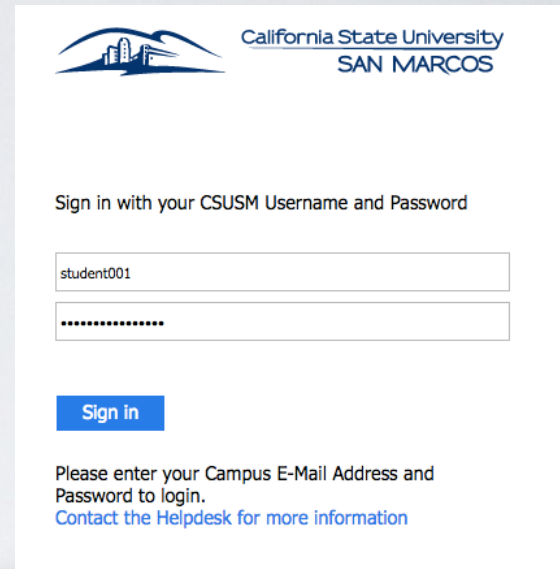# Accessing OneDrive

OneDrive allows you to upload files directly to cloud storage and access them from any device.

Follow these steps to access OneDrive:

Go to: office365.csusm.edu

Enter your campus username and password.
Example: student001

California State University
SAN MARCOS

Sign in with your CSUSM Username and Password

student001

••••••••••••••

Sign in

Please enter your Campus E-Mail Address and Password to login.
Contact the Helpdesk for more information

Click on the OneDrive application

Select "Uploads" then the type of file you want. You can also click and drag your file to the middle of the screen.
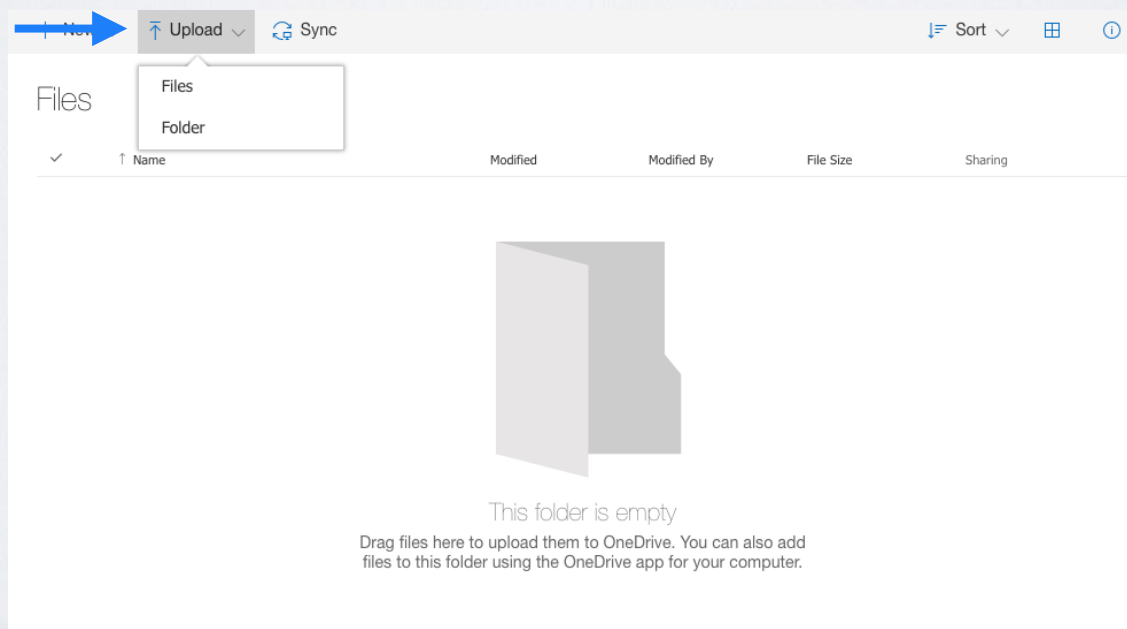
Once your file is uploaded, you will be able to edit, share and access it from any device that has the OneDrive app.
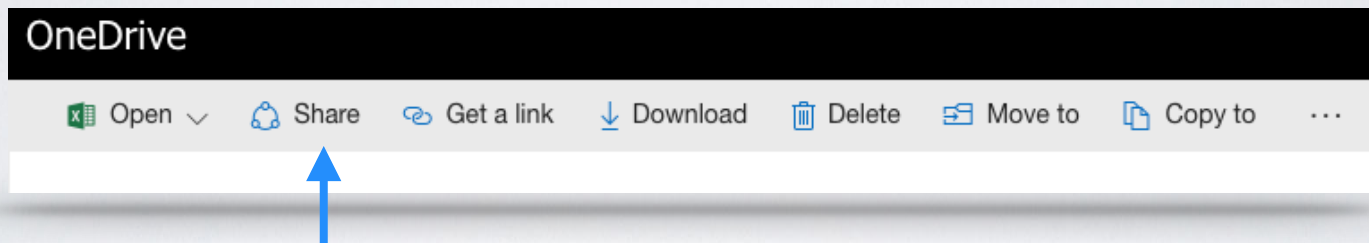
Now you will be able to upload files.

To edit your document, you can open it, and click Edit located at the top of the screen.
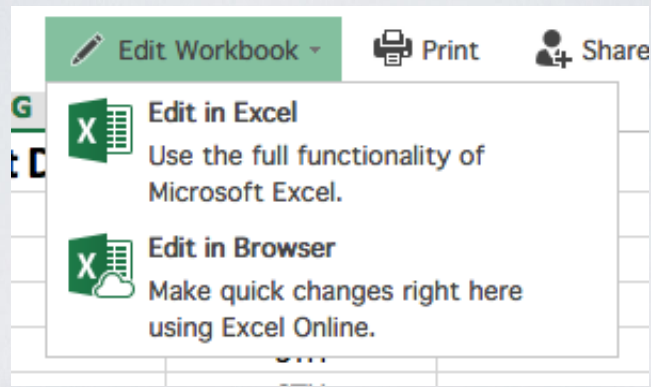
You can choose to either edit the document in the browser window, or open the document on your computer using the Microsoft Office apps.

To share documents or folders with others, click Share, located in the tool bar at the top.

You can share files and folders with people and choose whether they can view or edit.
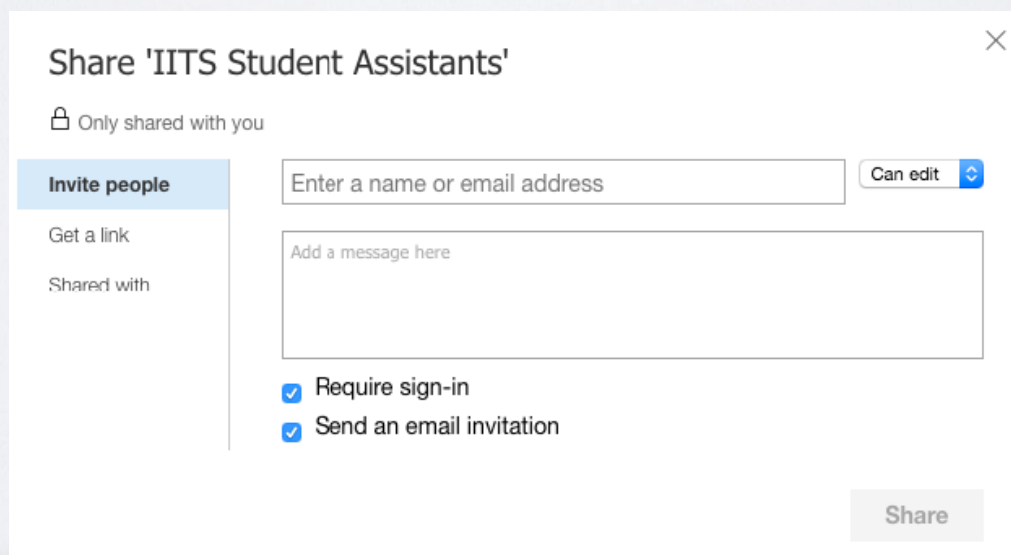
Use the OneDrive app to access your files from any device at any time.

OneDrive is available for:
- Mac
- Windows
- iOS
- Android
- Windows Phone
- Xbox

To get the app for your device go to the following link:
https://onedrive.live.com/about/en-us/download/