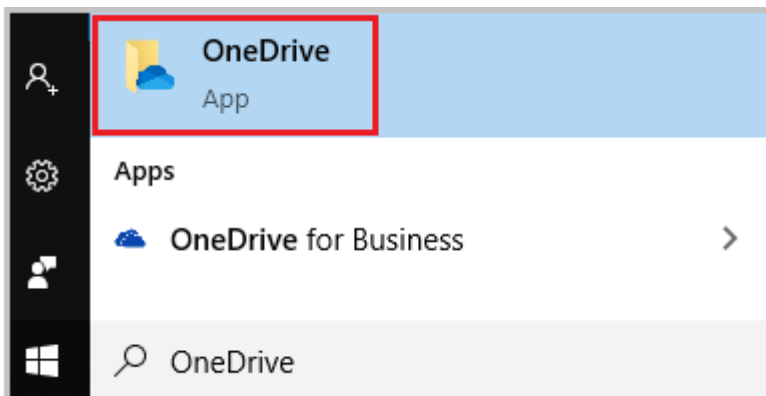


OneDrive for Business enables you to interact easily with Office 365 files (eg Word, Excel, PowerPoint) and collaborate on them with others, including non-University staff. You can securely share information and control levels of security via links for editing or viewing files. It should be used for your working drafts and to collaborate on documents before they are finalised and stored elsewhere, such as a [SharePoint Online](#) where they should be managed in accordance with the [Records Retention Schedule](#). It should not be used as a place to store your own personal/private documents, photographs etc that are not work related.

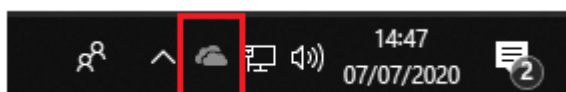
- [Using OneDrive on a University computer](#)
- [Upload files and folders](#)
- [Share OneDrive files and folders](#)
- [Create a document from OneDrive for Business](#)

Note: You will not be able to use OneDrive - University of Manchester with a personal (non-university) OneDrive account.

1. From the Windows **Start** menu, type **OneDrive** and select the OneDrive app to open it. (bypass OneDrive for Business)

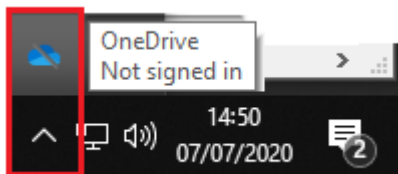


2. In the bottom right hand corner you will see a grey cloud double click this and wait about 5 minutes while OneDrive updates.

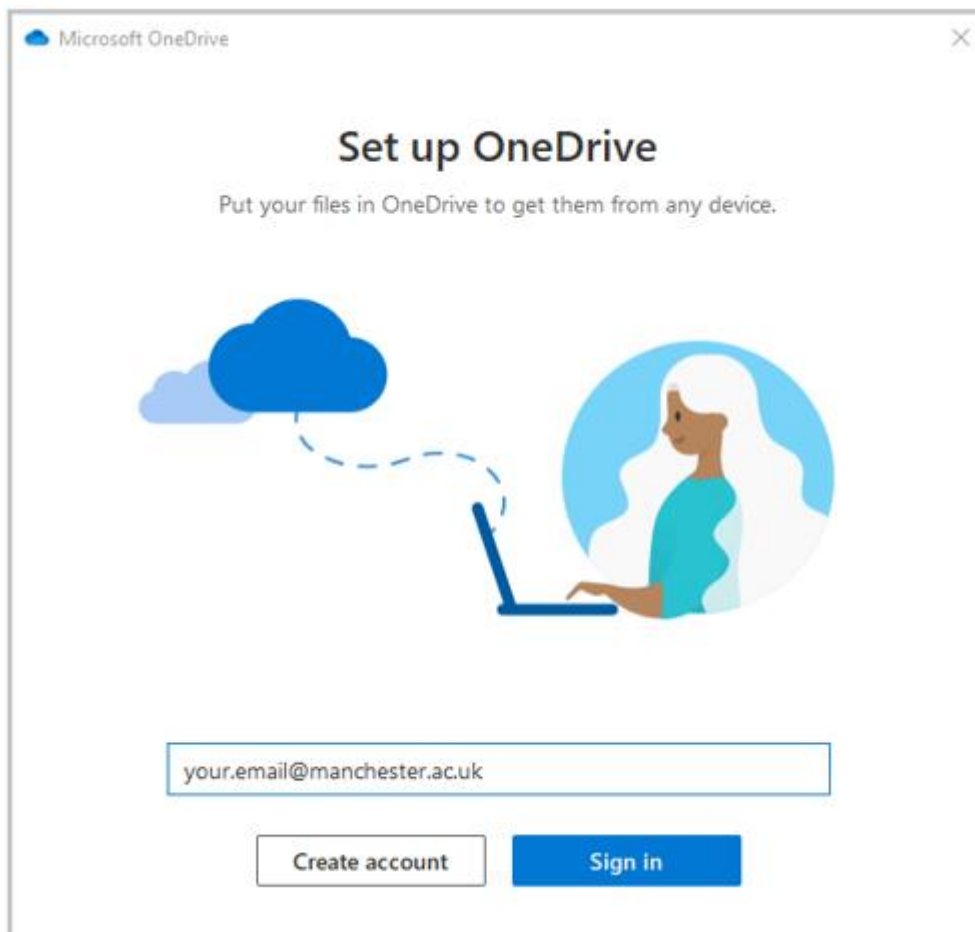


3. Once OneDrive has updated you should sign-in. You may need to type and select OneDrive again.

A set up OneDrive windows should appear or open the notification area and select the OneDrive cloud icon which should be blue to show it has installed and a slash cross showing it is not active and is waiting for someone to sign in.



Enter your **University email address** and select **Sign in**.



4. Now use 2Fa device to securely access OneDrive enter your **University password** and select **Sign in**.



ds\username



Enter password

Sign in

Back

* For Office 365, enter your email address, e.g.:

Undergraduate students:

firstname.lastname@student.manchester.ac.uk

Postgraduate students:

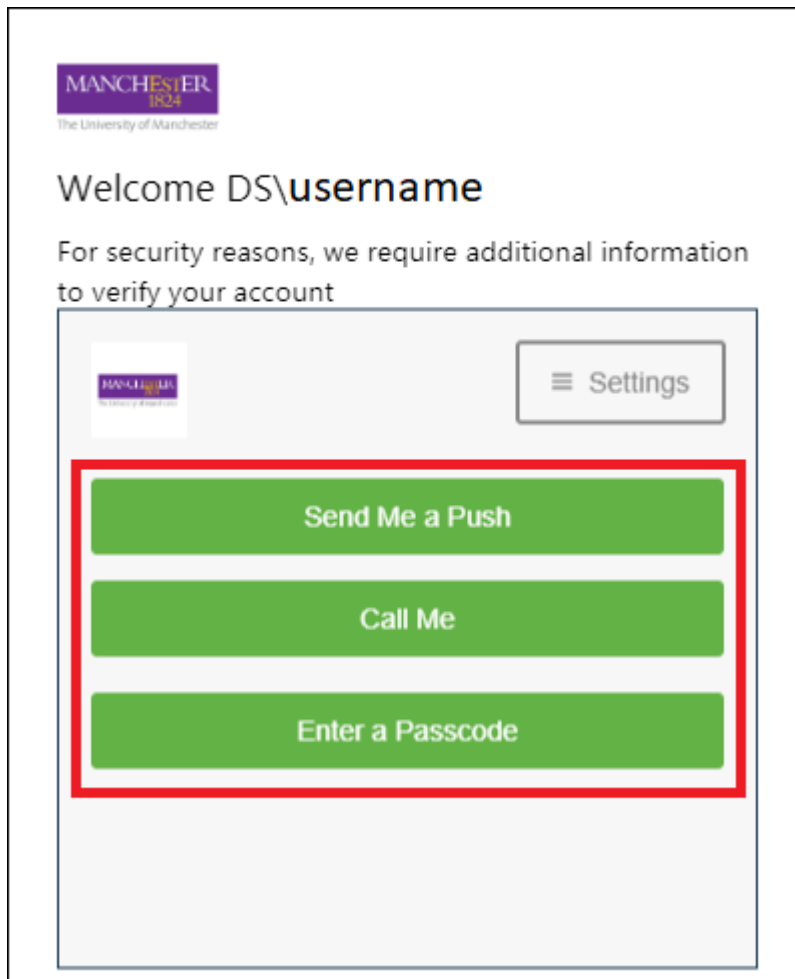
firstname.lastname@postgrad.manchester.ac.uk

Staff:

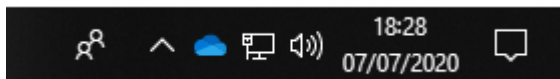
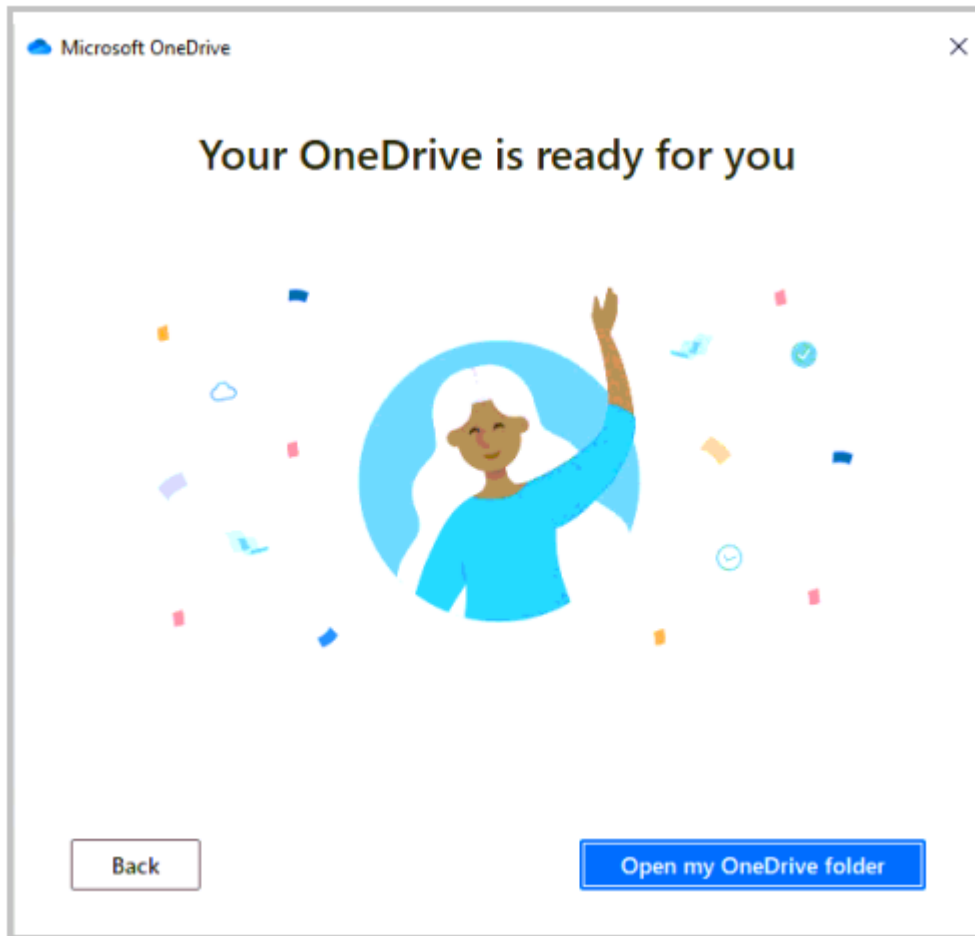
firstname.lastname@manchester.ac.uk

This is the University of Manchester's sign in page for Office 365. By using this service you agree to abide by [The University of Manchester's IT policies and guidelines](#).

4. Choose one of the Duo 2-factor authentication methods.



5. On the next few screens, keep the defaults select **Next** a few times, if you are asked about the mobile app select **Later**.
6. To the Stay signed in to all my apps screen, select **OK** to **Allow my organisation to manage my device**.
7. OneDrive is ready to use, select **open my OneDrive folder**.



8. The OneDrive blue cloud icon will now show as signed in.

OneDrive - University of Manchester will be visible in the left-hand menu within File Explorer.

You can drag and drop the content from your P:Drive into this folder to store it securely, or when you select **Save as** in an application such as Word you will see **OneDrive - The University of Manchester**.

Note: OneDrive utilises **AutoSave** which saves your files automatically every few seconds as you work. For more information or if you don't wish to use this feature, please read the following article [What is AutoSave?](#)

