## How to access and use OneDrive on Windows and MACs

## How to access your OneDrive Account

• Login to your SMSU Email



• If you are already logged into your emails and want to open your OneDrive account, click on the app launcher at the upper left corner and select OneDrive

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After selecting the app launcher, you will see a screen like the one below. Click on the **OneDrive** Icon to access your OneDrive account.



Please let us know if you need any further assistance

Phone: 507-537-6111

Email: trchelpdesk@smsu.edu