

Accessing OneDrive from Office 365

Every Queensland Health account has a personal OneDrive, where you can store documents that can be accessed and modified when not connected to the Queensland Health Network.

1. To access *OneDrive* you can either:
 - a. Go to the [OneDrive site](https://onedrive.live.com).
 - b. Type portal.office.com in the address bar of your browser.



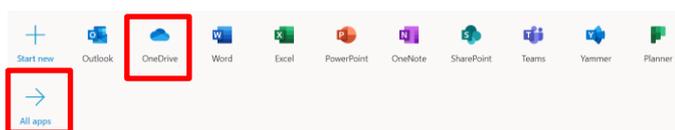
- c. Click the *Office 365* icon on your desktop.



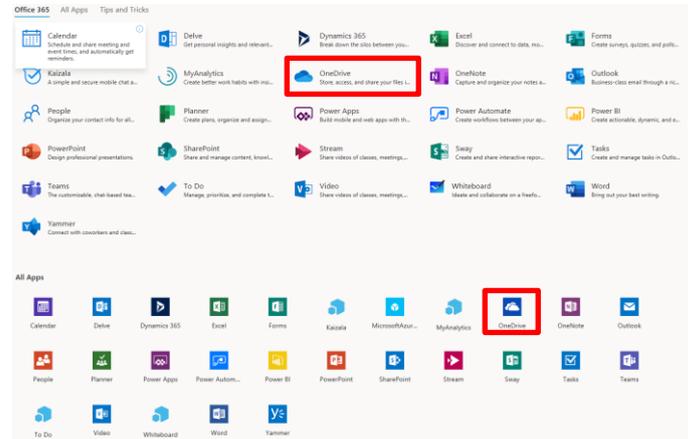
2. Sign in to *Office 365* or *OneDrive* using your Queensland Health email and password.

Note: If you sign in through the OneDrive site (option a.) you will be in your personal OneDrive and do not need to complete further steps.

3. When accessing through the *Office 365* portal or desktop icon you will be taken to the *Office 365* homepage. Click on the **OneDrive** icon, If this symbol **does not** appear in the *Office 365* homepage, click on **All apps**.



4. From the application page look for the *OneDrive* icon/s and click on **OneDrive**.



5. *OneDrive* will open and you can start working with your files.