

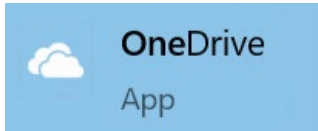
How to use OneDrive Desktop

Please follow the [previous instructions](#) for downloading Microsoft Suite to your device if it is not already installed. Once you have done this, OneDrive desktop should also be installed.

For Mac user, you can also only download the OneDrive app from the app store.

Step 1

To access OneDrive desktop, search for the OneDrive app on your device and open it.



Step 2

Once the software is open, enter your email address in the format specified.

 Microsoft OneDrive

Set up OneDrive

Put your files in OneDrive to get them from any device.



Email address

firstname.lastname-x@student.uts.edu.au

Create account

Sign in

1



2

Step 3

The UTS OKTA page will then appear, where you should re-enter your email address, provide your password, and approve the login MFA.

Connecting to Office 365

UTS

Sign In

Enter your UTS email address

Students:firstname.lastname@student.uts.edu.au
Staff:firstname.lastname@uts.edu.au
Alumni:firstname.lastname@alumni.uts.edu.au

1

2 Remember me

3

[Forgot password?](#)

[About multi-factor authentication](#)

Step 4

Upon successful login, you will have the option to sign in to the OneDrive app only or log in to all apps.

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

[No, sign in to this app only](#)

Step 5

If desired, you can modify the location of the OneDrive folder and proceed by clicking "Next".

Microsoft OneDrive



Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

C:\Users\Elsie\OneDrive - UTS

Change location

1

2

Next

Step 6

You are all set! You will be able to see the OneDrive – UTS folder, and the files you saved under this folder will be sync to your OneDrive online. You will also be able to see the file you saved in online OneDrive here.

