

Microsoft OneDrive at Illinois Central College

Updated March 2020

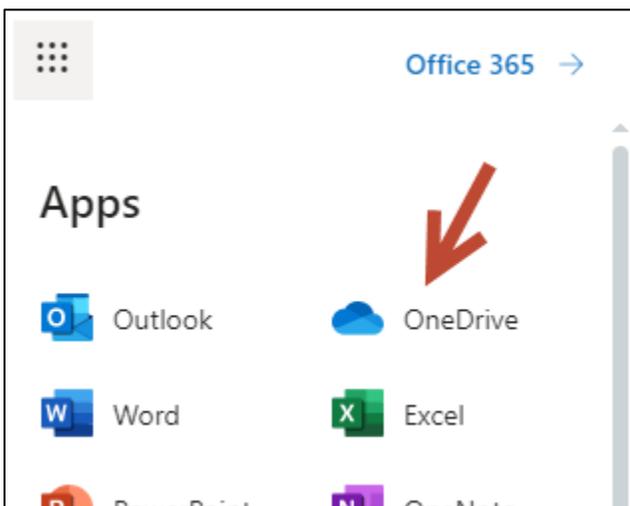
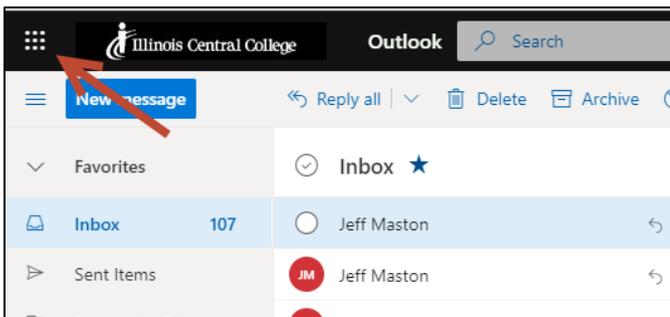
OneDrive is Microsoft's file hosting and synchronization service, and is a part of Microsoft Office. Files and folders saved to OneDrive can be accessed from anywhere.

OneDrive is available to Illinois Central College Faculty and Staff through our Office 365 accounts—the same accounts we sign into when we access our ICC email online.

Each Illinois Central College Faculty and Staff member has a large amount (1 Terabyte) of drive storage space available for their use on OneDrive. This is your own individual drive space—files saved to OneDrive can only be accessed by you, by default. The service also includes file sharing and collaboration features.

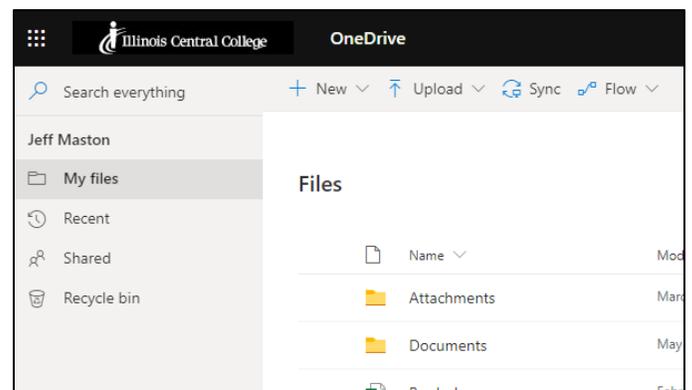
Accessing OneDrive from your ICC email account

When you are signed into your ICC Faculty and Staff email account in a web browser, you can easily access OneDrive by clicking on the **App Launcher icon** and then selecting **OneDrive** from the list of available apps.



Signing into OneDrive directly

1. Access onedrive.microsoft.com in your web browser.
2. Click the **Sign in** button.
3. Type your **@icc.edu email address** in the Sign in field, and click **Next**.
4. Type your **password**, and click **Sign In**. (Use the same password you use for signing into your ICC Faculty and Staff email account, or signing onto an ICC network computer).



How to use OneDrive

Support documents and how-to videos for OneDrive can be accessed at:

<https://support.office.com/en-us/onedrive>

A note for ICC Faculty interested in OneDrive's collaborative features:

Our student email accounts are Google Apps for Education accounts. Many ICC faculty use their own Google Apps for Education accounts to access Google Drive and other Google services.

ICC faculty have access to both Microsoft OneDrive and Google Drive. If you are interested in using either of these service's collaborative features, keep in mind that **our students have easy access to Google Drive**, not OneDrive. If you are collaborating with faculty and staff, OneDrive may be the easier option.