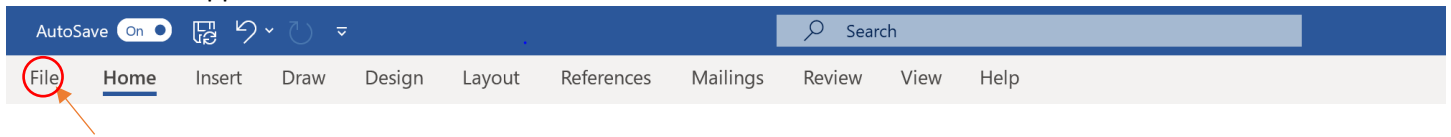


Steps to Save Documents to One Drive

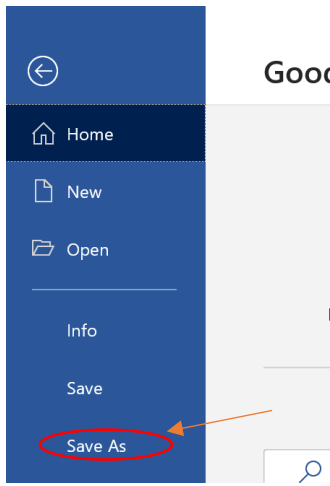
Step 1

Click File in the upper left corner.



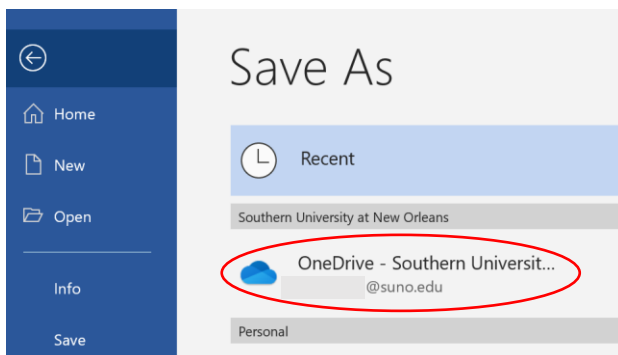
Step 2

Click Save As



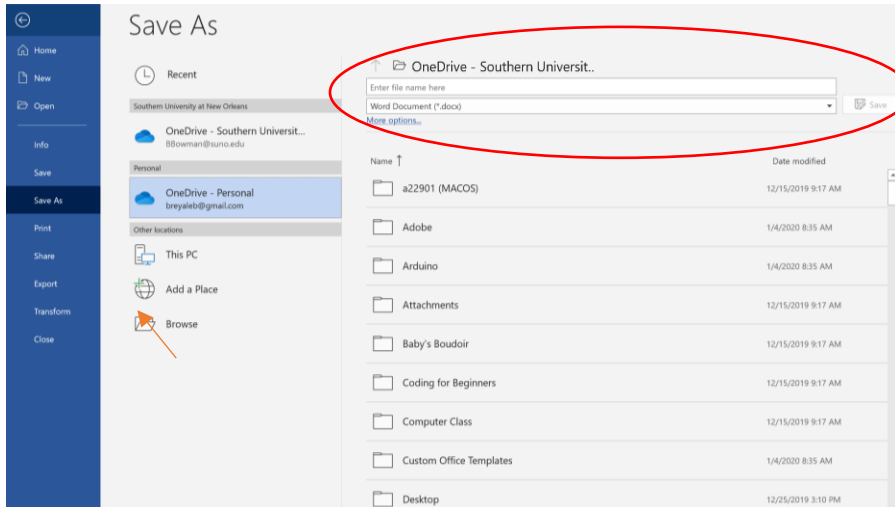
Step 3

Click OneDrive – Southern University



Step 4

Name and Save your Document.



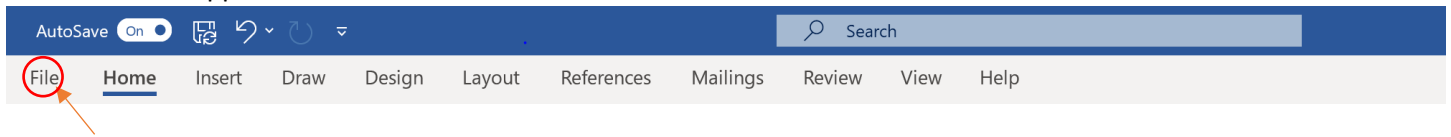
Note:

This method will be used to save all your documents.

Steps to Save Documents to One Drive

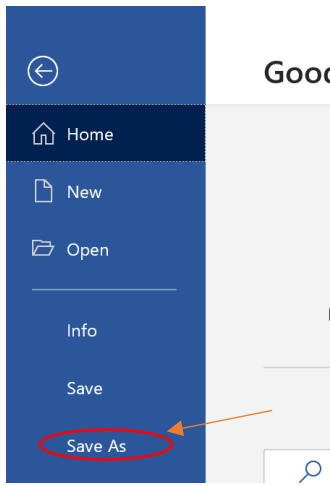
Step 1

Click File in the upper left corner.



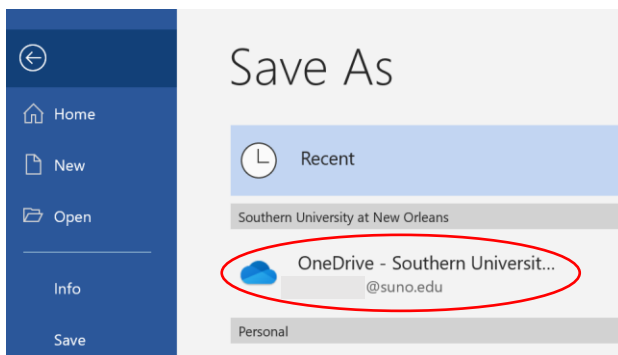
Step 2

Click Save As



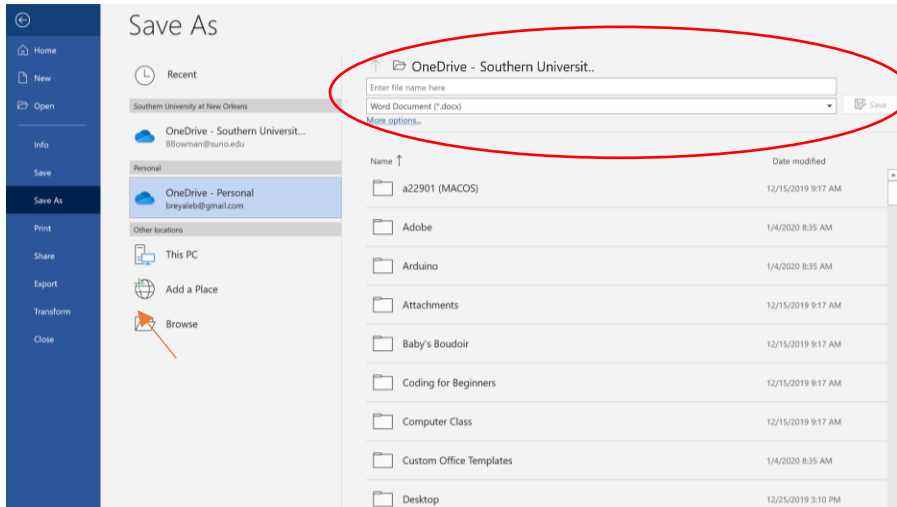
Step 3

Click OneDrive – Southern University



Step 4

Name and Save your Document.



Note:

This method will be used to save all your documents.

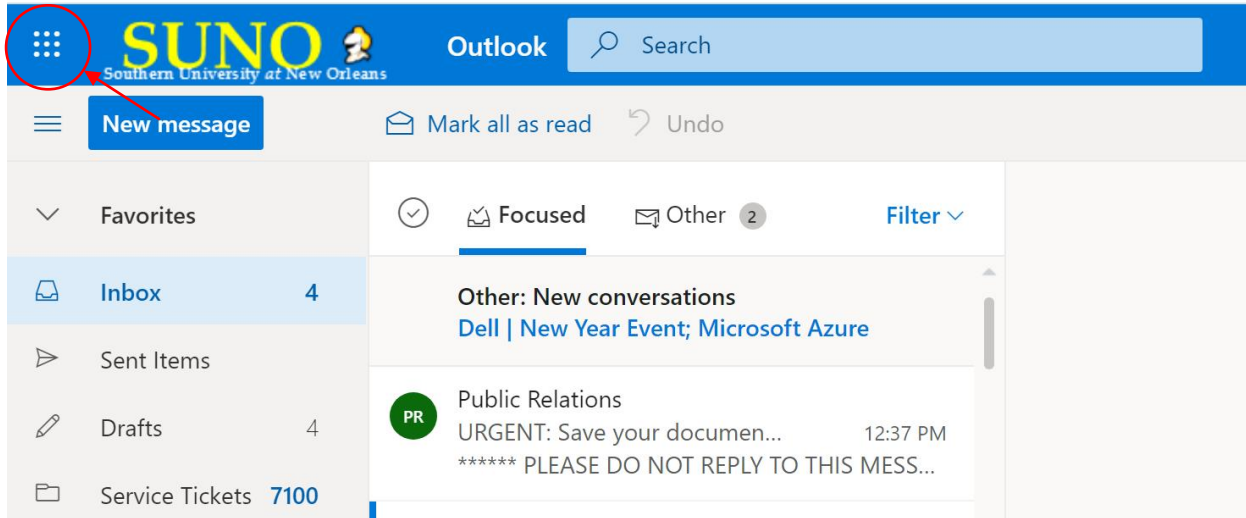
Accessing OneDrive Off Campus Via Computer

Step 1

Login to your Suno.edu account. www.outlook.com/suno.edu

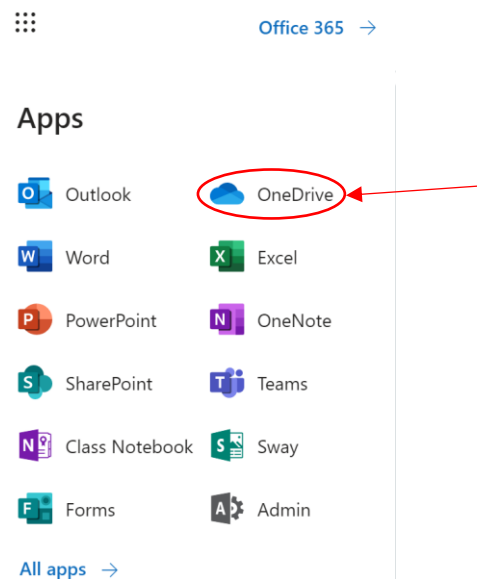
Step 2

Once you have Access to your SUNO email, click the square in the upper left corner.



Step 3

Click OneDrive



Once you Click OneDrive you will see all the files in you OneDrive Account.

Users can also login to onedrive.com to access onedrive documents using their SUNO Credentials (Same Credentials used to login to your desktop on campus).

Accessing OneDrive Off Campus Via Mobile Device

Step 1

Download the Onedrive App from your App store.



Microsoft OneDrive
Microsoft Corporation
In-app purchases

Step 2

Login using your SUNO Credentials (Same Credentials used to login to your desktop on campus)

Once login verification is complete you will have access to all documents saved to your onedrive account.