OneDrive

How to Setup

OneDrive Setup

Purpose

Microsoft OneDrive is a secure cloud-based storage solution that facilitates secure file mobility from any device, anywhere, anytime. The following reference guide provides instructions for installation of OneDrive on Windows7, Windows 8, and Windows 10.

Login to Office365 at: http://office365.tsu.edu

- If prompted to choose either a **Personal Account** or a **Work or School Account**, choose **Work or School Account**
- If prompted for an email address, enter your **TSU Email Address**
- If prompted for your password, use the **password you use to login to your TSU computer**

TSU
Texas Southern University

Enter password

Password

Forgot my password

Sign in

Please visit https://mypassword.tsu.edu to reset your password.
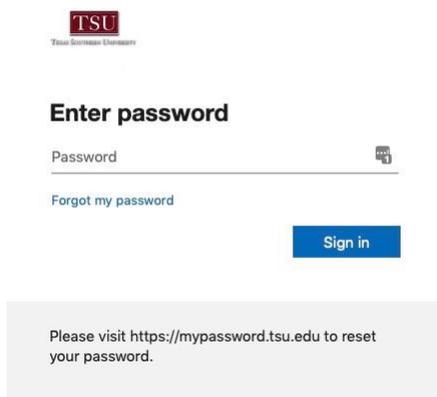
- Once logged in, you will see OneDrive among the list of available O365 apps

Good afternoon

Start new   Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams   Sway

Forms   Admin   All apps
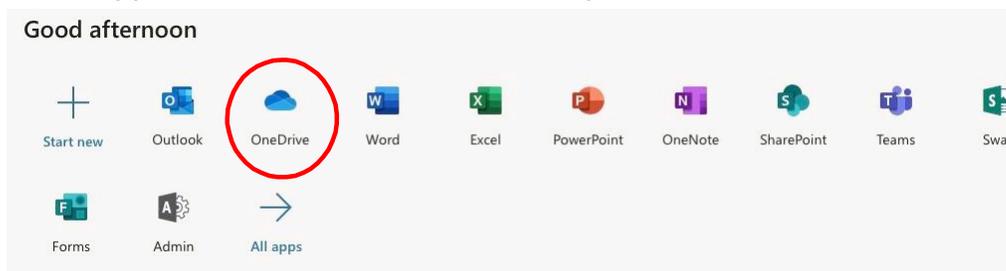
Uploading and managing your files and folders in OneDrive

- **Click here**

If you require technology assistance, please contact the IT Service Center 24x7:

- Email: itservicecenter@tsu.edu
- Self-Service: **http://ITServiceCenter.tsu.edu**
- Phone: 713-313-4357