How to access OneDrive files through a web browser

1. Go to https://portal.office.com. A login screen may appear and this is where you enter your full muni e-mail address and password. If you have already accessed a Microsoft product select your MOA account.
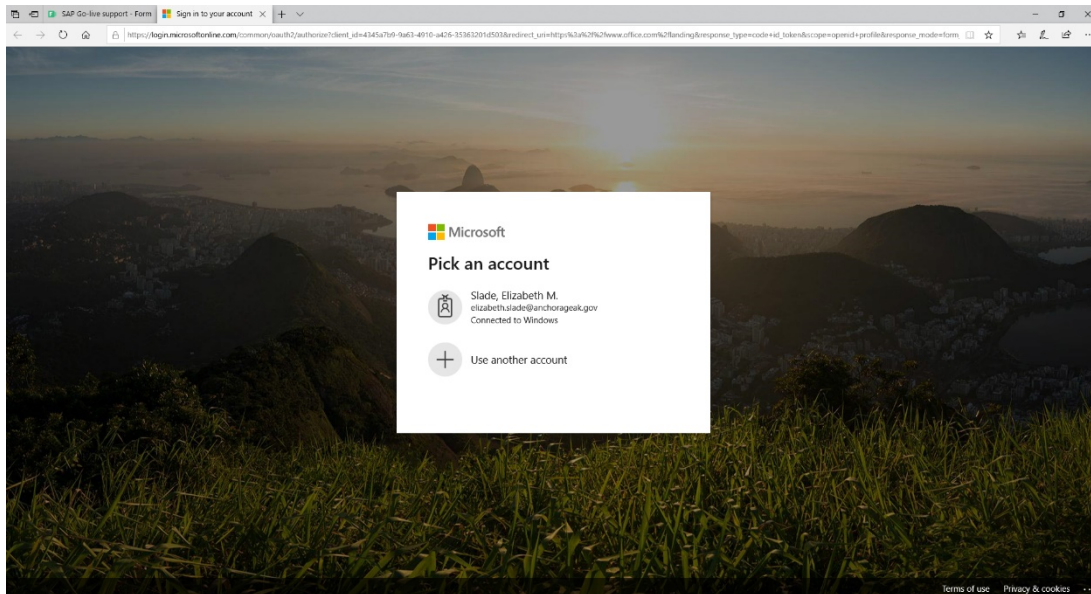
2. Once logged in you will see the following and select OneDrive.
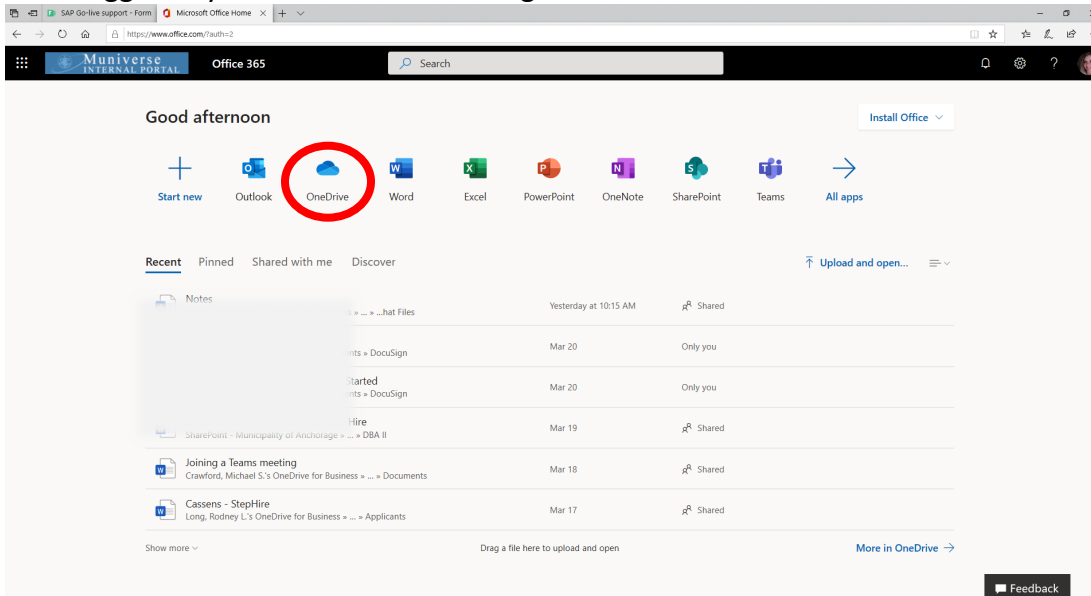
3. You can now upload new documents or access existing documents from the OneDrive internet access page.
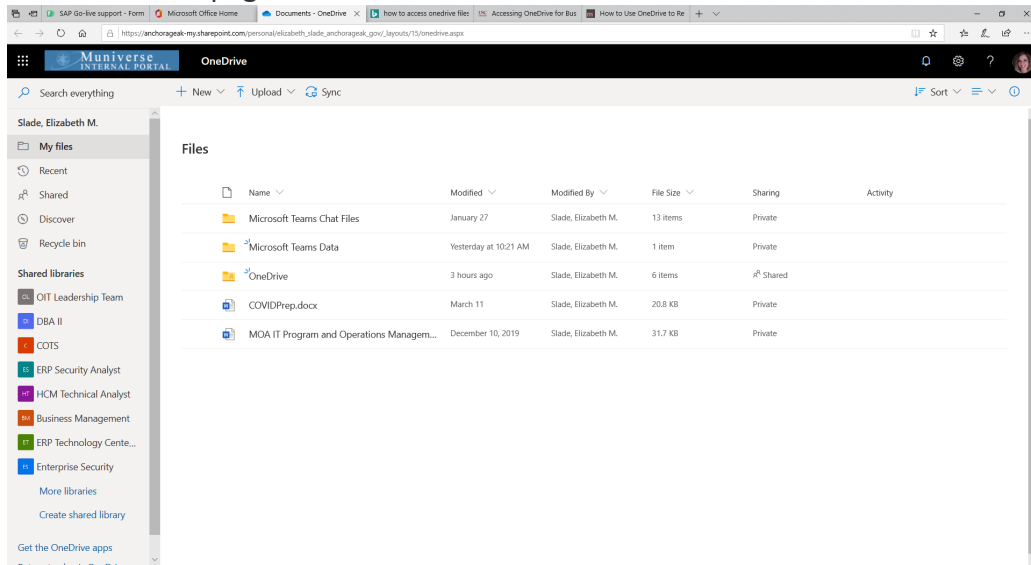
4. You can save documents and other files directly to OneDrive, or you can drag and drop files to OneDrive, as needed.