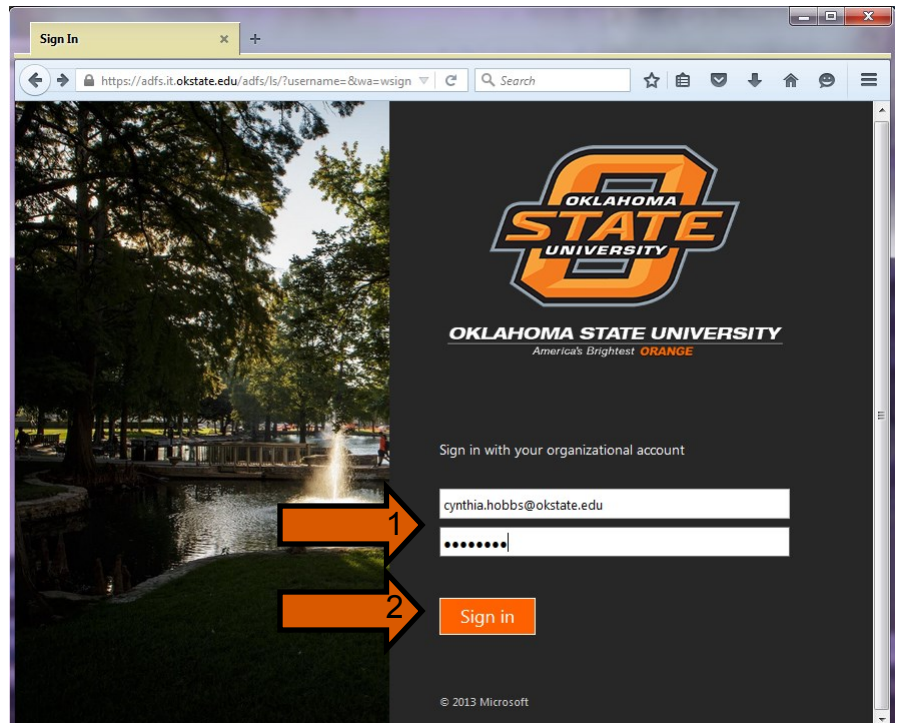


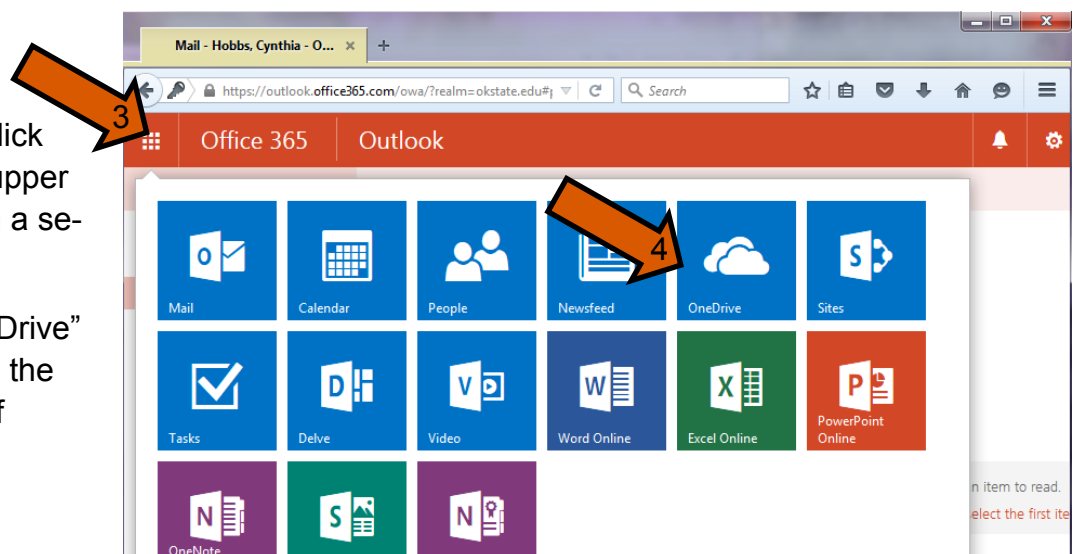
# Installing OneDrive

The migration to Office 365 does not only mean an increase in email storage. As OSU employees, we now have free access to all the apps and features of Office 365 including OneDrive. OneDrive is a cloud based storage tool similar to Google Drive or Dropbox. With it you receive **1TB** of cloud storage space for your files and may install OneDrive and it's apps on up to 5 devices (including laptops, tablets and mobile devices). To install:

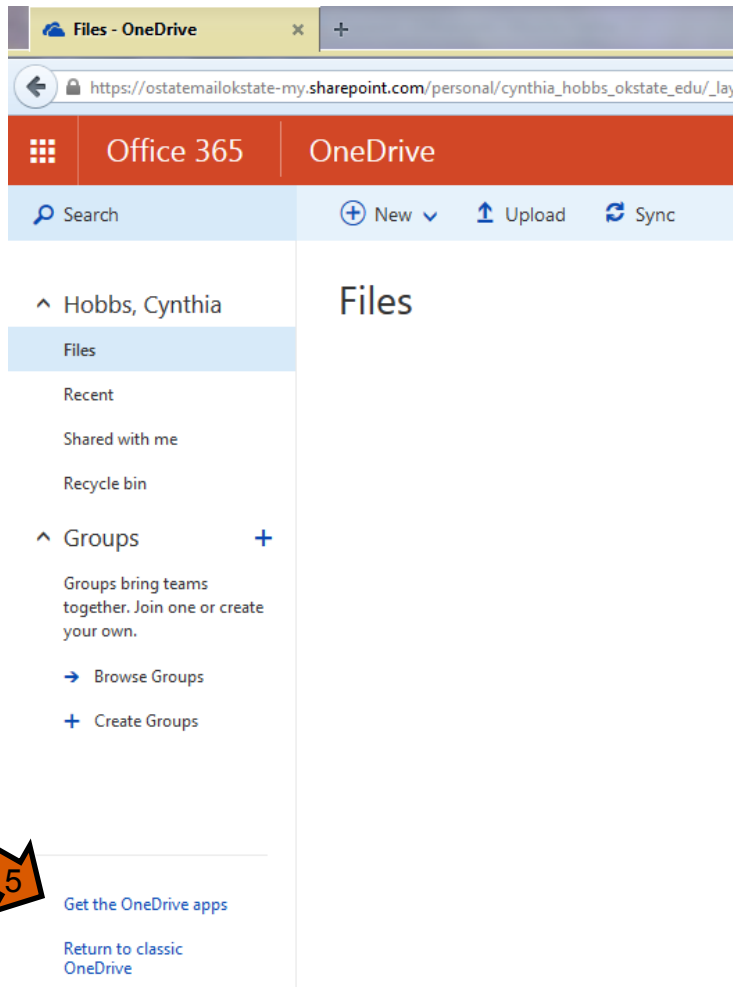
1. Log into your webmail via [cowboymail.okstate.edu](https://cowboymail.okstate.edu) using your okey email and password credentials.
2. Click "Sign In"



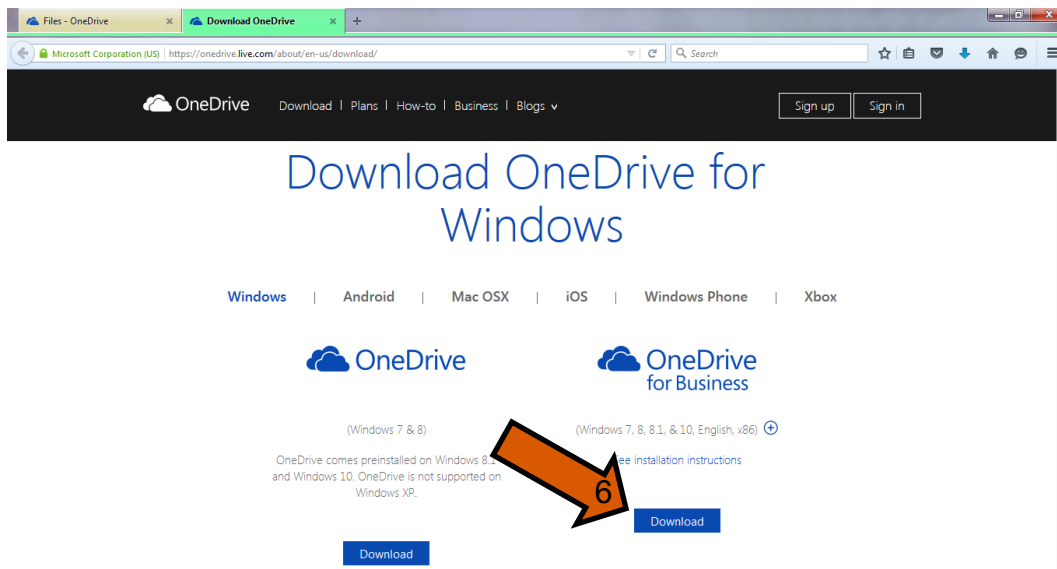
3. Once logged in, click on the tab in the upper left. This will open a series of tiles.
4. Click on the "OneDrive" tile. This will open the web application of OneDrive.



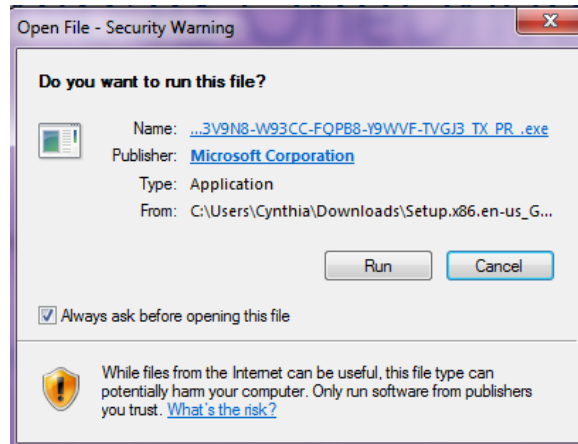
5. Select “Get the OneDrive apps” toward the bottom right of the window



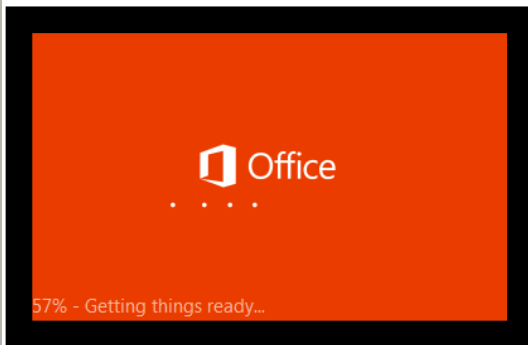
6. Click “Download” under ‘OneDrive for Business’



## 7. Save and Run the installer



## 8. Follow the instructions, clicking 'Next' throughout.



You can use Office now.

We're wrapping things up — please stay online as we make some finishing touches.