

Microsoft OneDrive



What is Microsoft OneDrive?

Microsoft OneDrive is a free online cloud based storage service that comes free with your FPU Microsoft Office365 account.

With a storage limit of 1TB you can save thousands of documents and Files without worry. Gone are the days of losing completed papers and projects because of a computer crashing or a lost flash drive. Once your documents are saved within OneDrive you will be able to access them from any PC, tablet, or mobile device!

How do I access Microsoft OneDrive?

To access your OneDrive account you will need to sign into your Student Office365 account by going to <https://Mail.Office365.com> and signing in with your entire FPU email address and password.

Office 365
Example@Live.FranklinPierce.edu
.....
 Keep me signed in
Sign in Back



Once logged in click on this symbol in the top left corner



Now select the OneDrive tab and you are in!



What are some advantages of OneDrive?

Security - Anytime you're relying on email to share information it is always a risk that you'll attach the wrong document or email the wrong person. One of the main benefits of using services like Microsoft OneDrive is that you add another layer of security. When using Microsoft OneDrive your files aren't shared with other people unless you save them to the Public folder or choose to share them. Microsoft also saves multiple copies of each file on different drives and servers to prevent document loss from hardware failure

Collaboration - By creating a document and sharing it amongst fellow students in OneDrive you can rest assured that everyone will be working on the same page and that any changes to the file will be made at the same time. This eliminates redundancy of documents that would otherwise potentially clutter computer storage space.