How To Add OneDrive for Business Account to Windows 10/8

Summary

OneDrive for Business is the Microsoft cloud storage service that comes with Office 365 or SharePoint Server. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere. Find the steps below to add your Yale OneDrive for Business account locally to your Windows 8/10 machine.

Step-by-step guide

Follow these instructions if you already have OneDrive installed locally on your machine.

1. From the Windows System Tray, click on the arrow to display all options

2. Right-click on the OneDrive icon

3. Click “Settings”
4. Click to add an Account

5. Enter your Yale email address and password