

OneDrive on Browser “Online”

Access your OneDrive files through the online Microsoft 365 Portal



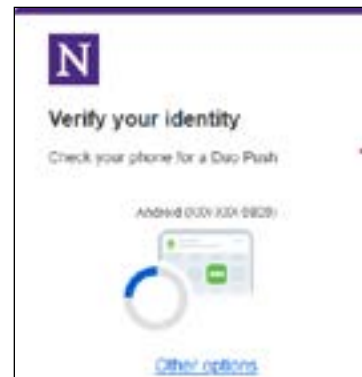
1

Go to <https://onedrive.northwestern.edu>
(Sign in with your NetID and Net ID password)



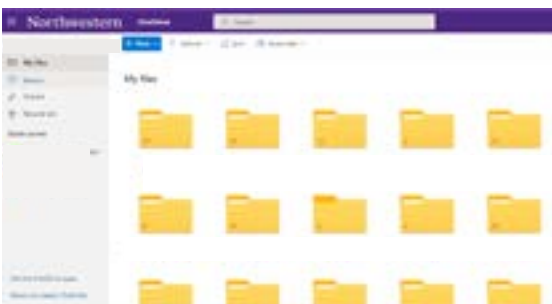
2

Verify your identity with the **Duo Mobile app** and trust browser for 30 days. Select **Yes** on the Stay signed into Microsoft page



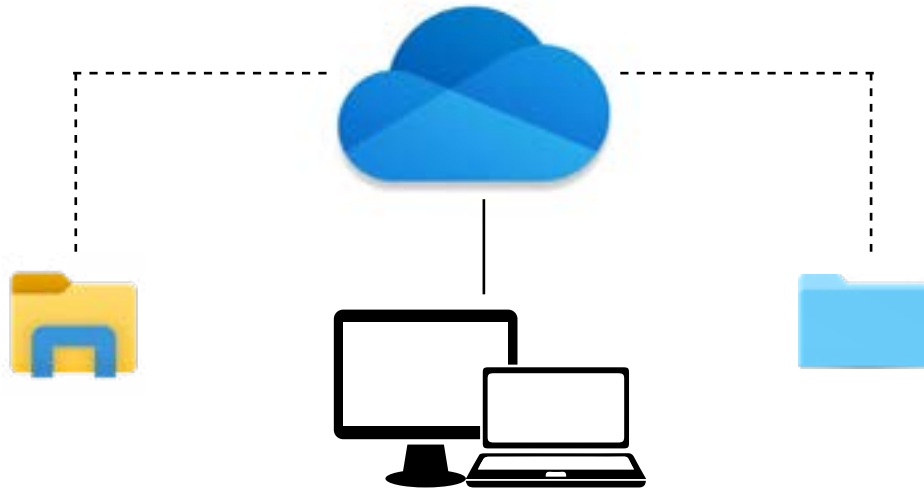
3

OneDrive will open to the home page where you will see your files and folders



OneDrive Laptop App “Client App”

Access your OneDrive files through the Laptop App



1

Windows

Note: Windows 10 computers are pre-installed with OneDrive

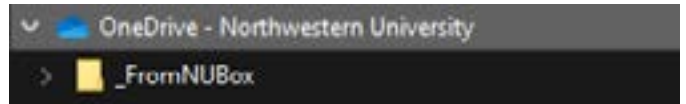
Search “**onedrive**” using windows search 🔍

View OneDrive files from **File Explorer**



2

Select **OneDrive - Northwestern University**
Click the drop down arrow to view your files



1

Mac OS

Note: On Mac you must download and install OneDrive for Mac

1. Go to the App Store on your macOS computer. Search for **OneDrive**

2. Find the OneDrive icon and click **Get**. Click **Install App**

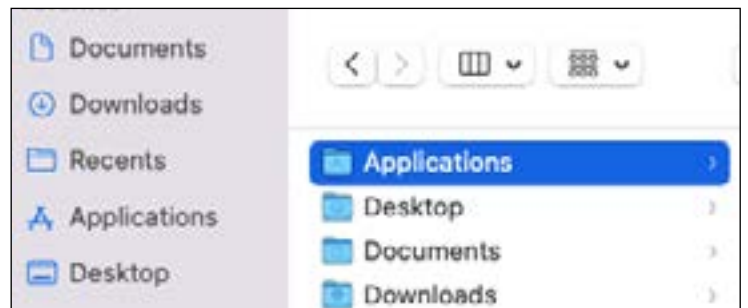
3. Sign-in to your App Store account to begin the download.



2

Go to your Applications folder and click the **OneDrive icon**.

On the Setup OneDrive screen, enter your **northwestern email address** and click **Sign in**.



OneDrive for Mobile

Access your OneDrive files on you phone and tablet through the OneDrive App.
Download the app from the App Store and Google Play Store



1

Search **“OneDrive”** in the App Store or Google Play Store.

Select **Get/Install** to download the app to your device.



2

Locate the OneDrive app on your home screen, select the app to launch



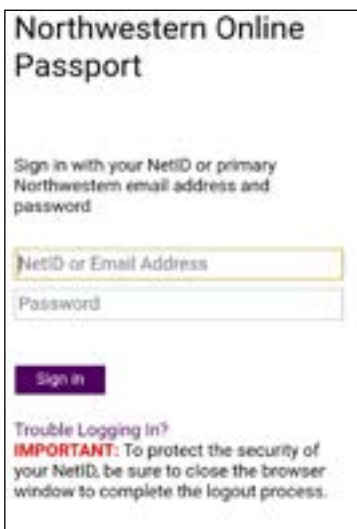
3

Select **Sign In**. Type your northwestern email address in the email field.



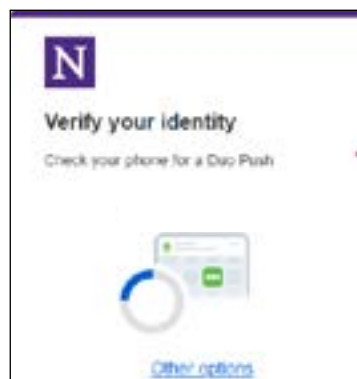
4

Sign into the Online Passport with your Net ID and password.



5

Verify your identity with **Duo Mobile app** and trust browser for 30 days.



6

OneDrive will open to the **Home Page** where you will see your files and folders

