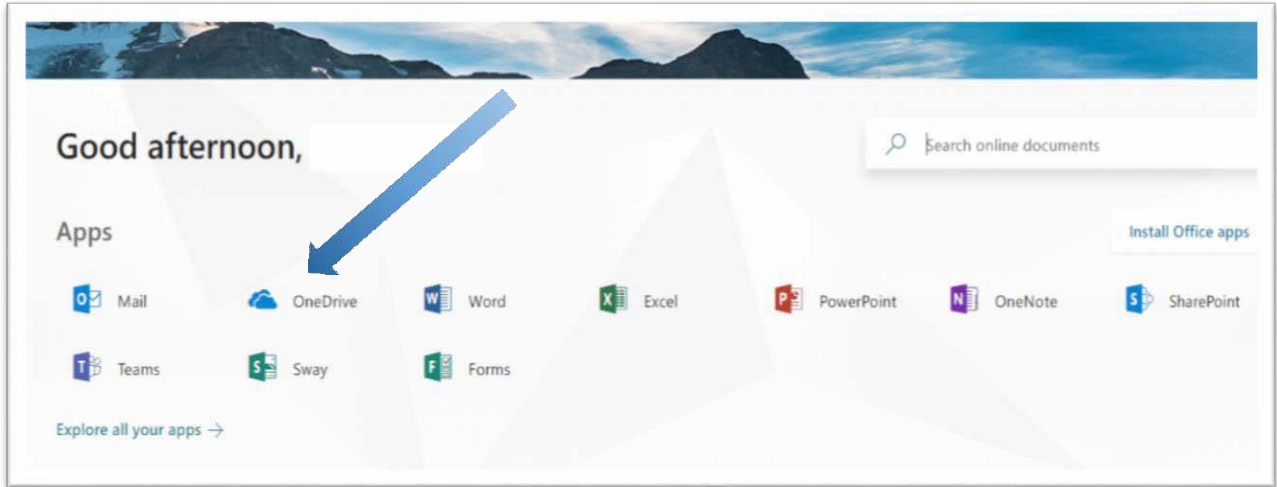


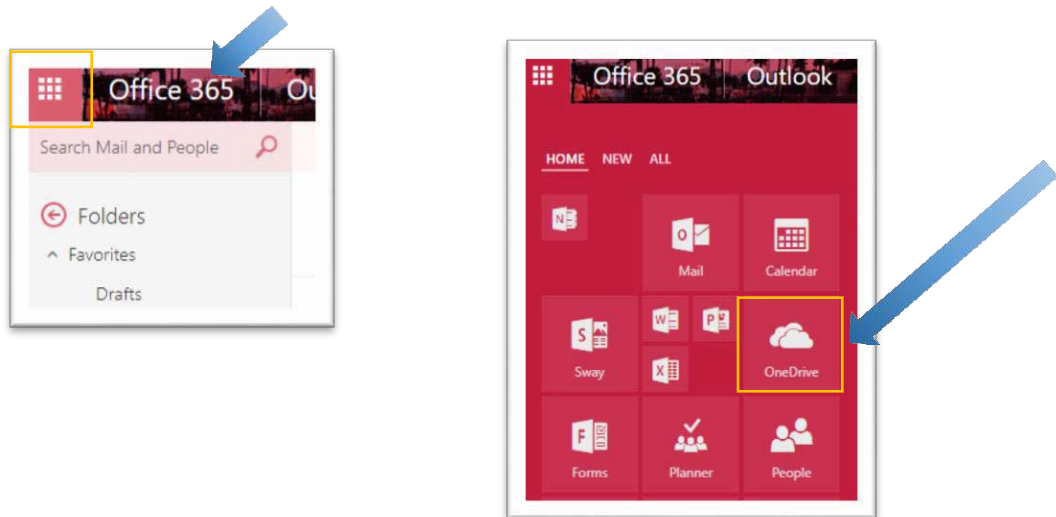
## How to access and use OneDrive on Windows and MACs

### How to access your OneDrive Account

- Login to your SMSU Email
- Once logged in, you will see a screen like the one below. Click on the **OneDrive** Icon to access your OneDrive account.



- 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



**Please let us know if you need any further assistance:**

**Phone: 507-537-6111**

**Email: [trcheldesk@smsu.edu](mailto:trcheldesk@smsu.edu)**