

What is OneDrive?

OneDrive is a Microsoft cloud storage service that lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet.

Faculty, staff, and students can store their documents, pictures, videos, and more. You can access your OneDrive account from your computer by signing into the OneDrive application with your StarID and password.

Why Use OneDrive?

You can share and collaborate with others and access these files from any device using Office 365. You can share documents by adding collaborators or by sharing a link to the document.

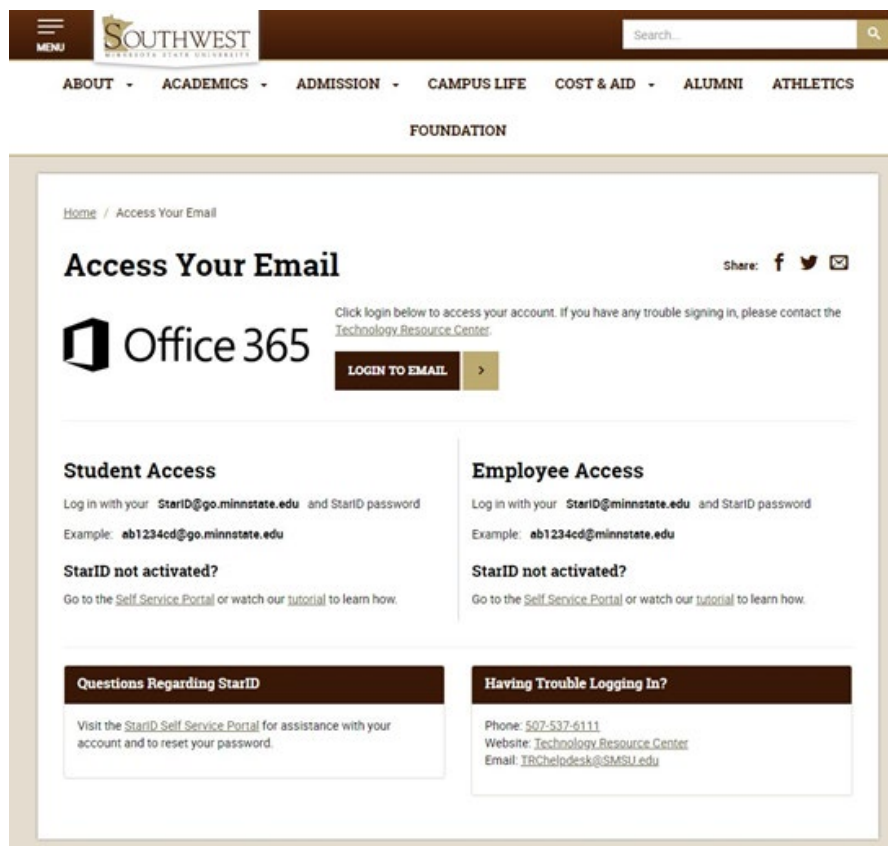
Students can collaboratively work on online documents in Word, PowerPoint, Excel and more.

Please visit [Upload and save files and folders to OneDrive - Microsoft Support](#) for more information.

Learn how to use OneDrive

1. Access OneDrive using a web browser:

- Login to your **SMSU Email**: <https://www.smsu.edu/email/index.html>



Home / Access Your Email

Access Your Email

Share: [f](#) [t](#) [e](#)

Click login below to access your account. If you have any trouble signing in, please contact the [Technology Resource Center](#).

Office 365

LOGIN TO EMAIL >

Student Access

Log in with your **StarID@go.minnstate.edu** and StarID password

Example: **ab1234cd@go.minnstate.edu**

StarID not activated?

Go to the [Self Service Portal](#) or watch our [tutorial](#) to learn how.

Employee Access

Log in with your **StarID@minnstate.edu** and StarID password

Example: **ab1234cd@minnstate.edu**

StarID not activated?


Go to the [Self Service Portal](#) or watch our [tutorial](#) to learn how.

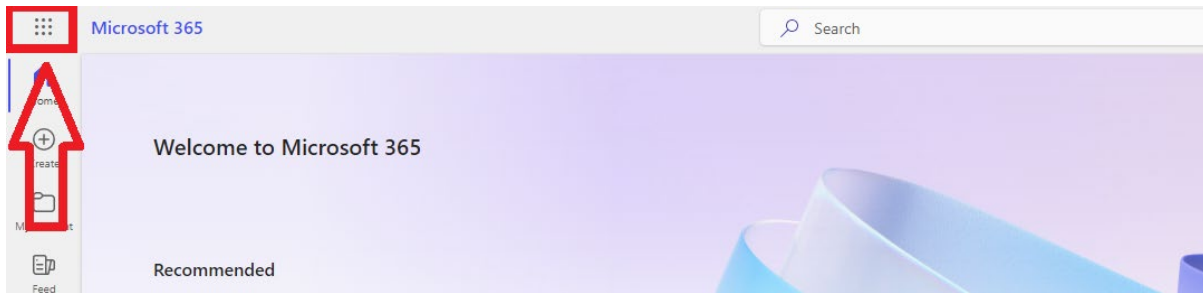
Questions Regarding StarID


Visit the [StarID Self Service Portal](#) for assistance with your account and to reset your password.

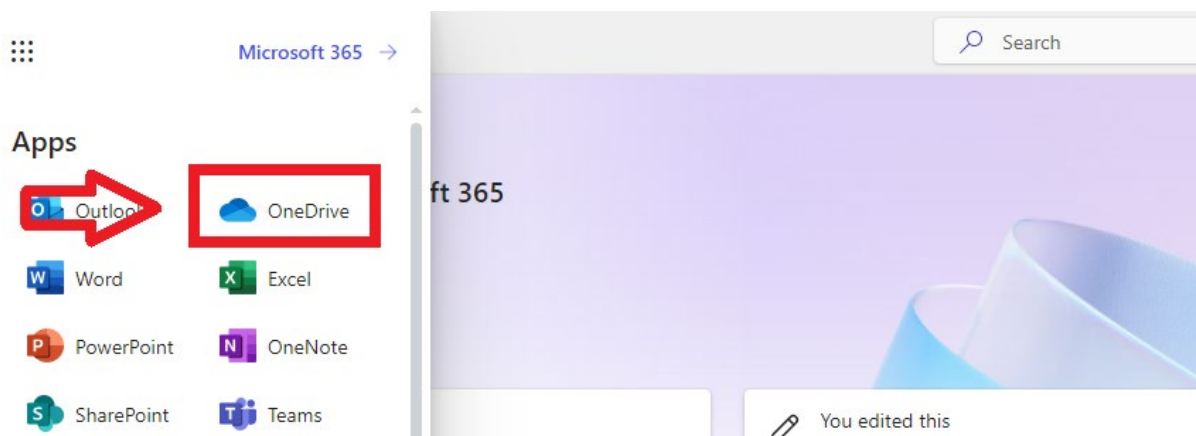
Having Trouble Logging In?

Phone: 507-537-6111
Website: [Technology Resource Center](#)
Email: TRChelpdesk@SMSU.edu


- b. Login using your StarID@minstate.edu (Faculty and Staff) or StarID@go.minnstate.edu (Students)
- c. To access OneDrive while logged into your email, click the  **app launcher** in the top left corner and select OneDrive.

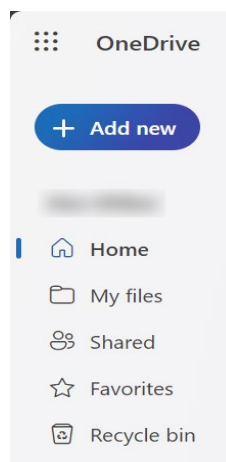


- d. On the  app launcher screen, click the **OneDrive icon** to access your OneDrive account.



2. Upload and save files and folders to OneDrive:

- a. Login to your SMSU email, select the  app launcher and then choose **OneDrive**.
- b. Select **+ Add new**.



- c. Select the files or folder you want to upload.
- d. Select **Open** or **Upload**.