How to Access OneDrive for Business using Windows Explorer, System Tray, and your Web Browser
Accessing OneDrive for Business using Windows Explorer
START MENU

Use the left mouse button to bring up start menu by choosing far left icon on bottom of your screen.
ACCOUNT ON MACHINE NAME

Use the left mouse button to bring up Account on Machine name.
ONEDRIVE FOR BUSINESS

Use the left mouse button to bring up OneDrive for Business
Accessing OneDrive for Business using the System Tray
Use the left mouse button to bring up System Tray and choose OneDrive
OPEN ONEDRIVE FOLDER

Use the left mouse button to bring up Open your OneDrive for Business folder
Accessing OneDrive for Business using your Web Browser

• THIS IS THE ONLY OPTION TO ACCESS FILES THAT HAVE BEEN SHARED WITH YOU BY OTHER PEOPLE
OPEN BROWSER

Use the left mouse button to bring up Internet Explorer or another browser.
Navigate to the [www.calu.edu](http://www.calu.edu) WEB page.
Use the left mouse button to bring up quick links check email
Enter your CALU account and password information. Use the left mouse button to choose Sign In.
Choose Icon

Use the left mouse button to bring up Icon in upper left corner of screen.
CHOOSE ONEDRIVE

Use the left mouse button to bring up OneDrive
### Files

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Shared by</th>
<th>Size</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Music</td>
<td>About an hour ago</td>
<td>Test, Staff</td>
<td></td>
<td>Only you</td>
</tr>
<tr>
<td>My Pictures</td>
<td>About an hour ago</td>
<td>Test, Staff</td>
<td></td>
<td>Only you</td>
</tr>
<tr>
<td>My Videos</td>
<td>About an hour ago</td>
<td>Test, Staff</td>
<td></td>
<td>Only you</td>
</tr>
<tr>
<td>sample1.txt</td>
<td>4 days ago</td>
<td>Test, Staff</td>
<td>23 bytes</td>
<td>Only you</td>
</tr>
<tr>
<td>sample2.txt</td>
<td>4 days ago</td>
<td>Test, Staff</td>
<td>13 bytes</td>
<td>Only you</td>
</tr>
</tbody>
</table>