Accessing your files from home using Microsoft OneDrive

1) First, determine if you have a license for Microsoft Office365. While you are at work and logged onto your workstation,

   a. Open any Office application, such as Word or Excel, and select Account.

      Note: If you don't see Account or you already have a file or document open, choose File from the menu, and then select either Account or Help from the list on the left.

   b. Under Product Information, you'll find your Office product name and, in some cases, the full version number.
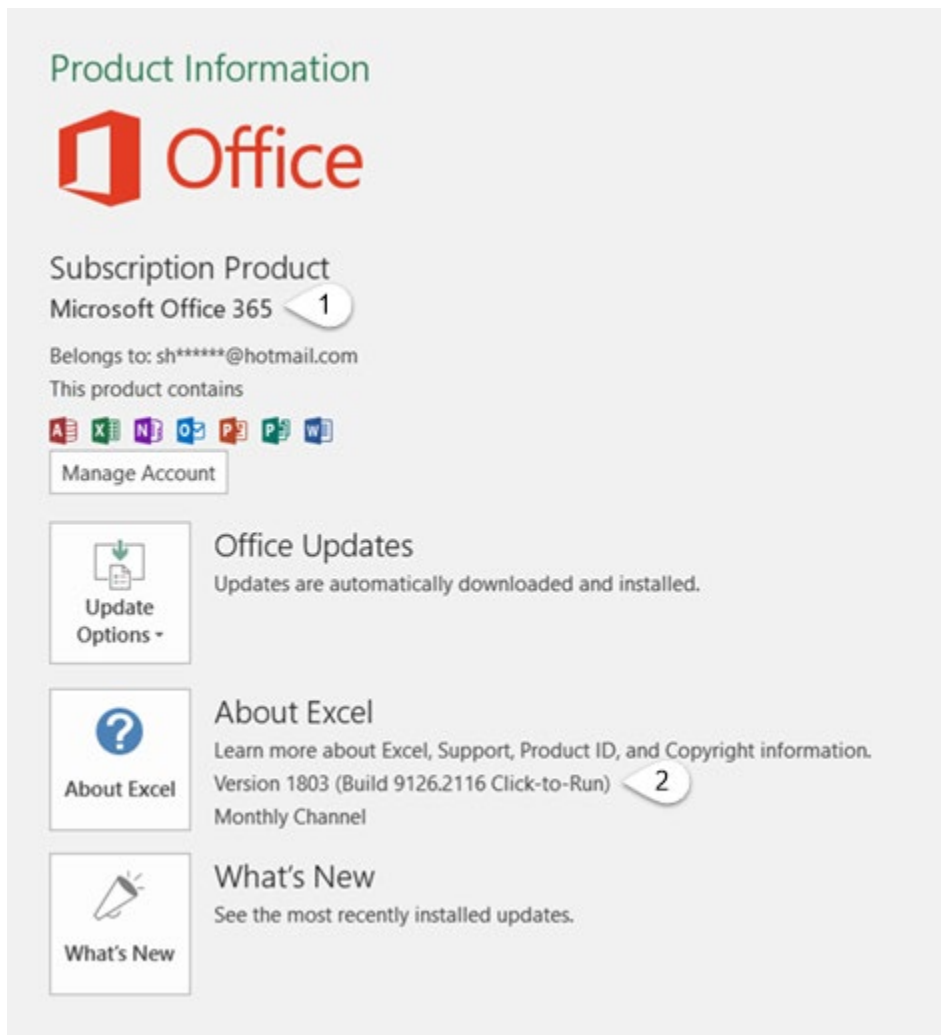

   1 - Product name, such as Office 365

2 - Version number, which includes version, build number, and the type of installation such as Click-to-run or Windows Store.

2) **Only users who have Office365 will be able to access their files from their Microsoft OneDrive.**
3) While still at work, open a browser like Microsoft Edge (Preferred), or Chrome
4) In the address line at the top of your browser, type in www.office.com

5) You will be directed to a logon screen
6) On the logon screen, click on the "Sign In" button
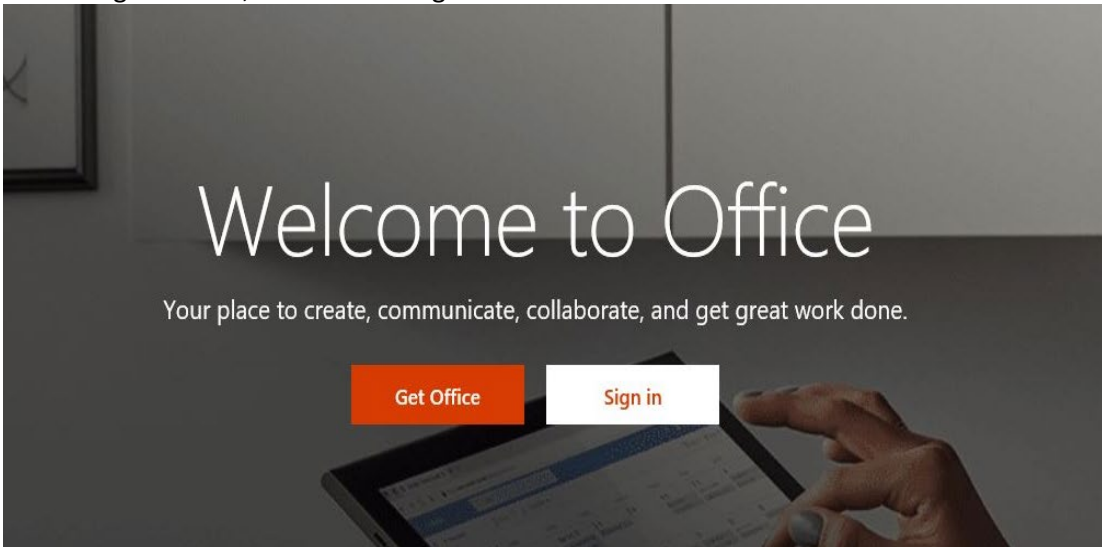
7) You will then be directed to a Microsoft Sign-In Screen. Type in your work email address and click on the NEXT button.
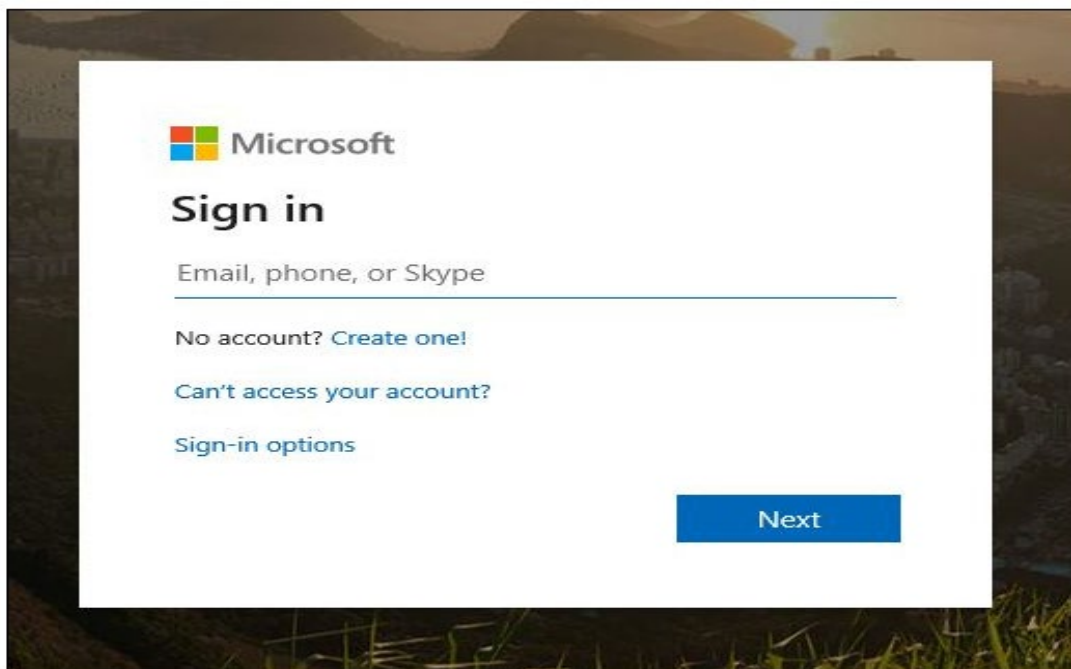
8) You will then be asked if you are logging onto a Work or School account, or a Personal Account. **Click on "Work or School" account.**
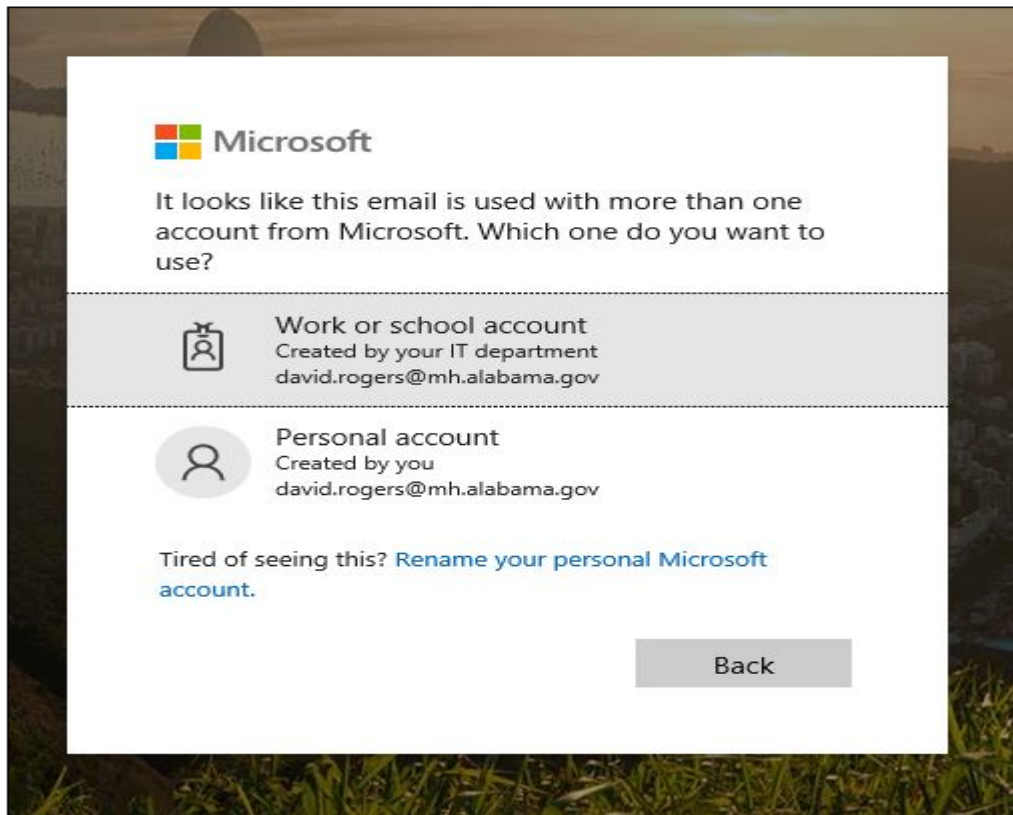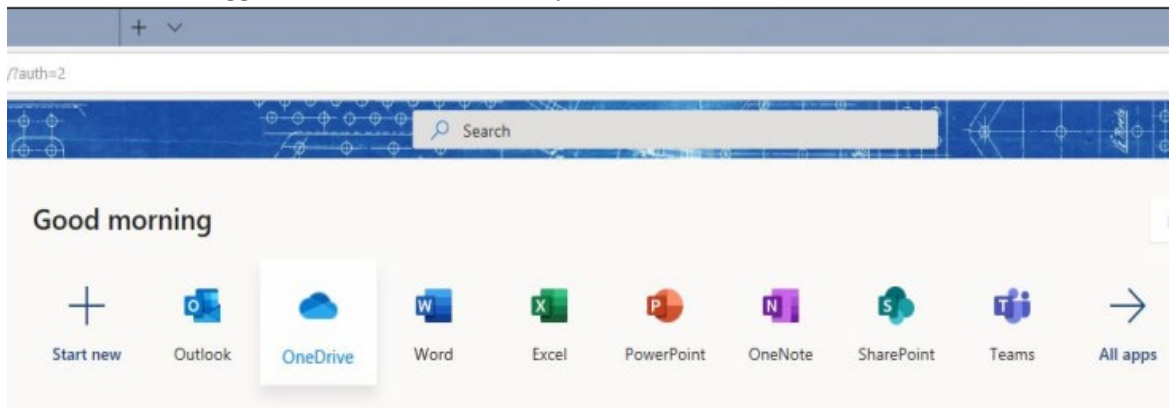

9) You will then be taken to a sts.alabama.gov login screen. Enter your e-mail password and click on sign-in.
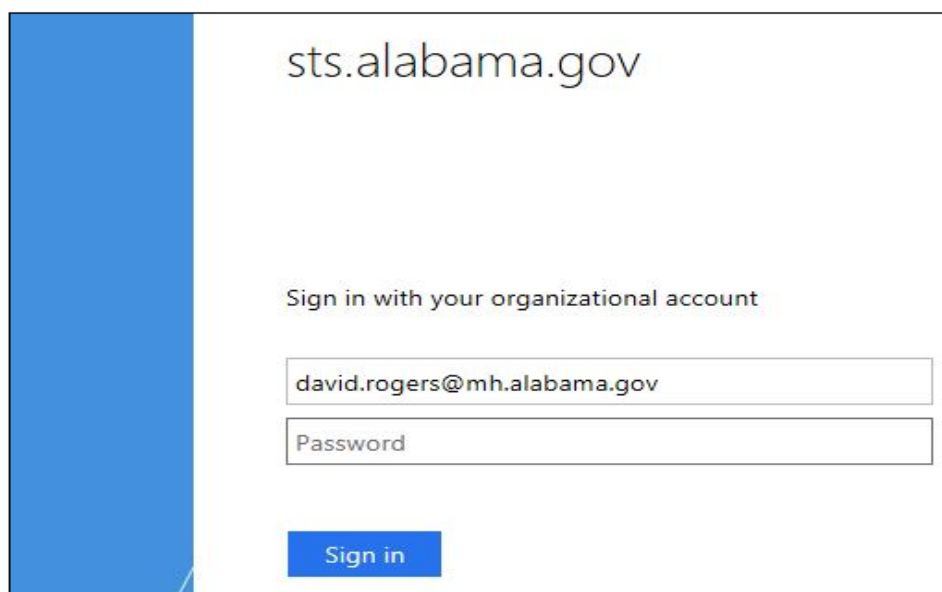
10) You will then be asked if you want to reduce the number of times you are asked to sign in. Put a check-mark in the box next to "don't show this again" and click on the NO Button.
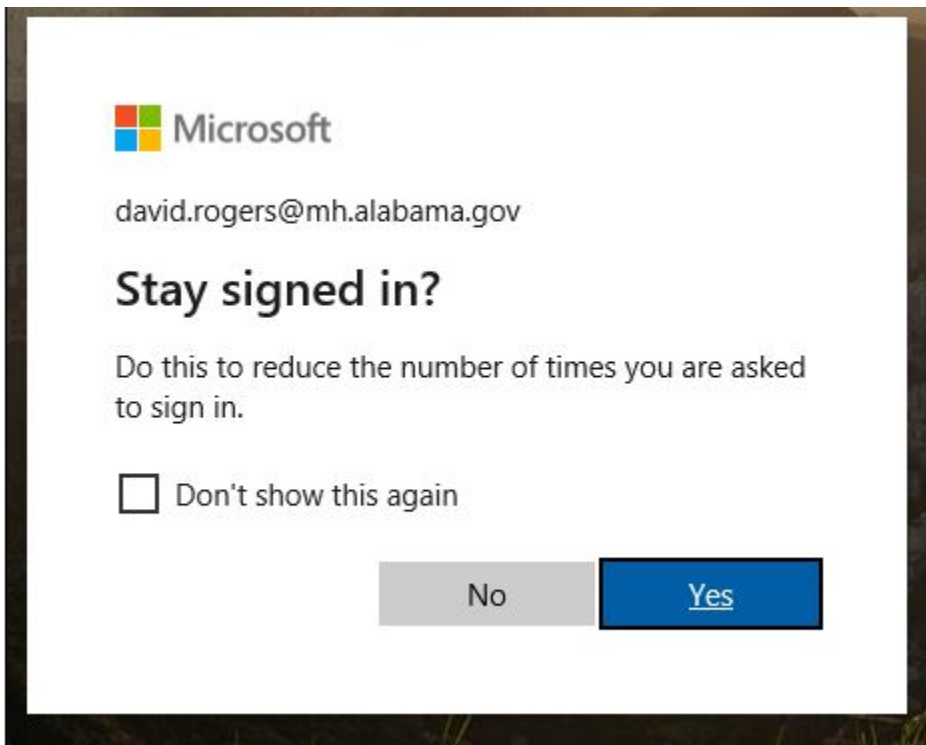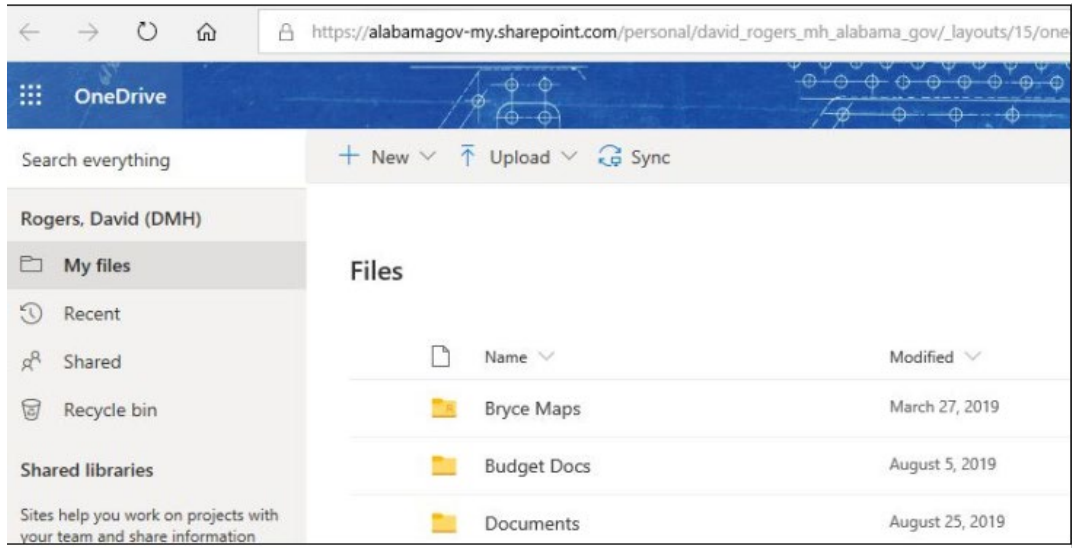

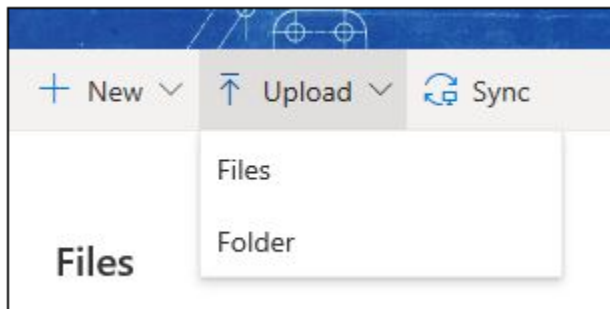11) You will now be logged into Office 365. The top of the screen should sow as follows:

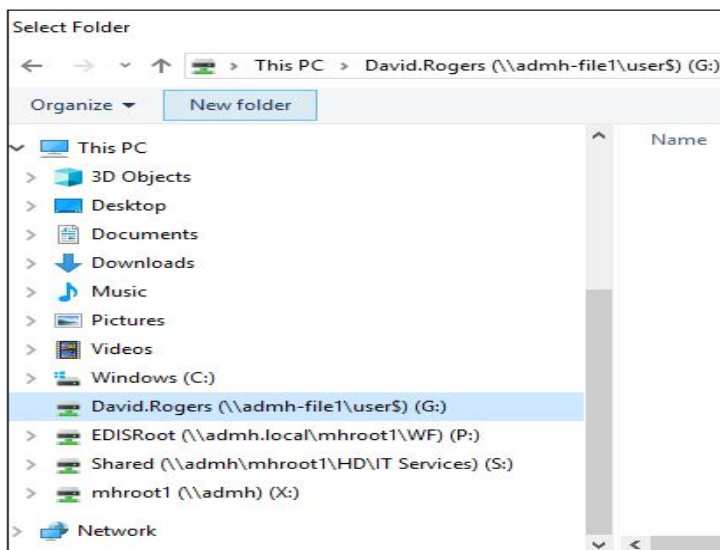12) Double-click on One-Drive icon to start up Microsoft OneDrive

13) You should see a screen that looks something like:

14) Click on the "Upload" option on the file menu.

15) Select the location from which you wish to upload files or folders:

16) Once you have uploaded your selected files to OneDrive, these files will be accessible from any location that is connected to the internet.

17) From your HOME PC, simply use your browser to logon onto www.office.com using the same process that you used at work, to be able to access the files you uploaded to OneDrive. All of the applications shown below will also be available to you to run through your browser, even if you do not have Office loaded on your home PC.