

Accessing Files on OneDrive from Microsoft Office

OneDrive is available to all UMB employees to store their personal work files. The following job aid reviews different methods of accessing your Microsoft Office files once they are stored in OneDrive.

Accessing Files via Office Applications

From any Microsoft application (Word, Excel, or PowerPoint), if you select "Open", you will see **OneDrive** and **Sites** (SharePoint) in the Open menu. These options will allow you to search for files stored in either OneDrive or any SharePoint sites you have access too. Additionally, to the right of those options, a list of your recently opened files will appear for quick access.



If you've recently moved your files to OneDrive from a network drive, it's important to look at the file names and *locations* closely to ensure you are accessing the file that is stored in OneDrive, not on your network drive.



UNIVERSITY of MARYLAND

Accessing Files via the Microsoft 365 Portal

If you need to access your files while away from your workstation, as long as you have internet access and a device (PC, laptop, smartphone or tablet), you can access your files via the Office 365 Portal.

- Go to portal.office.com.
- Sign in using your UMB e-mail and password.
- The portal home page will appear.

🗿 Home M	icrosoft 365 × +	~	
\leftrightarrow \rightarrow G	microsoft365.com/?auth=2	년 Q 년 7	* * 🛛 🔇
Ш м	licrosoft 365	Ę.	@? 🤅
Home	Welcome to Microsoft 365	Instal	l apps 🗸
Create			
My Content	Recommended		< >
ED Feed	Vou edited this 3m ago	Significant edits were made since last opened 34m ago	Ē
BB	AccessingOneDrive	Office365_FileStorage	đ
Apps Outlook	DEDUCTIONITY of MARTLAND Conceptive from Rescanded Office Accessing Files on OneOnive from Rescand Office Destines available on URUM engineers to store that per annotative VEss. The University of all review all filewast methods of annual years Maximum Office file stores they are started on the OurOdes. Rescanded Table VIGE Accession of the Conception of the OurOdes.	Microsoft 365	
Teams	Them may disconside appealsment (brank, gives and more shown in the sh	Where Should I Store My Files?	
Word	n w A Second		
	Quick access		

- To access your files, you can either:
 - Open Word, PowerPoint or Excel and then open a file.
 - Open OneDrive to view all your files by selecting the **App Launcher** icon in the upper left-hand corner.



• From the Microsoft 365 menu, select **OneDrive**. You will have access to all your OneDrive files.



Accessing Files Via File Explorer

Once you've signed into OneDrive, it will appear in your File Explorer.

• Open the File Explorer on the task bar:



• Your File Explorer will open and **OneDrive – University of Maryland Baltimore** will appear:

