

## Accessing Files on OneDrive from Microsoft Office

With the availability of Office 365 and OneDrive for Business (OneDrive), all UMB employees will migrate their files from the H: drive to the OneDrive. The following job aid reviews a couple key points about accessing your Microsoft Office files once they are stored on the OneDrive.

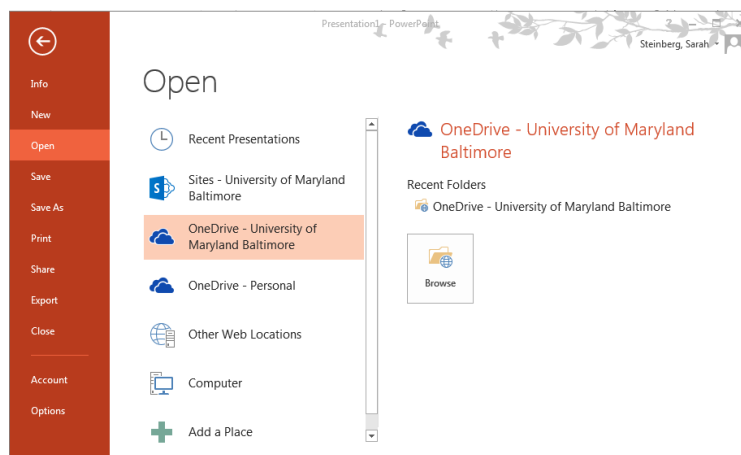
### Accessing Files from a UMB Workstation

Once you open up a Microsoft application (Word, Excel, or PowerPoint), you will have a **Recent** list of documents. When you first start using OneDrive, it's important to look at the file names and *locations* closely.



In the example above, there are two files named “Classroom\_Q&A”. Directly below each title the file location is listed. Pay attention to this! Once you’ve moved your files to the OneDrive, you want to ensure that you access them from the OneDrive.

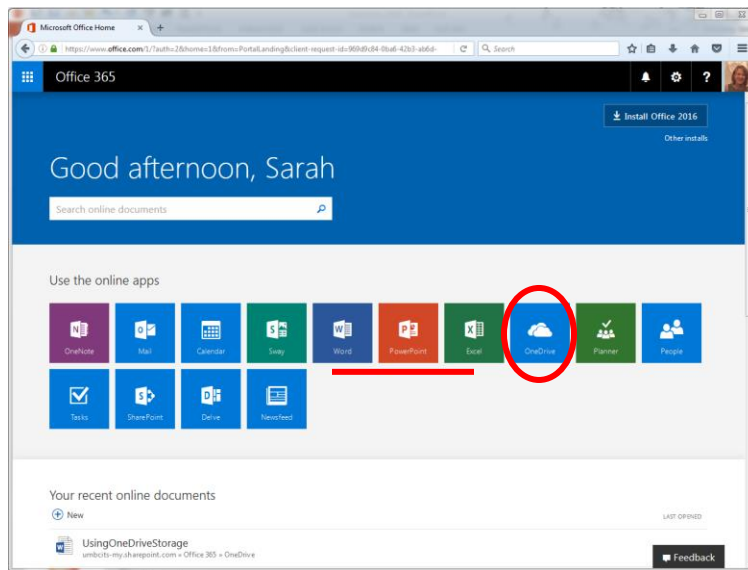
If the file isn’t listed in the **Recent** list, once you select “Open Other Presentations”, the various locations will appear. Select **OneDrive – University of Maryland Baltimore** to access your files on the OneDrive.



### Accessing Files from the Office 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](http://portal.office.com).
- Sign in using your UMB e-mail and password.
- The portal home page will appear.



- To access your files from the Office Online apps, you can either:
  - Open Word, PowerPoint or Excel and then open a file.
  - Open OneDrive to view all files, as seen below.

