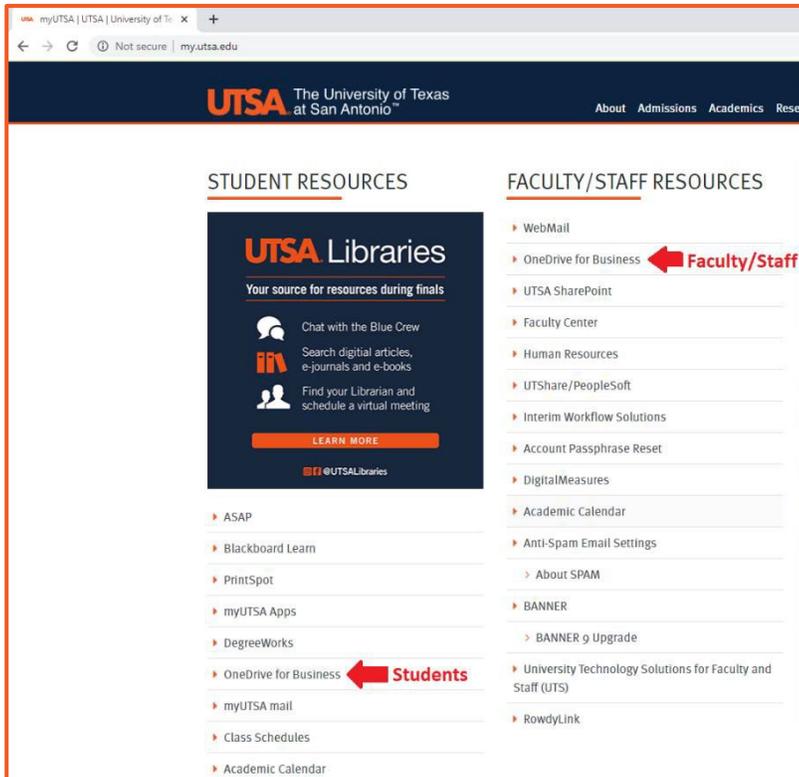




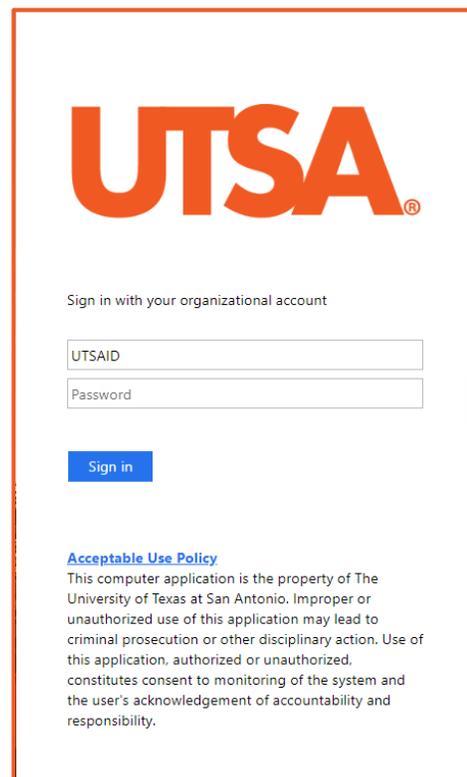
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How to Access OneDrive

1. Go to <http://my.utsa.edu/> and select OneDrive for Business. Note: there are separate links to One Drive for Business depending if you are a Faculty/Staff or a Student.



2. Log in using your **UTSA ID** and **passphrase**.

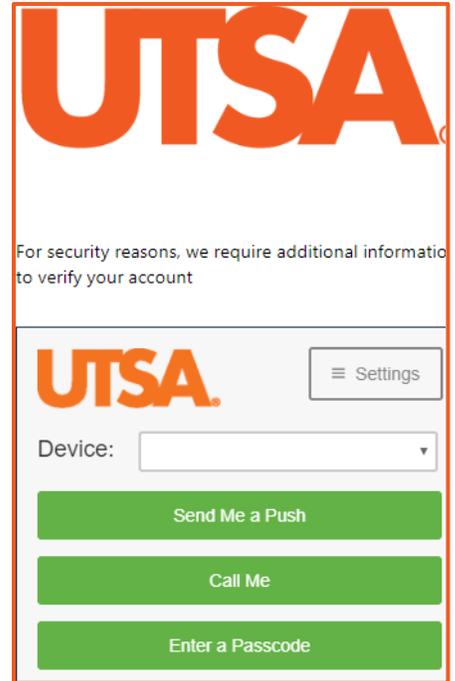




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3. **If you are a Faculty/Staff member you will be prompted to Duo authenticate.** If you are a student, you may skip this step and go to Step 4.

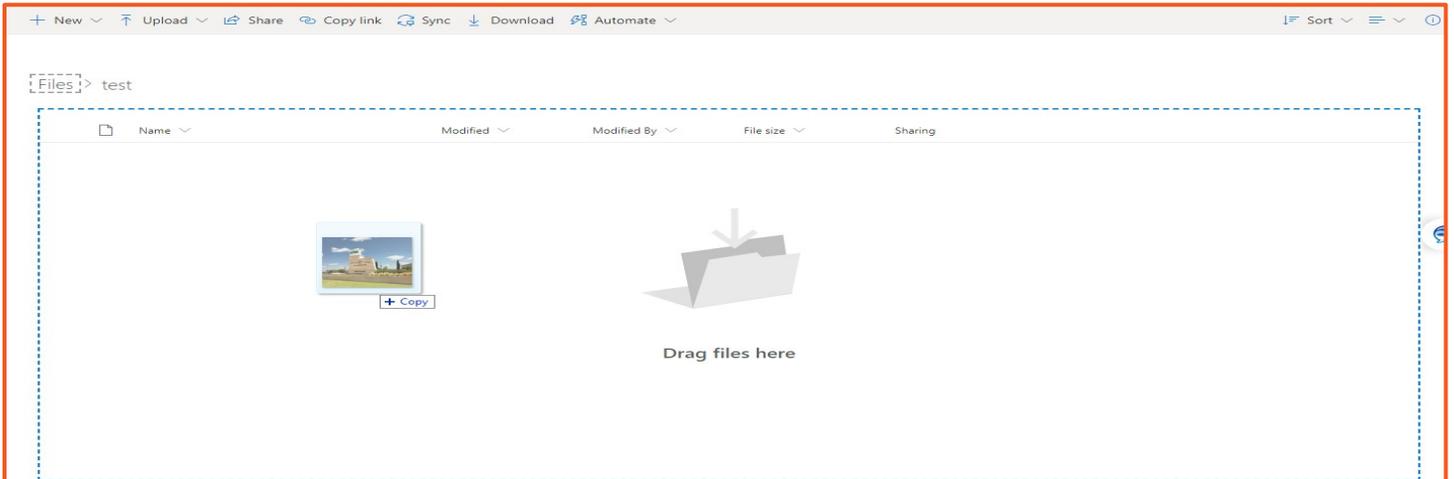
Note: For all Faculty/Staff members who need to set up their Duo account may contact Tech Café at 210-458-5555 or email techcafe@utsa.edu for assistance.



4. There are multiple ways to upload a file or a folder to OneDrive for Business. You may use the top toolbar to upload files or folders. Select **Upload > Files** or **Upload > Folder** and select the files or folder you want to upload.



You may also upload files by dragging and dropping files into the window.



5. If a file is selected you may right-click for more options. A few options include:

- **Preview** – Previews the document
- **Share** – Share the file/folder with another individual/s
- **Copy Link** – Copies link to share via email or text
- **Manage Access** – See who is able to view and who has been granted access to view that file/folder (Public or Private)
- **Download** – Downloads the document
- **Delete** – Deletes document
- **Version History** – If any edits were made to the document, you may roll back any changes done to a previous version of the file.

