



## Quick Start Guide

### Microsoft OneDrive

#### What is Microsoft OneDrive?

Microsoft OneDrive is cloud hosted storage which allows you to store, sync and share your files. OneDrive is part of Office 365 and provides you with 5 terabyte (TB) of storage which is accessible from any of your computers or mobile devices.

#### How to access OneDrive

1. Sign in to Office 365 from <https://office.com>
2. Enter your **BNU email** (your student ID then @bucks.ac.uk for students e.g. [123456@bucks.ac.uk](mailto:123456@bucks.ac.uk) or your FirstName.LastName then @bucks.ac.uk for staff e.g.,john.smith@bucks.ac.uk ).
3. You will be re-directed to the university sign in page.
4. Log in with your **BNU email** and **account password**.
5. Select **OneDrive** from the list of applications.

#### Working collaboratively

You can share files and folders in your OneDrive with other BNU users including teaching and support staff or users outside of the university.

Information on managing files/ folders, uploading and sharing files is available in the OneDrive help center at <https://support.office.com/en-gb/onedrive>