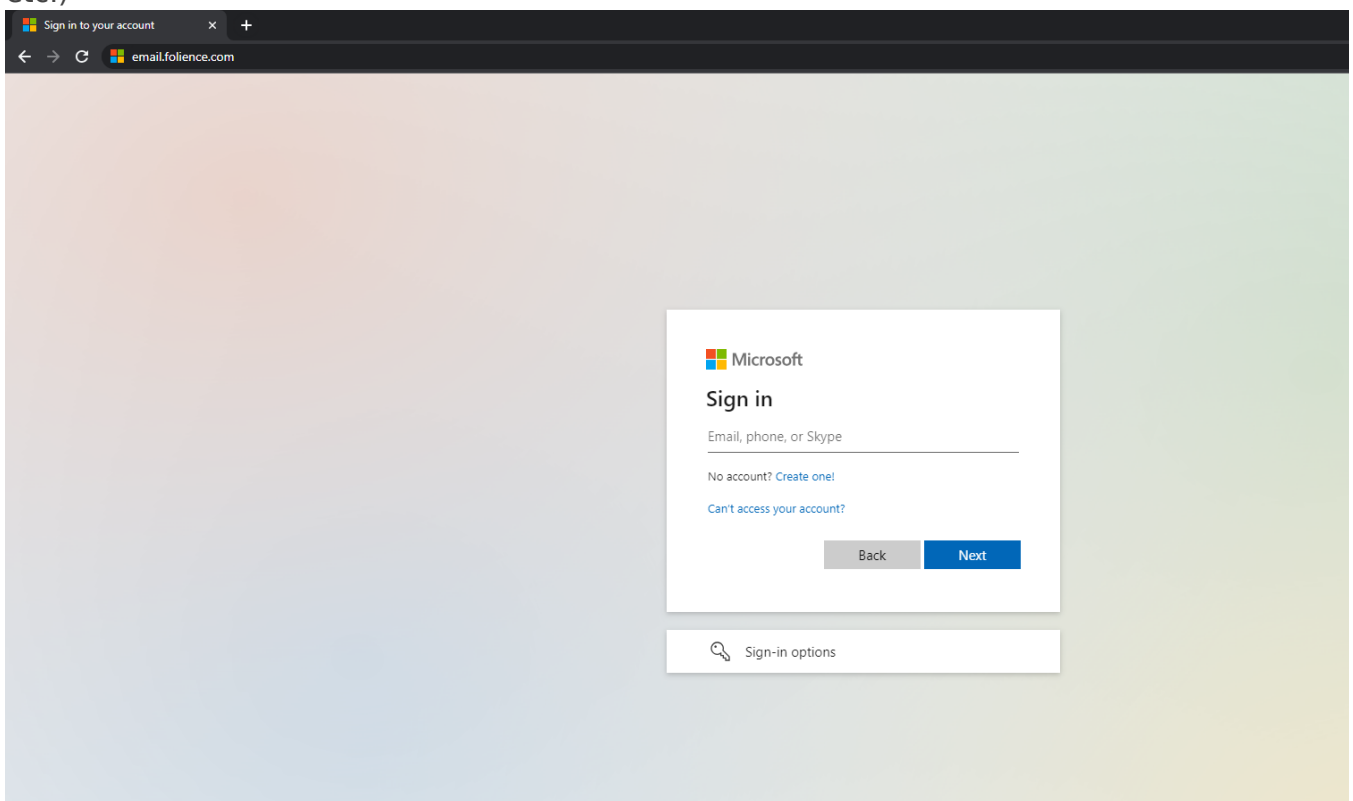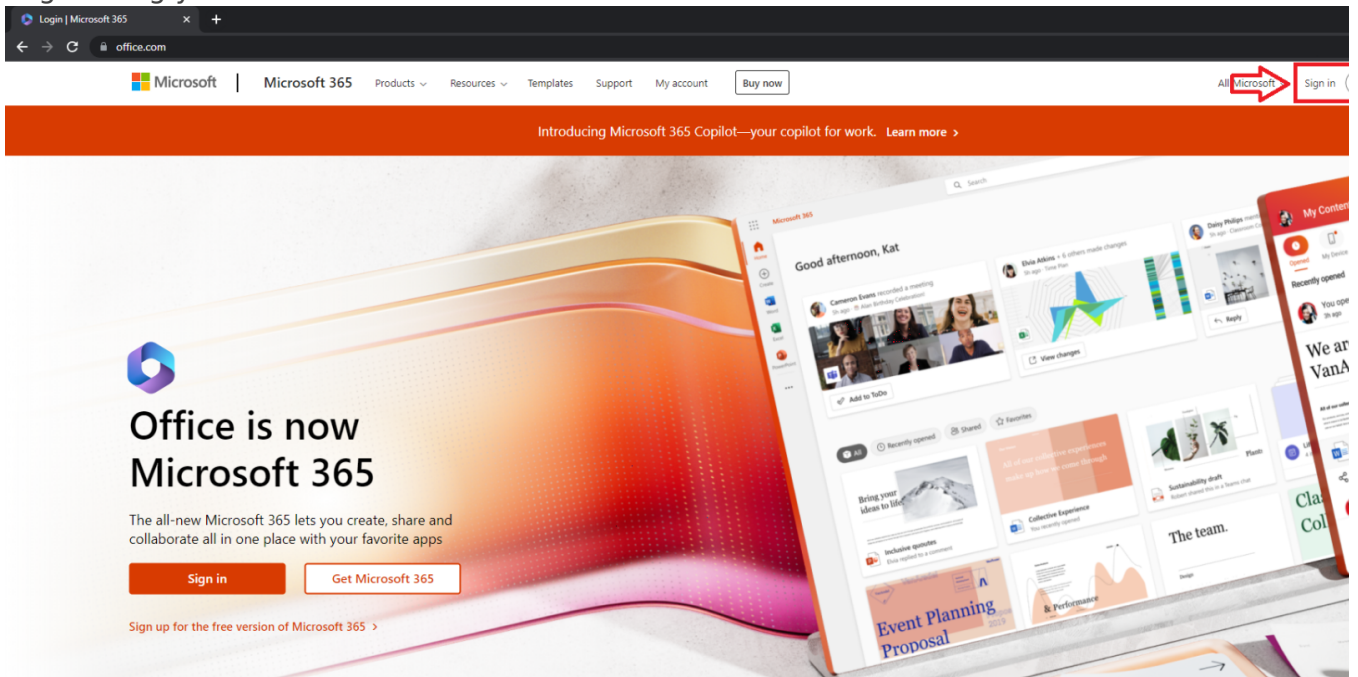# Accessing OneDrive in the web portal

OneDrive is apart 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 or office.com and you'll be prompted to login.
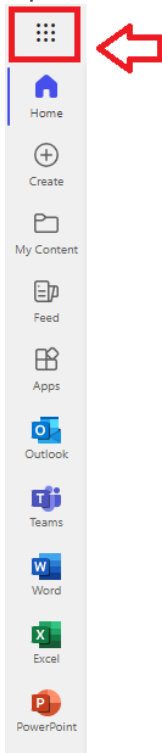
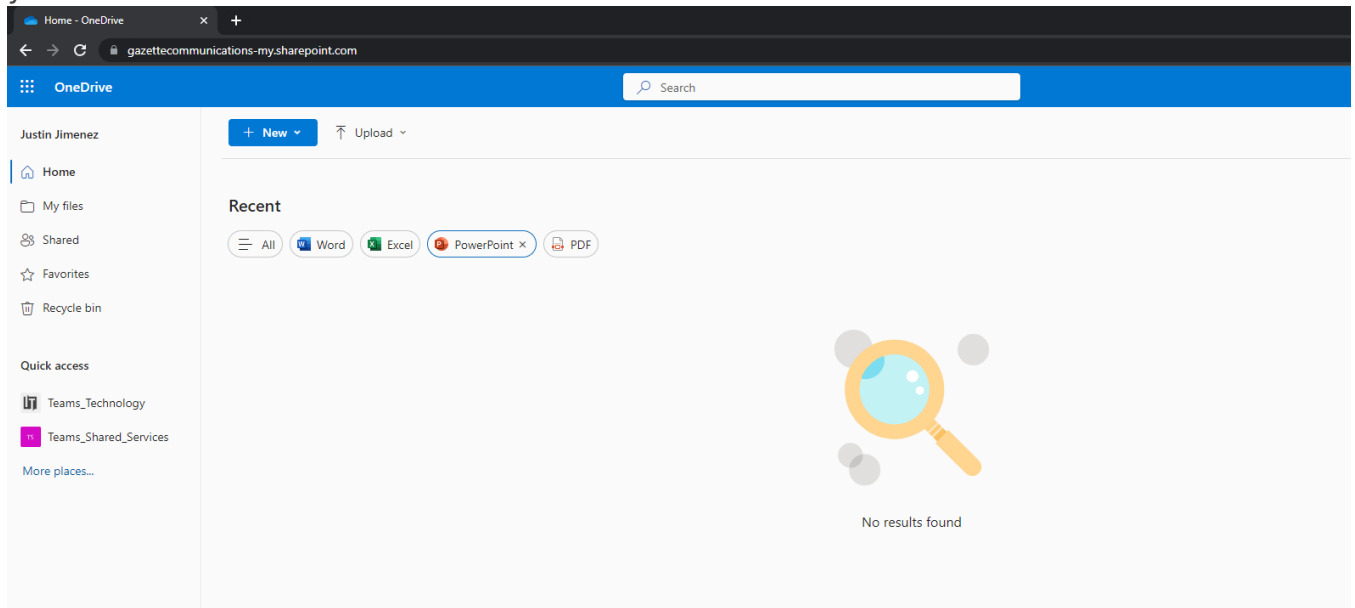1. Navigate to email.folience.com or office.com in your web browser (Chrome, Edge, Firefox, etc.)

2. Login using you business email credentials.

3. Open the application tray and select OneDrive.

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