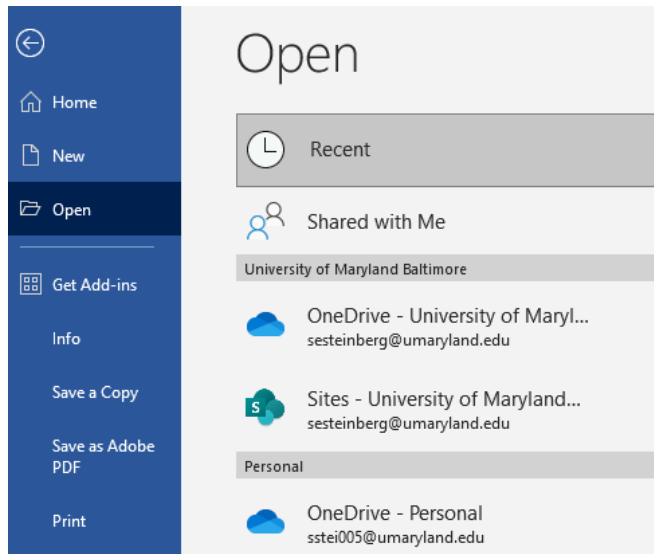


Accessing Files on OneDrive from Microsoft Office

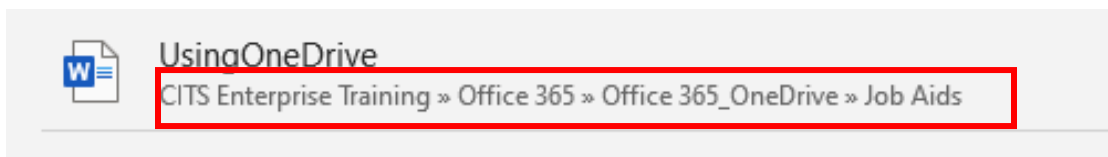
OneDrive is available to all UMB employees to store their personal work files. The following job aid reviews different methods of accessing your Microsoft Office files once they are stored in OneDrive.

Accessing Files via Office Applications

From any Microsoft application (Word, Excel, or PowerPoint), if you select “Open”, you will see **OneDrive** and **Sites** (SharePoint) in the Open menu. These options will allow you to search for files stored in either OneDrive or any SharePoint sites you have access too. Additionally, to the right of those options, a list of your recently opened files will appear for quick access.



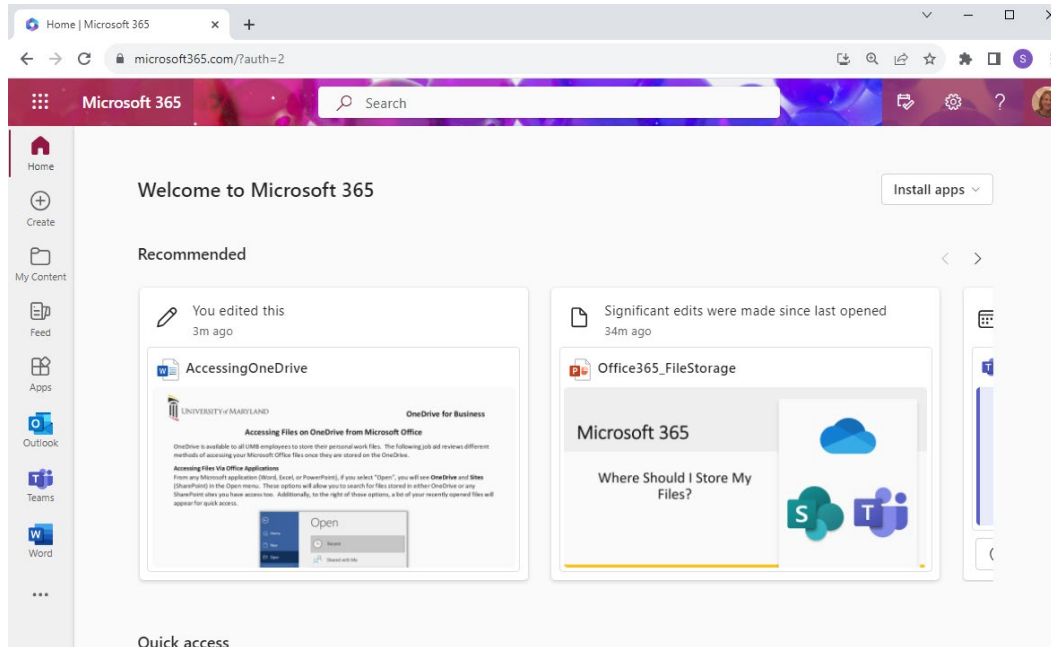
If you’ve recently moved your files to OneDrive from a network drive, it’s important to look at the file names and *locations* closely to ensure you are accessing the file that is stored in OneDrive, not on your network drive.



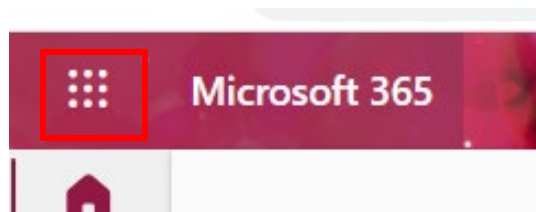
Accessing Files via the Microsoft 365 Portal

If you need to access your files while away from your workstation, as long as you have internet access and a device (PC, laptop, smartphone or tablet), you can access your files via the Office 365 Portal.

- Go to portal.office.com.
- Sign in using your UMB e-mail and password.
- The portal home page will appear.



- To access your files, you can either:
 - Open Word, PowerPoint or Excel and then open a file.
 - Open OneDrive to view all your files by selecting the **App Launcher** icon in the upper left-hand corner.



- From the Microsoft 365 menu, select **OneDrive**. You will have access to all your OneDrive files.

Accessing Files Via File Explorer

Once you've signed into OneDrive, it will appear in your File Explorer.

- Open the File Explorer on the task bar:



- Your File Explorer will open and **OneDrive – University of Maryland Baltimore** will appear:

