

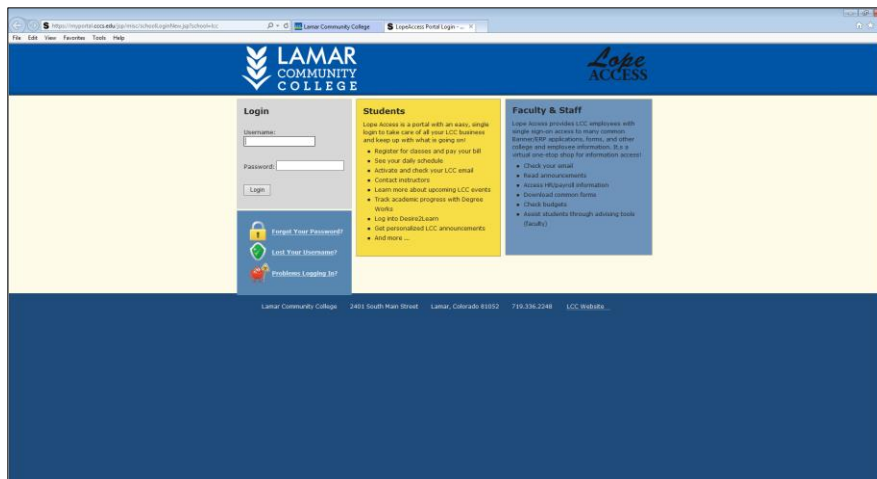
OneDrive for Business Self-Help Guide for Students

Every LCC and CCCS student will have access to a Microsoft OneDrive for Business account at no extra charge. This **cloud base storage solution** can be used to store and retrieve documents from any computer, mobile device, or tablet.

Instructions on using One Drive for Business

1. Login to the Lope Access Portal:

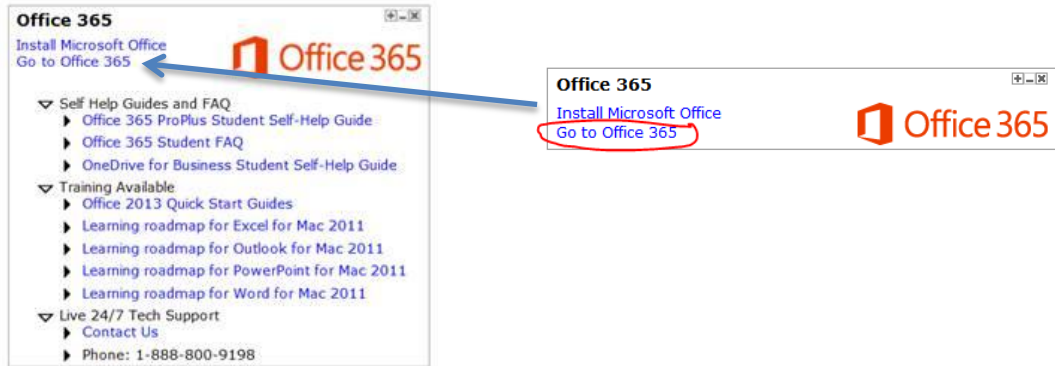
<https://myportal.ccs.edu/jsp/misc/schoolLoginNew.jsp?school=lcc>



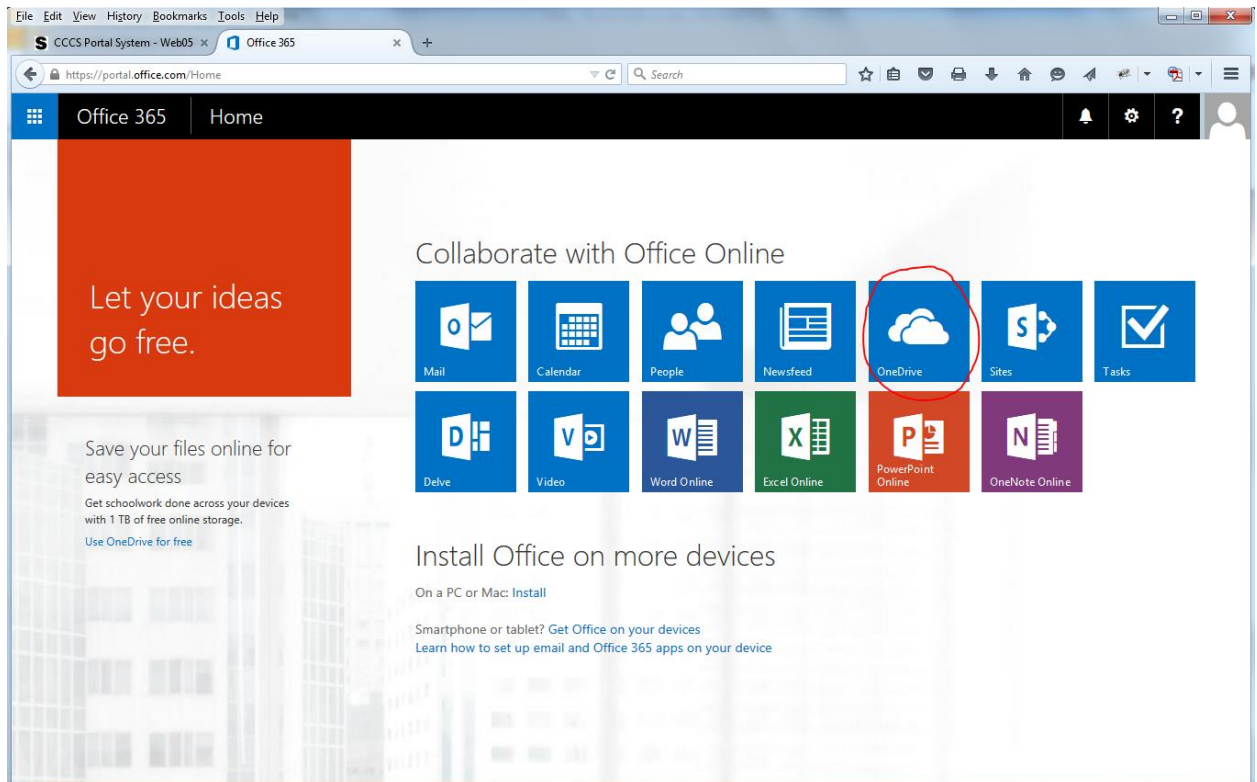
2. Go to "Student" tab



3. Click on “Go to Office 365” link or the Office 365 image in “Office 365” channel. You may need to add the “CCCS –Office 365” channel if you don’t see the channel at all.



4. You will see Microsoft Office 365 page as shown below, and click on “One Drive” icon.



5. You will be redirected to Office 365 One Drive homepage.

