Accessing OneDrive for Business from the Internet

Open your internet browser (Internet Explorer is recommended, but OneDrive works with any internet browser)



In the address bar, type in drive.devereux.org and hit enter

Enter your Devereux Network <u>username@ad.devereux.org</u> in the first box

Do NOT check off Keep me signed in when logging on through public or shared computers

Click Sign In

	Office 365 Log in with: USEINE Control		
	kryan3@ad.devereux.org		
A CARLENCE	Password		
Do NOT check off Keep me stjned in on public computers	Sign in Cancel		

Enter your Devereux Network

Username and Password

Click Sign In

Sign In					
Devereux					
Inspiring hope. Empowering lives.					
Devereux Single Sign On					
Type your user name and password.	Enter your Devereux Network Username				
User name: kryan3	Example: jsmith2				
Enter your Devereux Network Password	Sign In				

Your My Documents page will then load It will look something like this:

	Office 365	OneDrive <i>Devereux</i>	¢	?	5
BROW	SE FILES LIBRARY				
P s	earch OneDrive	OneDrive @ Devereux Documents			^
Recen	it d with me	🕀 new 🏦 upload 😅 sync 🖋 edit 🖋 manage	C) shar	e
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OneDrive for Business is Devereux's *only* approved cloud-based storage system. It offers many advantages, including access to your documents any time, from any location and any device. With this ease of access and availability, there are security issues we must consider to protect Devereux PHI and other data. To aid in addressing those areas, **OneDrive for Business users are required to complete a user agreement** which will outline the risks and precautions you must take. It is available on the Learning Portal via self-enrollment:

- 1. Visit the Learning Portal: <u>http://learn.devereux.org</u>
- 2. Click "find a class" and log in when prompted.
- 3. In the search box, enter "OneDrive" and search.
- 4. Click the enroll icon, apply, play.

Or if you're on the Devereux Network, <u>CLICK HERE</u> to access the class directly!