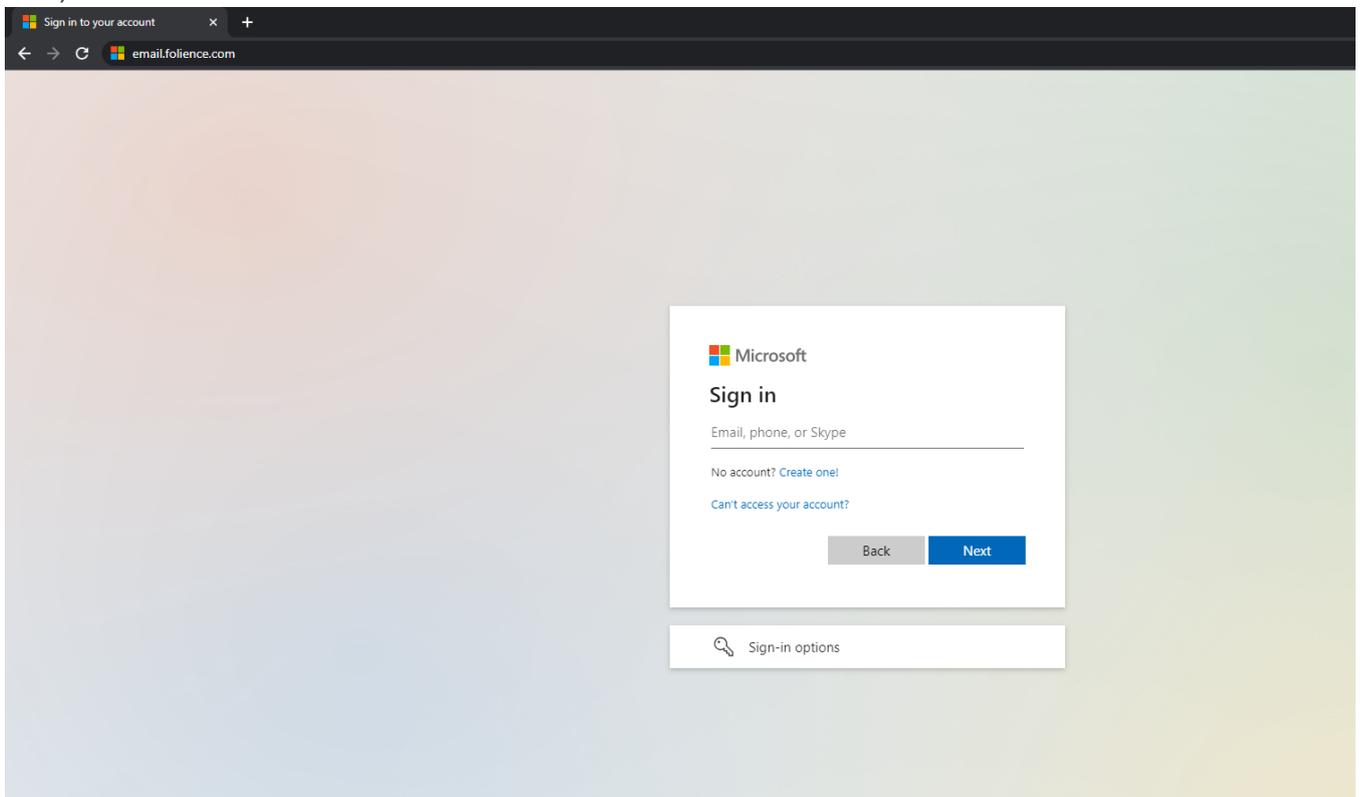


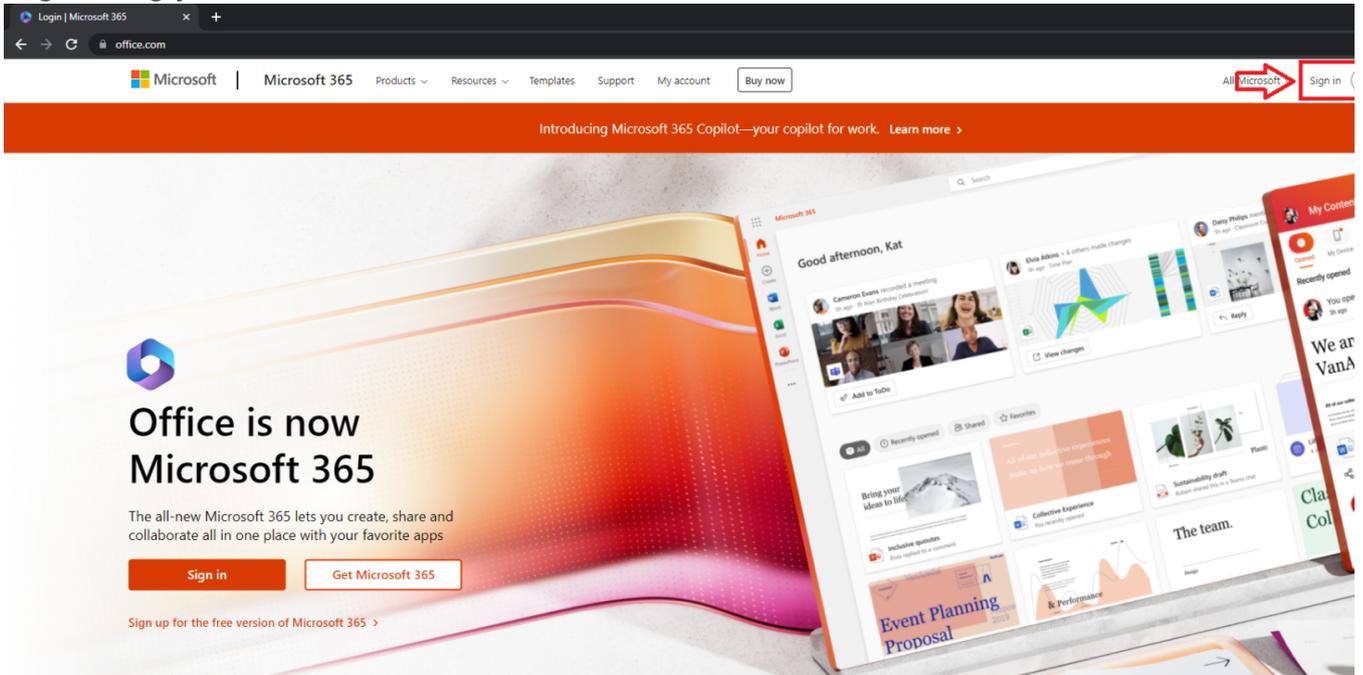
# Accessing OneDrive in the web portal

OneDrive is part of the office365 environment, this means it can be accessed by logging into the office web portal. You can reach that page from either [email.folience.com](mailto:email.folience.com) or [office.com](http://office.com) and you'll be prompted to login.

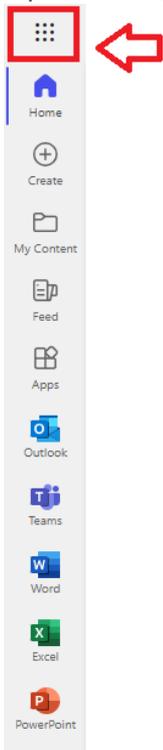
1. Navigate to [email.folience.com](mailto:email.folience.com) or [office.com](http://office.com) in your web browser (Chrome, Edge, Firefox, etc.)



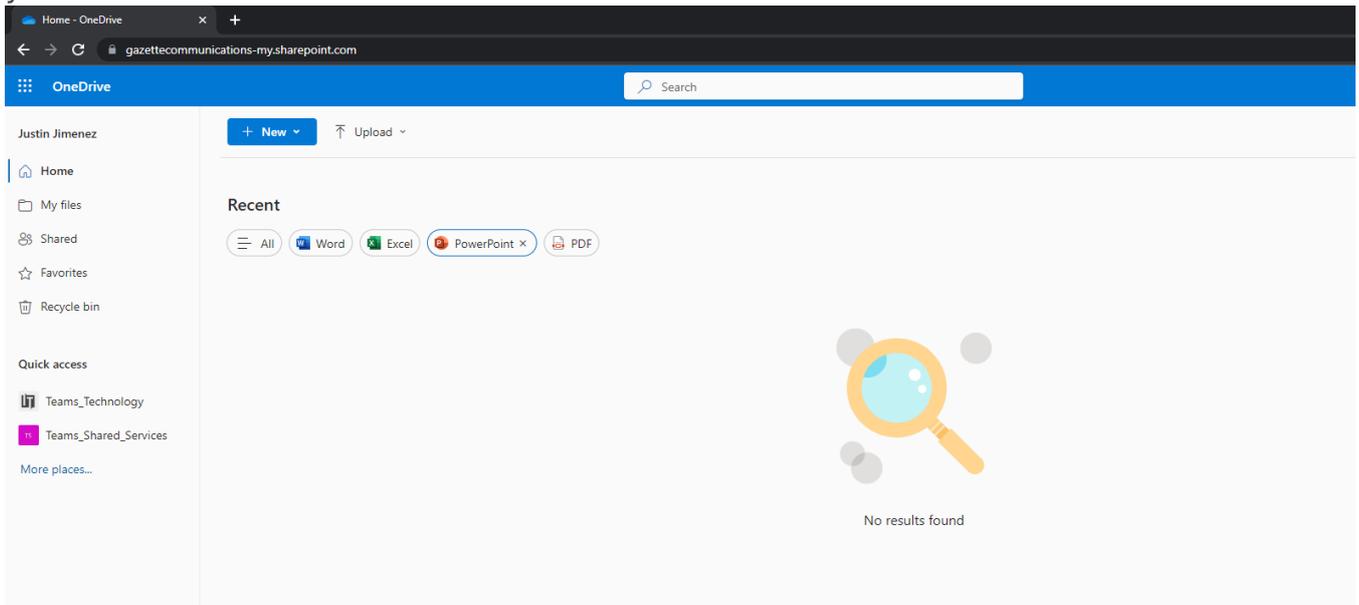
## 2. Login using you business email credentials.



## 3. Open the application tray and select OneDrive.



- You may now upload any files you'd like to keep in your OneDrive or begin syncing with your machine.



Revision #3

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