Accessing OneDrive @ Radford University
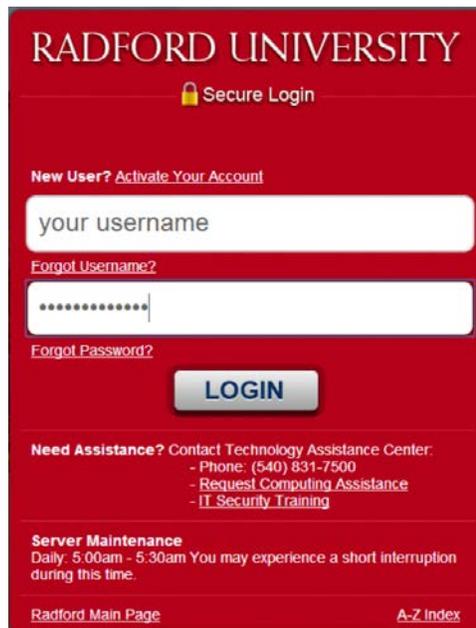
Via Web Browser

1. Go to the Radford
   University home page
   and click on the **MyRU**
   link on the right side of
   the screen
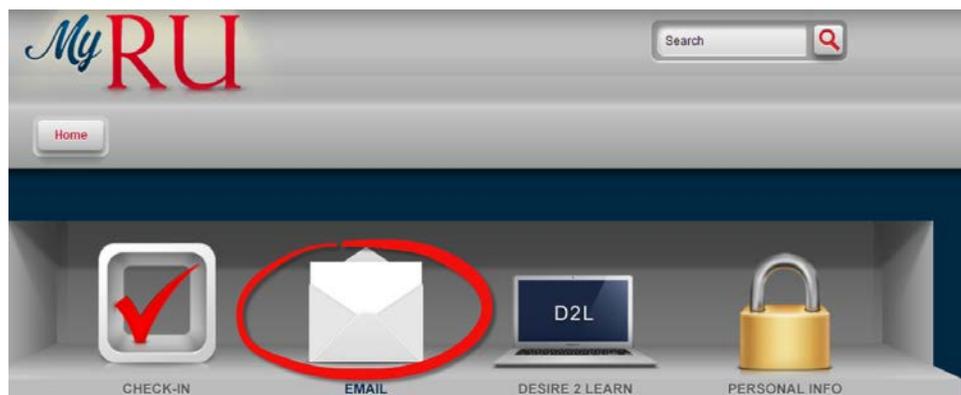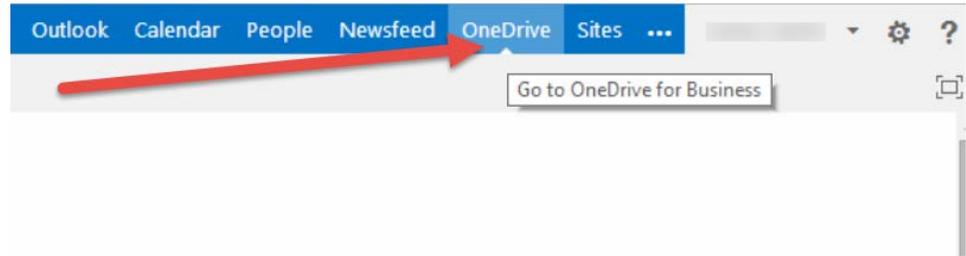   http://www.radford.edu/

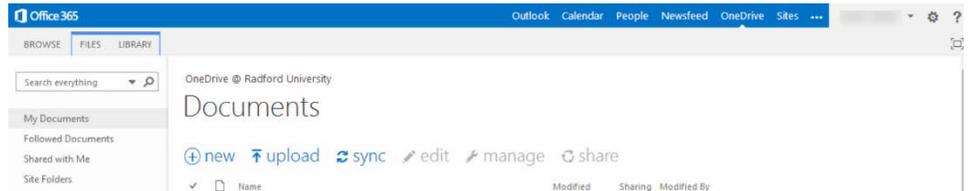2. Login using your RU
   username and
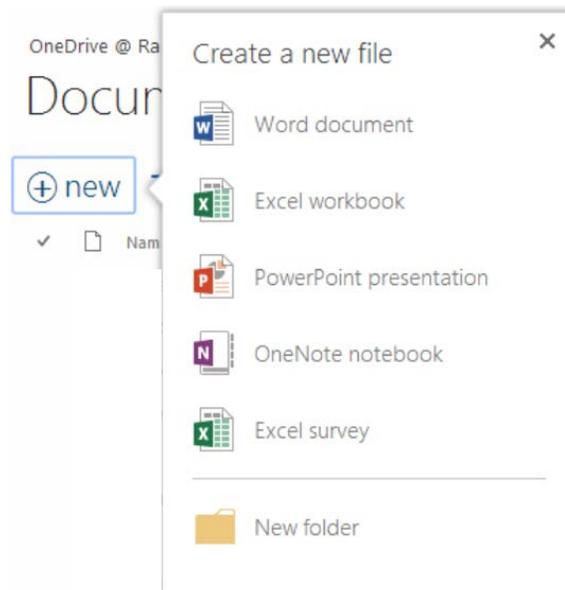   password

3. Then choose the
   EMAIL link

4. After you have logged into your Radford University email account, **click on the OneDrive link in the blue bar at the top of your screen**.
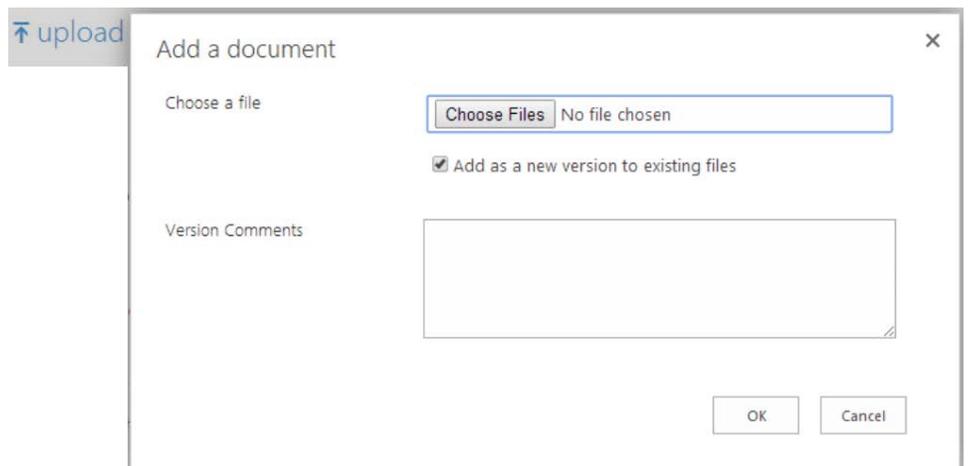

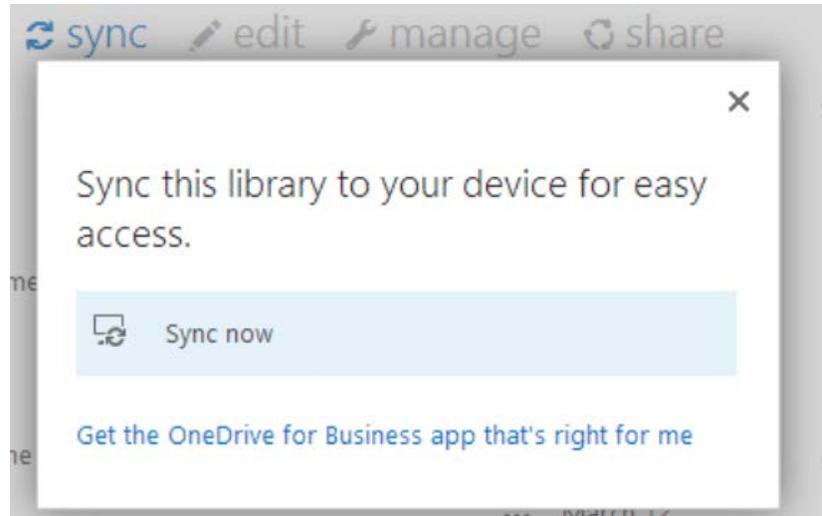
5. You will then see a screen similar to this.

6. From here you can create **new** Office documents saved on OneDrive @ Radford University. These documents will be created using the Web App versions of Office. You will have most but not all the functionality of the full desktop versions of Word, Excel, PowerPoint, and OneNote. Your device does not need to have Office installed in order to create documents in these Web App versions. Great for phones and tablets that do not have Office installed.

7. You can also **upload** documents from your PC, Mac, mobile device, or any other storage device directly into OneDrive @ Radford University. All documents are private by default but you can then share your documents with the people you choose in the Radford University community (i.e. other students, faculty, and staff).

8. If you are using a PC, you also have the ability to **sync** your files to your computer. Syncing creates a copy on your PC's hard drive to access when you're offline or just want easier access to your documents. If you change and save the synced copy, OneDrive will automatically change your copy saved in the cloud and vice versa. Syncing is currently unavailable for Mac but should be up and running soon.

   For more information on syncing your OneDrive @ Radford University (also known as OneDrive for Business) account, please click here.

Via the Office Mobile App

1. When you download and install the Office Mobile app for iPad/iPhone and Android phones, you automatically have access to your OneDrive @Radford University account.

   It is very important that when you install the app you follow the instruction here in order to be connected to your OneDrive @ Radford University account.