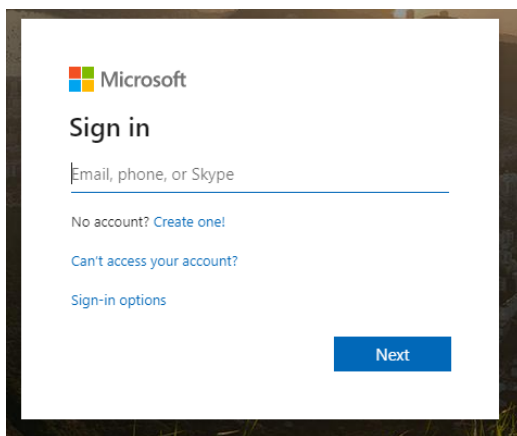


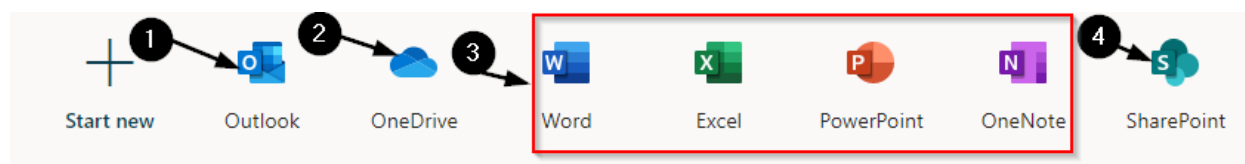
## Knowledge Base

### Accessing files via Office 365 OneDrive & SharePoint

1. Go to <https://portal.office.com>
2. Sign in using your [NetID@medsch.ucr.edu](mailto:NetID@medsch.ucr.edu)

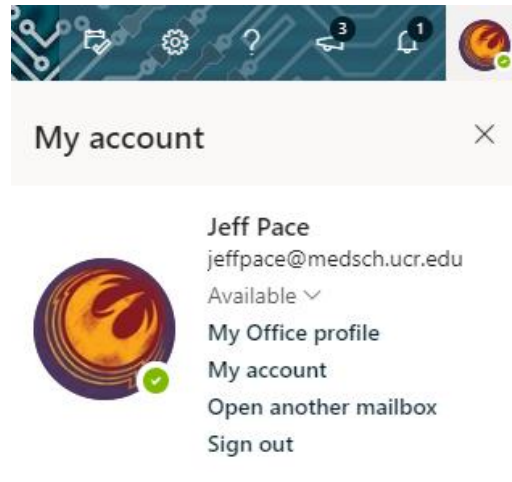


3. Enter in your computer password when prompted (same password you use to log into the work computer) You will be presented with icon as shown below



- Outlook – Click on this to enter your email – screenshot below
  - You will not see any shared email boxes from here. You need to click on the upper left of the screen and open the “my account” window.
  - Click on “Open another mailbox”
  - Enter the mailbox you wish to access; this only works if you have viewing rights to that email.

## Knowledge Base



- OneDrive – Click on this to get access to your files saved on one drive. If helpdesk has moved you to OneDrive, all of you documents and your computer desktop files will be found here.
  - Common Office Apps – use these apps just as you would any office program on your desktop. All files will be saved onto your one drive account.
- SharePoint – Team Information/Document Sites
  - If you or any person on your team that has developed a SharePoint site, or if OIT created one for you. All of the information can be found here.