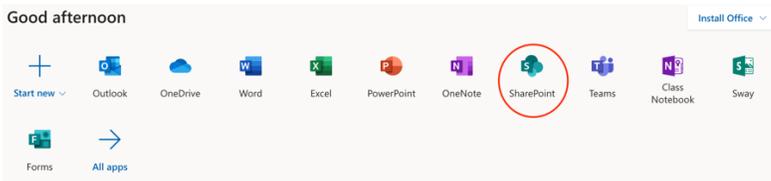
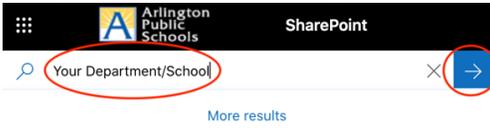


## Steps to Add your Department or School "S:" Drive to OneDrive

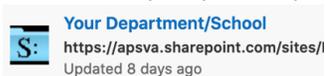
1. Log into MyAccess
2. Select Office365
3. Select SharePoint



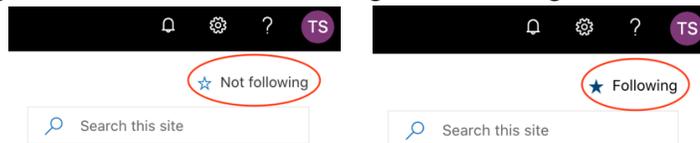
4. In the Search field type in Your Department or School location and press enter or arrow  
Example: Information Services, Taylor, Kenmore



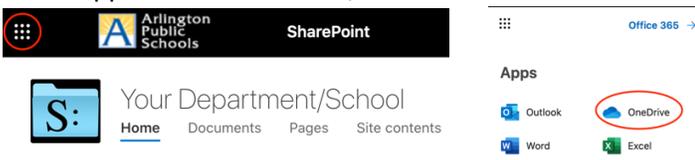
5. Select and open your Department or School SharePoint site (It will have an S: Logo)



6. Once you open your site, click on the "Not Following" in the upper right-hand corner of the page. Once clicked on, it will change to "Following"



7. In the upper left-hand corner, click on the Office365 menu and then select OneDrive



8. The link to your S: Drive will appear on the list in the lower left. Click on the link to see your Share Drive files. (Note: You may see Shared Libraries instead of Teams & Sites)

