

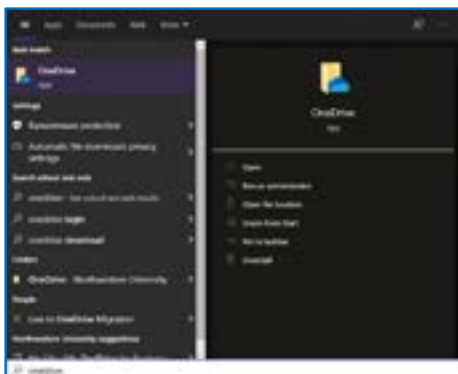


OneDrive For Windows

Microsoft OneDrive is the cloud storage and file sharing service that keeps all your files in one, access-it-anywhere, location.

Log into OneDrive

1. **Search** for OneDrive on your computer, click open to set up OneDrive



2. Enter your **Northwestern email address** on the OneDrive Page, and click Sign in.



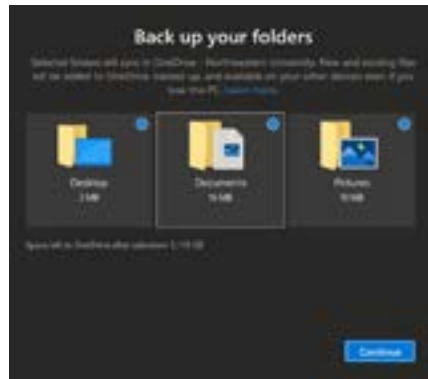
3. Enter your **NetID and password** on the passport page. Verify your identity with Duo mobile; check **trust browser for 30 days**. Continue



4. On the Your OneDrive folder screen, click **Next**.



5. On the backup files screen, **uncheck** all the folders display. Continue



If you receive the following pop-up message, select Use this folder



6. OneDrive will take you through a tutorial, **click continue** until you get to the OneDrive is ready page.

7. Click Open my OneDrive folder. File explorer will open, all your files will be displayed.



OneDrive Online

1. Go to <https://onedrive.northwestern.edu>
2. Enter your Net ID and password into the online passport page.
3. Verify your identity with DUO Mobile and remember for 30 days.
4. Select Yes on the **Stay signed in Microsoft page**
5. OneDrive will open to the home **page** where you will see your files and folders