



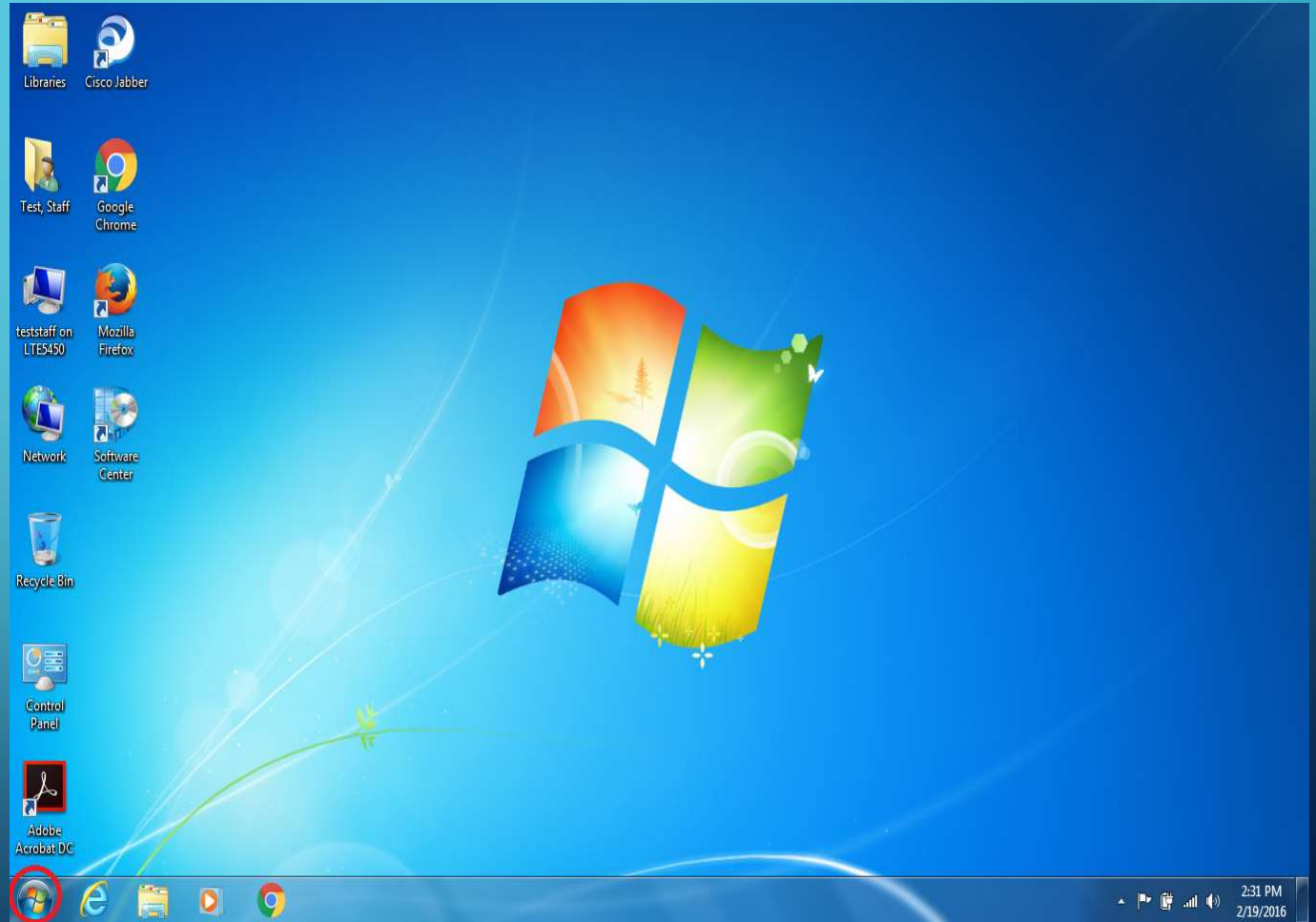
# How to Access OneDrive for Business using Windows Explorer, System Tray, and your Web Browser



# Accessing OneDrive for Business using Windows Explorer

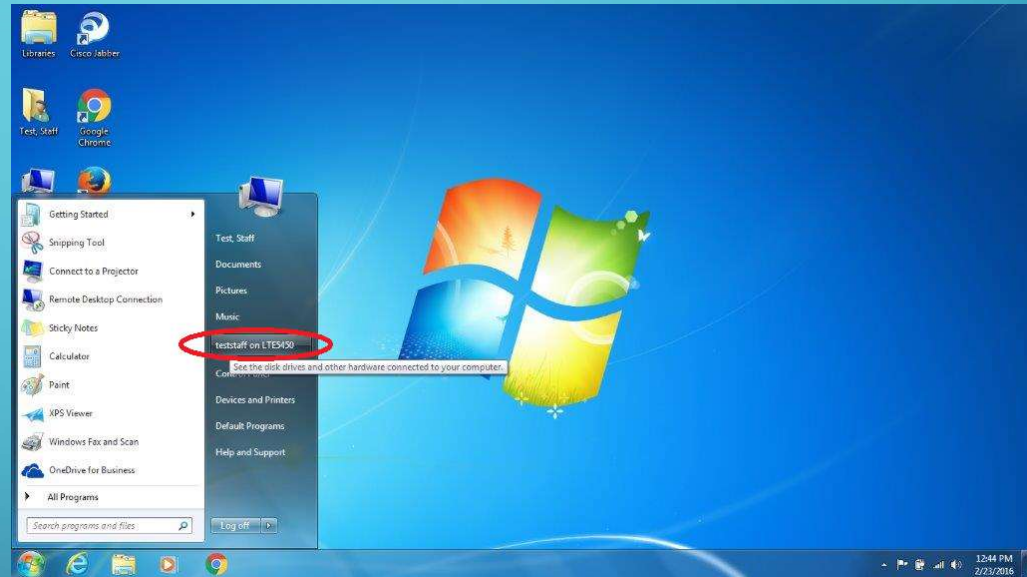
# START MENU

Use the left mouse button to bring up start menu by choosing far left icon on bottom of your screen



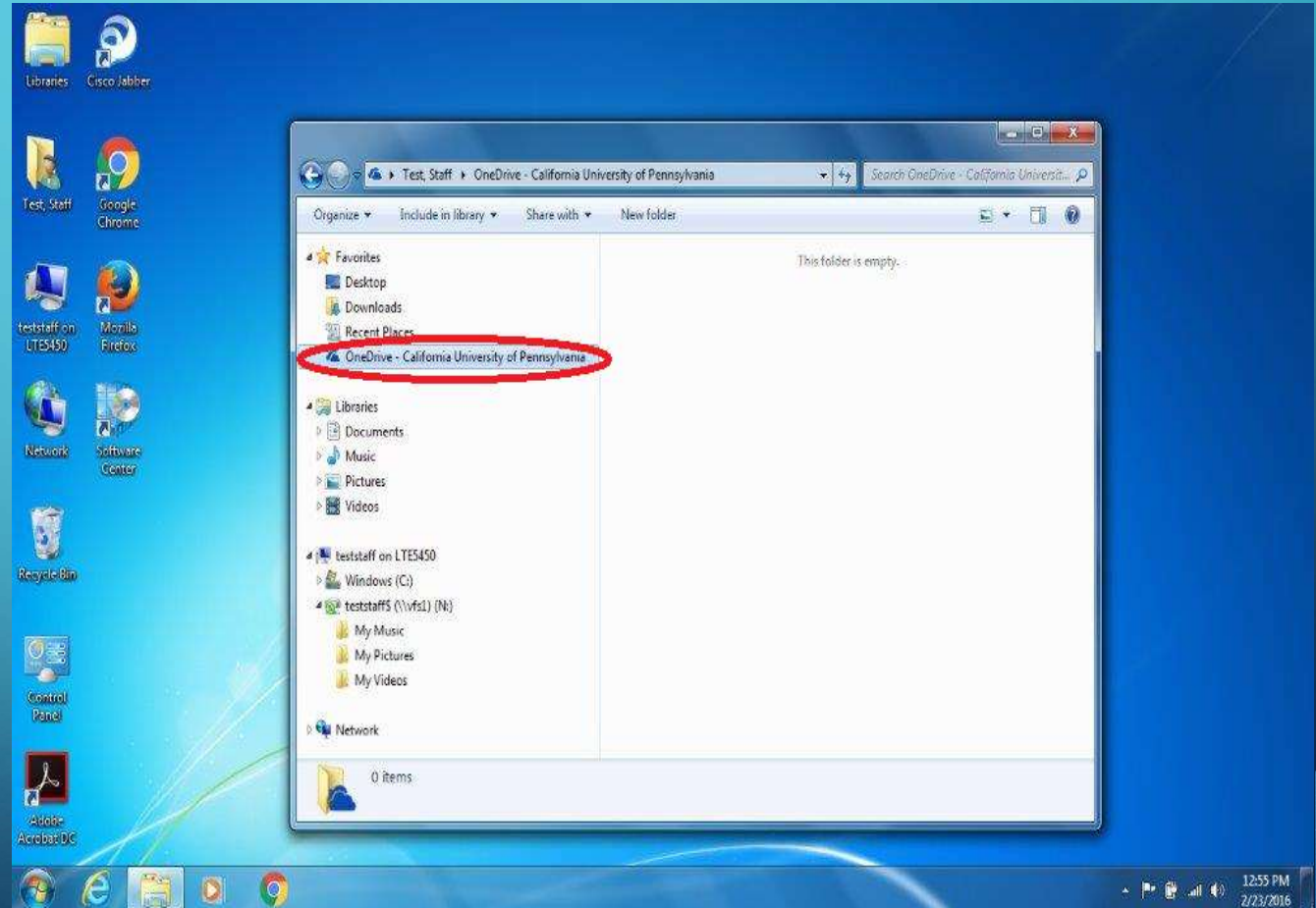
# ACCOUNT ON MACHINE NAME

Use the left mouse  
button to bring up  
Account on Machine  
name.

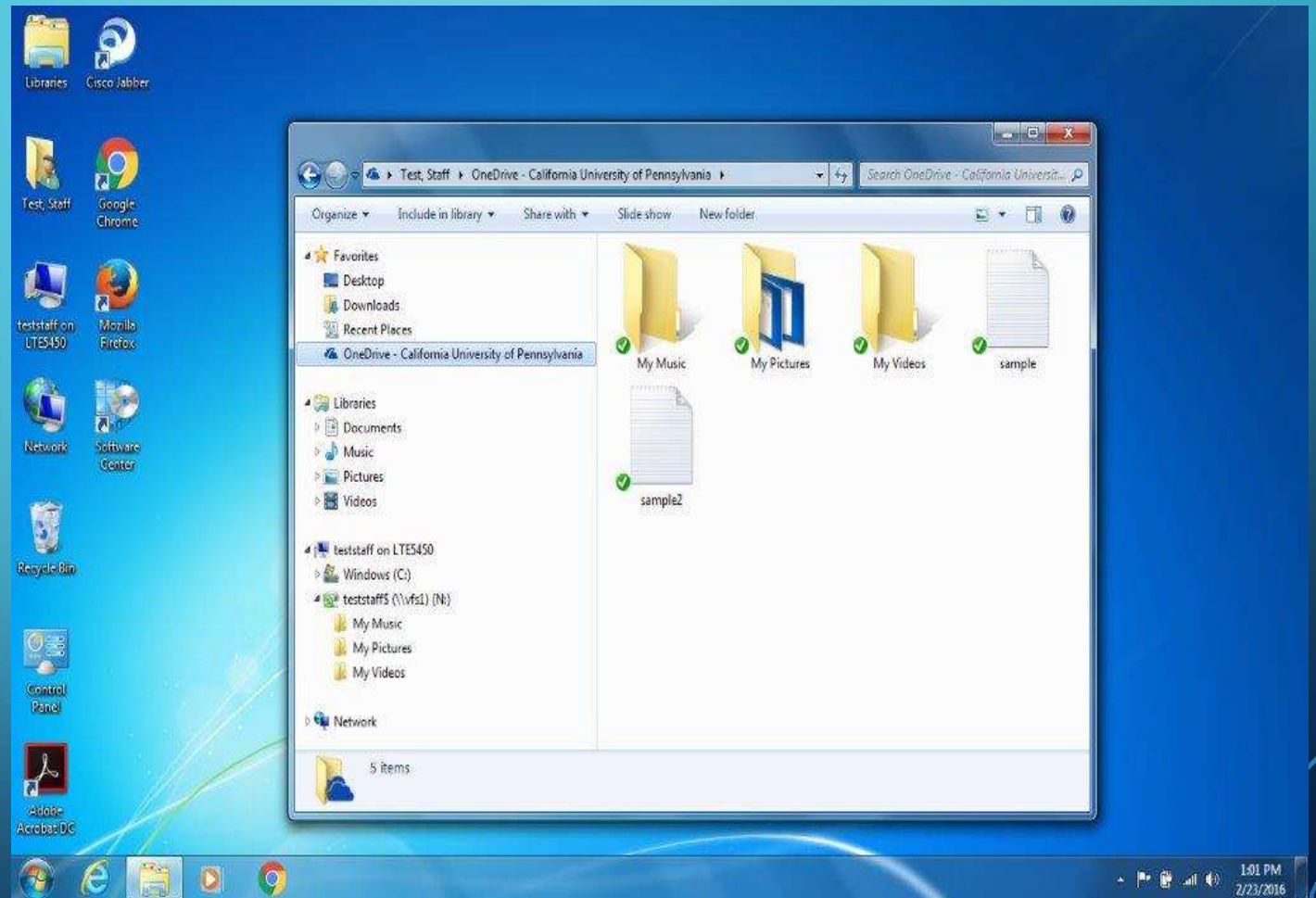


# ONEDRIVE FOR BUSINESS

Use the left mouse button to  
bring up OneDrive for  
Business



# ONEDRIVE OUTPUT

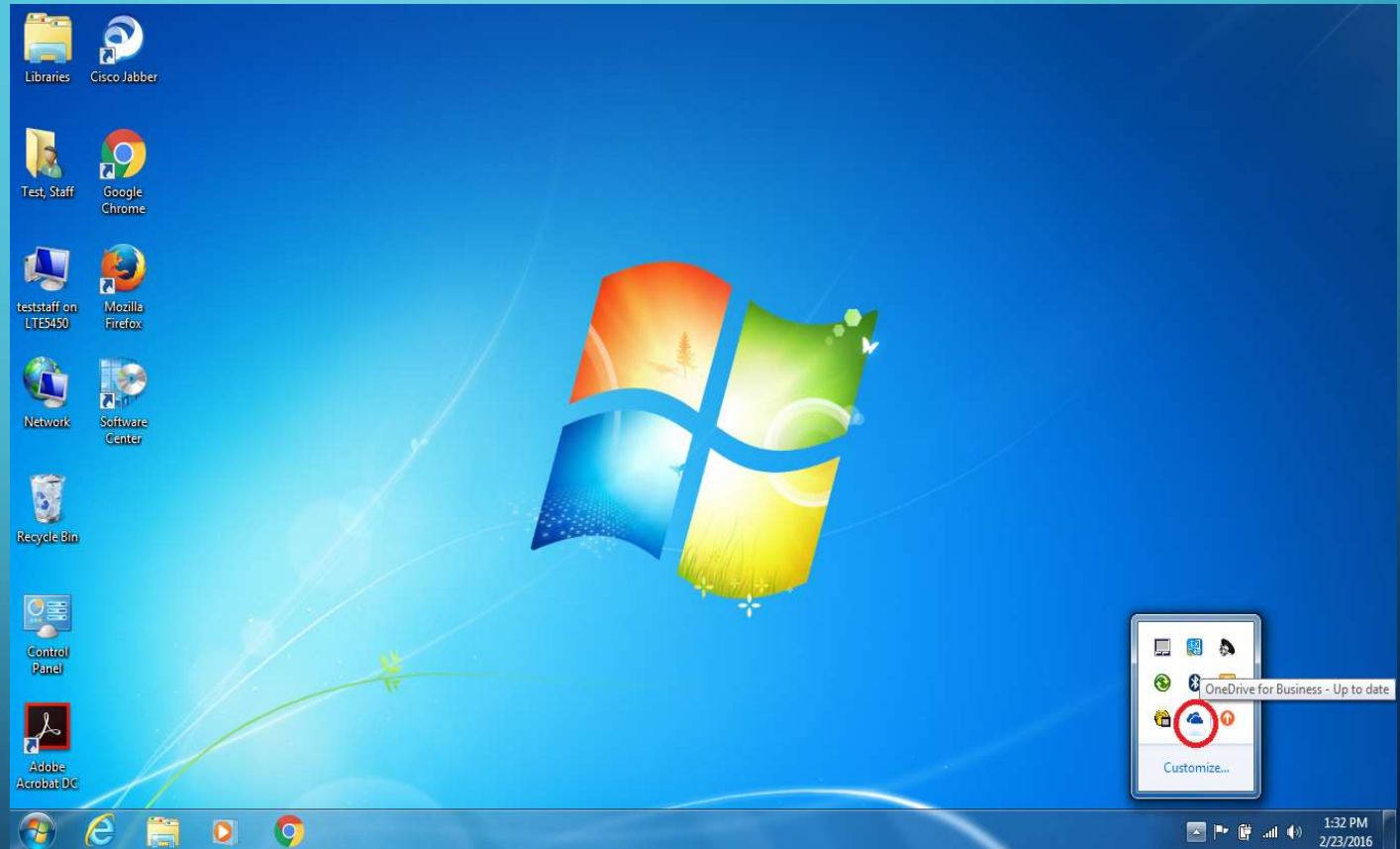




# Accessing OneDrive for Business using the System Tray

# SYSTEM TRAY AND CHOOSE ONEDRIVE

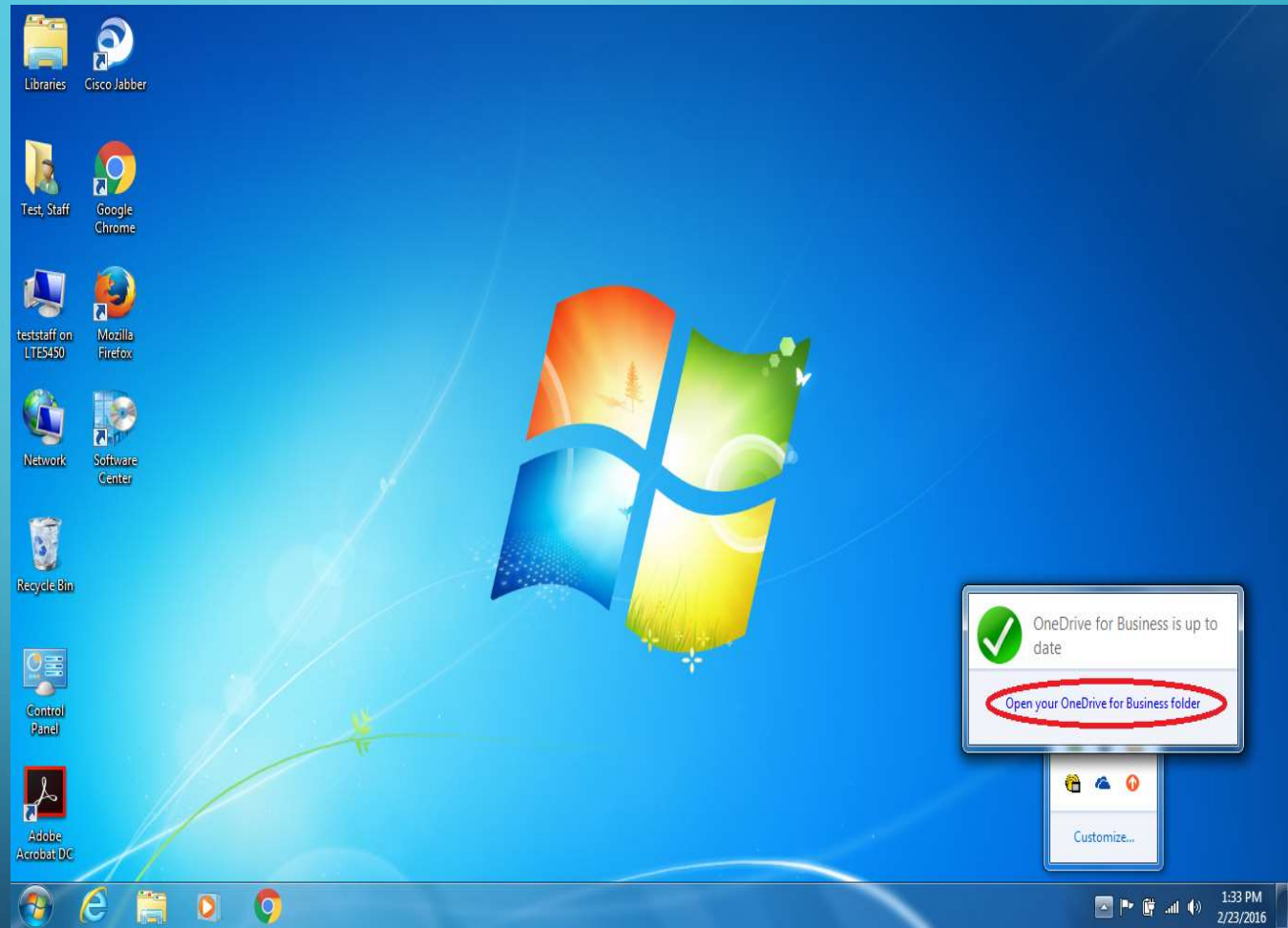
Use the left mouse button to bring up System Tray and choose OneDrive



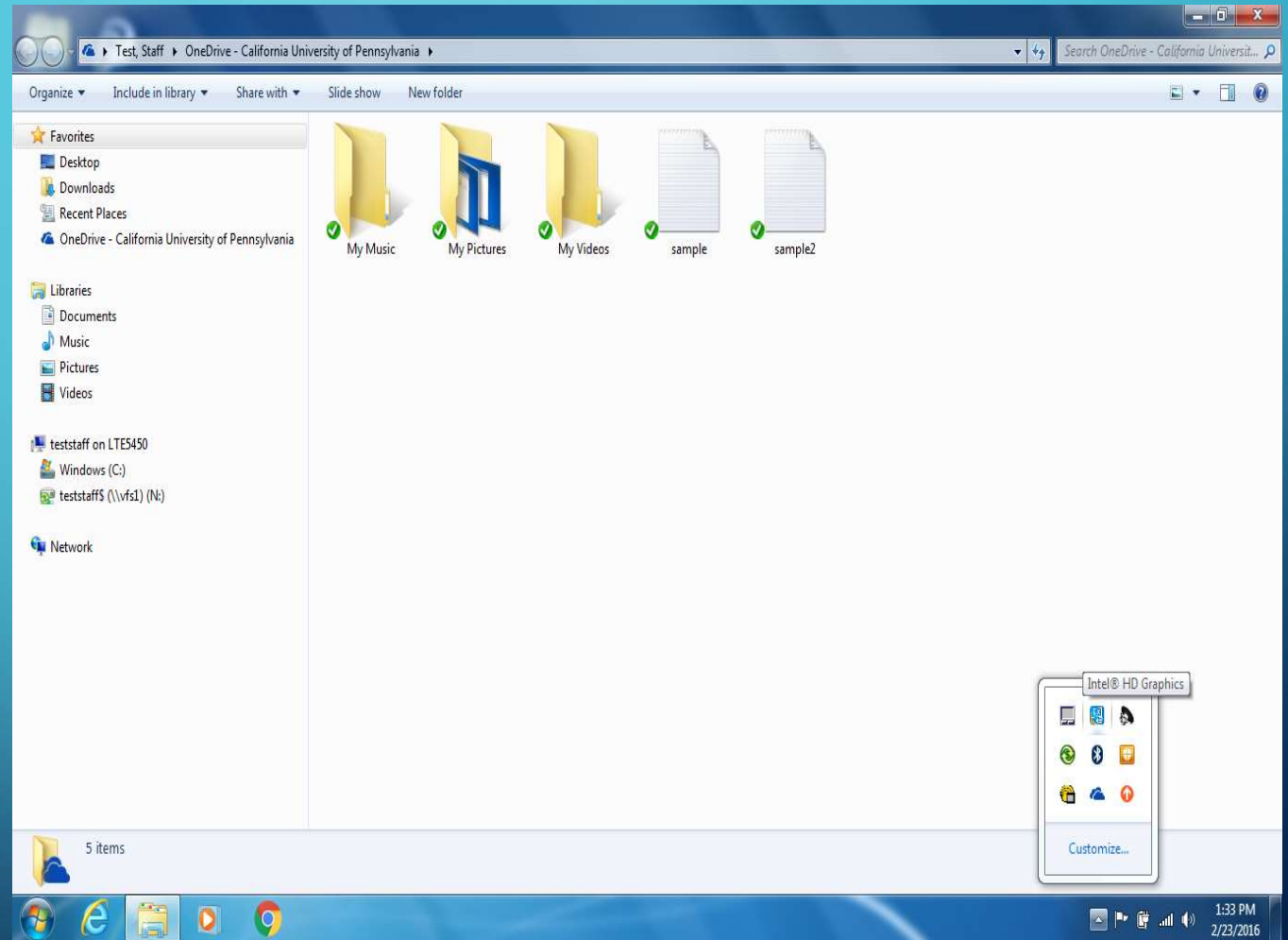


# OPEN ONEDRIVE FOLDER

Use the left mouse  
button to bring up Open  
your OneDrive for  
Business folder



# ONEDRIVE OUTPUT

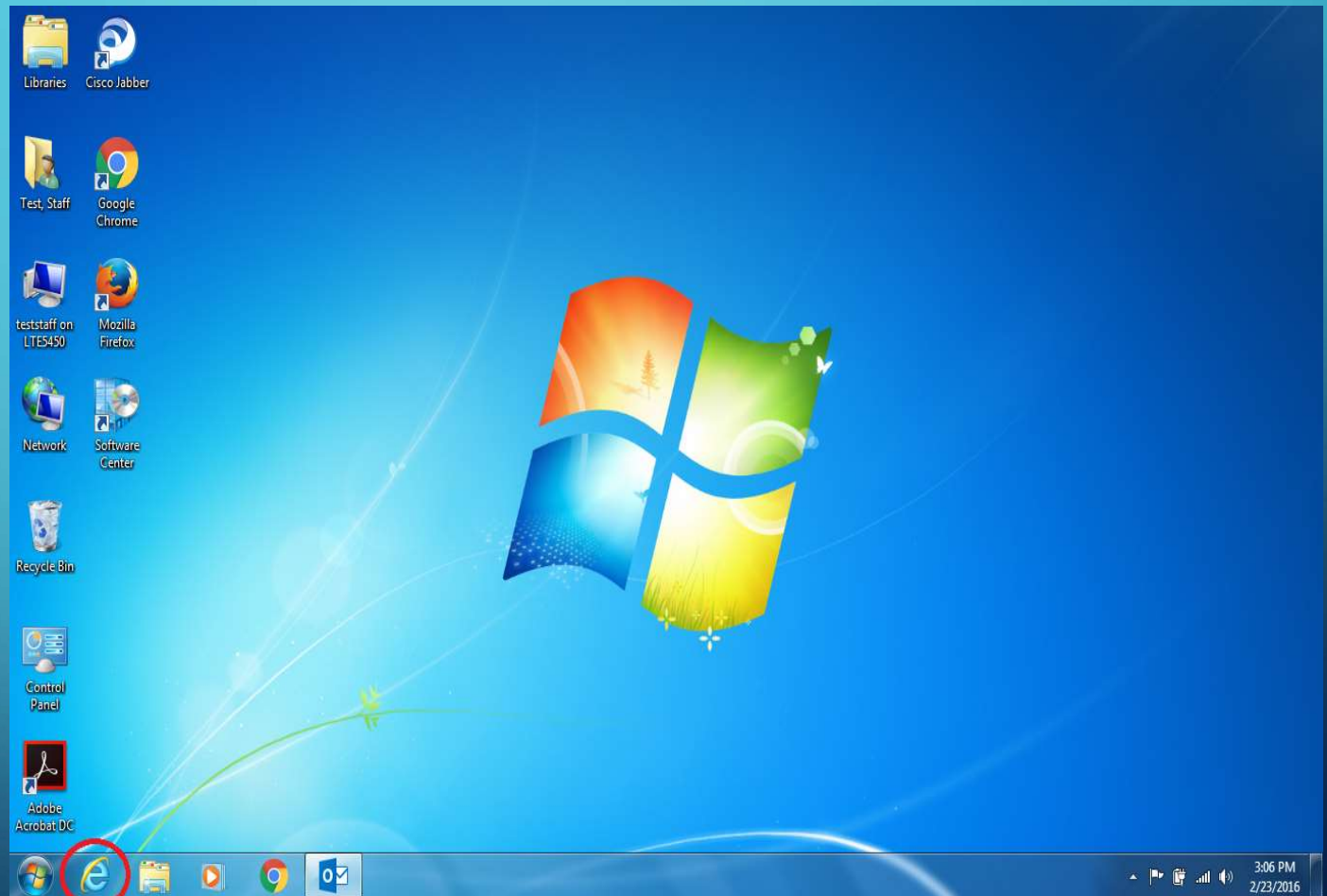


# Accessing OneDrive for Business using your Web Browser

- THIS IS THE ONLY OPTION TO ACCESS FILES THAT HAVE BEEN SHARED WITH YOU BY OTHER PEOPLE

# OPEN BROWSER

Use the left mouse  
button to bring up  
Internet Explorer or  
another browser



# WEB PAGE

Navigate to the  
[www.calu.edu](http://www.calu.edu) WEB  
page

The screenshot shows a web browser window displaying the homepage of California University of Pennsylvania (CALU). The browser's address bar shows the URL <http://www.calu.edu/>, which is circled in red. The website features a dark blue header with the CALU logo and navigation links: ABOUT US, ACADEMICS, TUITION & AID, ATHLETICS, GLOBAL ONLINE, CAMPUS LIFE, GIVE, and APPLY NOW. A search bar is located in the top right. The main content area is divided into a left sidebar and a central main section. The sidebar, set against a red background, lists various services: REQUEST INFO, NEWS, CALENDAR, PEOPLE FINDER, LIBRARY, BUSINESS & COMMUNITY, CONVOCATION CENTER, and VULCAN INFORMATION PORTAL. Below these is a QUICK LINKS section and social media icons for Facebook, Twitter, Instagram, YouTube, and Pinterest. The main section features a large banner for 'PARKS AND RECREATION' with a photo of a skier in a red jacket. Text below the banner reads: 'Parks and recreation management students learn to preserve and manage our natural resources.' A 'LEARN MORE' button is positioned to the right. At the bottom of the main section, there are four navigation buttons: PARKS AND RECREATION, VISIT CAL U, INTERNATIONAL STUDIES, and BUSINESS ADMINISTRATION. The Windows taskbar at the bottom shows the time as 3:04 PM on 2/23/2016.

# QUICK LINKS EMAIL

Use the left mouse  
button to bring up quick  
links check email

The screenshot shows the California University of Pennsylvania (CALU) website. The browser address bar displays <http://www.calu.edu/>. The website header includes the CALU logo and navigation links: ABOUT US, ACADEMICS, TUITION & AID, ATHLETICS, GLOBAL ONLINE, CAMPUS LIFE, GIVE, and APPLY NOW. A search bar is located in the top right corner. Below the header, there is a section for "INFO FOR:" with tabs for PROSPECTIVE STUDENTS, CURRENT STUDENTS, PARENTS & FAMILIES, ALUMNI, and FACULTY & STAFF. The main content area features a "BUSINESS ADMINISTRATION" section with a "LEARN MORE" button and a photograph of a man in a blue shirt and vest sitting at a desk. A "QUICK LINKS" menu is open on the left side of the page, with the "Check Email" option highlighted by a red circle. The menu items include: Check Email, Get Campus Username and Password, Password Reset Utility, Course Schedule, Course Catalog, Request Transcripts, Employee Self Service (ESS), Cal U Text Alert Registration, and Desire2Learn. The footer of the website contains links for PARKS AND RECREATION, VISIT CAL U, INTERNATIONAL STUDIES, and BUSINESS ADMINISTRATION. The Windows taskbar at the bottom shows the system tray with the time 2:15 PM and date 2/23/2016.

# ENTER CALU ACCOUNT INFORMATION

Enter your CALU account  
and password  
information. Use the left  
mouse button to choose  
Sign In

https://sts.calu.edu/adfs/ls/?username=&wa=wsig

California University of Pennsy... Sign In

# CALU

Sign in with your organizational account

teststaff@calu.edu X

Password

Sign in

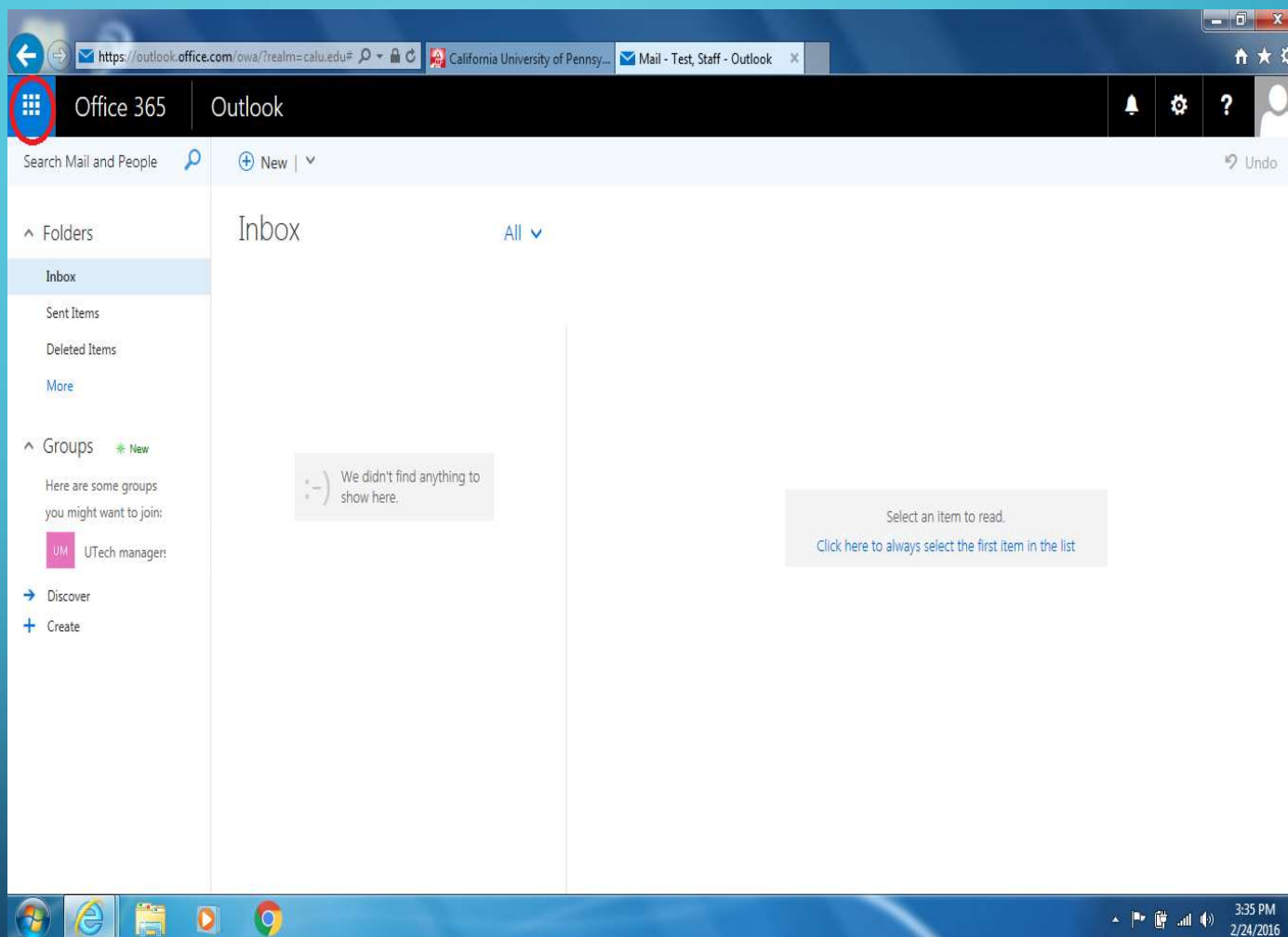
Sign-in using your email address - someone@calu.edu  
Click [here](#) to change your password

© 2013 Microsoft

2:16 PM  
2/23/2016

# CHOOSE ICON

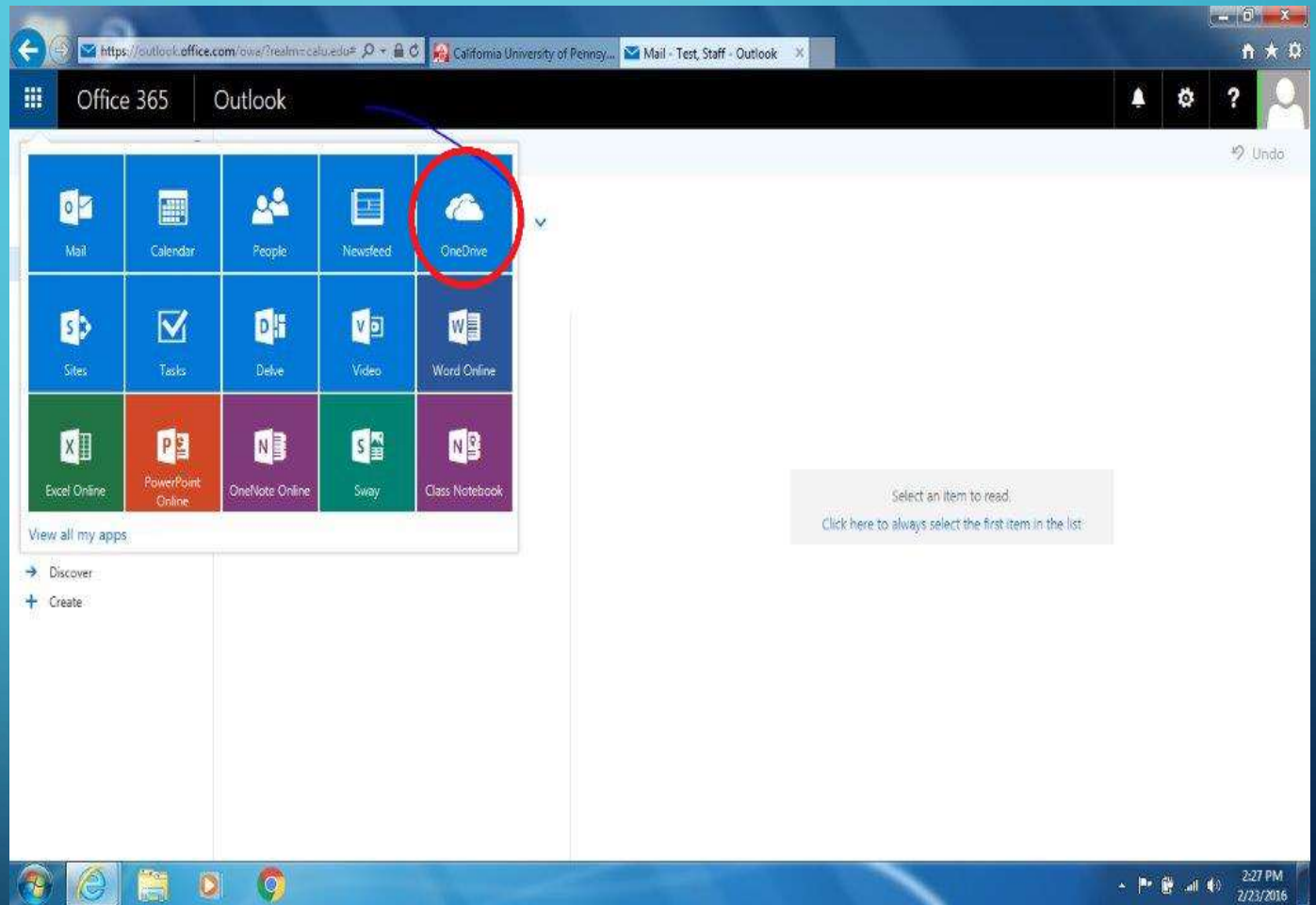
Use the left mouse  
button to bring up Icon  
in upper left corner of  
screen





# CHOOSE ONEDRIVE

Use the left mouse  
button to bring up  
OneDrive



# ONEDRIVE OUTPUT

The screenshot displays the OneDrive web interface within a browser window. The address bar shows the URL <https://calu0-my.sharepoint.com/personal/teststaf...>. The page title is "Office 365 OneDrive". The interface includes a search bar, navigation options (New, Upload, Sync), and a file list table.

Name	Modified	Modified By	File Size	Sharing
My Music	About an hour ago	Test Staff		Only you
My Pictures	About an hour ago	Test Staff		Only you
My Videos	About an hour ago	Test Staff		Only you
sample.txt	4 days ago	Test Staff	23 bytes	Only you
sample2.txt	4 days ago	Test Staff	13 bytes	Only you

The interface also features a left-hand navigation pane with options like "Test, Staff", "Files", "Recent", "Shared with me", "Recycle bin", and "Groups". The "Groups" section includes a description: "Groups bring teams together. Join one or create your own." and buttons for "Browse Groups" and "Create Groups". At the bottom, there are links for "Get the OneDrive apps" and "Return to classic OneDrive". The Windows taskbar at the bottom shows the time as 2:28 PM on 2/23/2016.