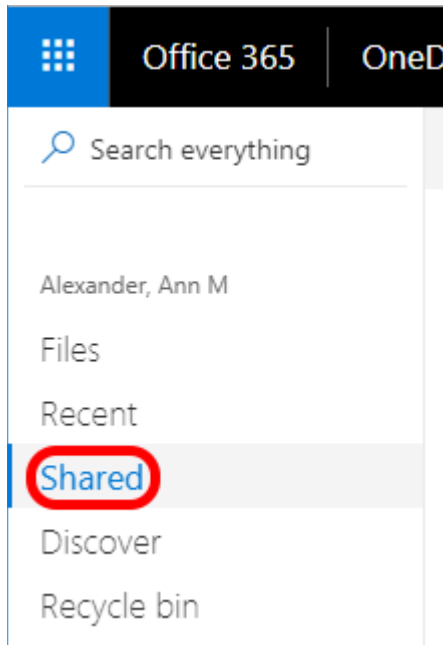


Opening Shared Files/Folders in OneDrive

1. Log in online to Office 365 - <http://365.unmc.edu/>

2. Click on the App Launcher  in the upper left corner of the web page and click OneDrive.

3. From the list on the left, click on "Shared".



4. The next screen should open to the default list of "Shared with me". If it doesn't, click on "Shared with me" from the two tabs.

Open files or folders from the list of items in the shared list.

