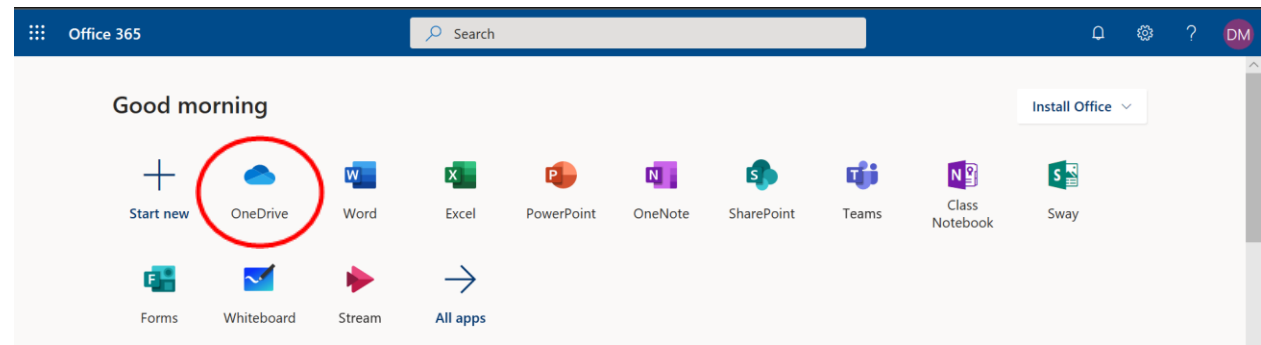
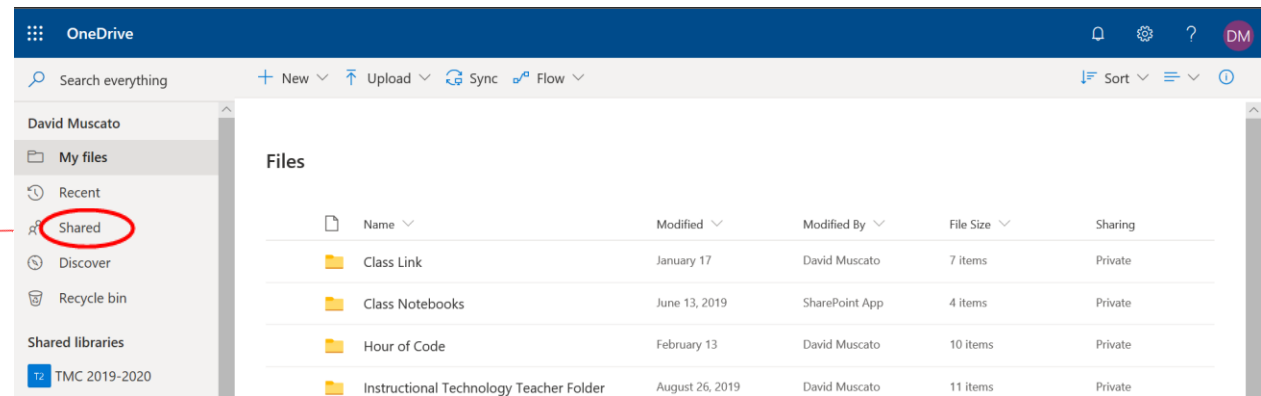


Accessing Shared Files in OneDrive

After logging into your Office 365, choose **OneDrive** from your launch page.

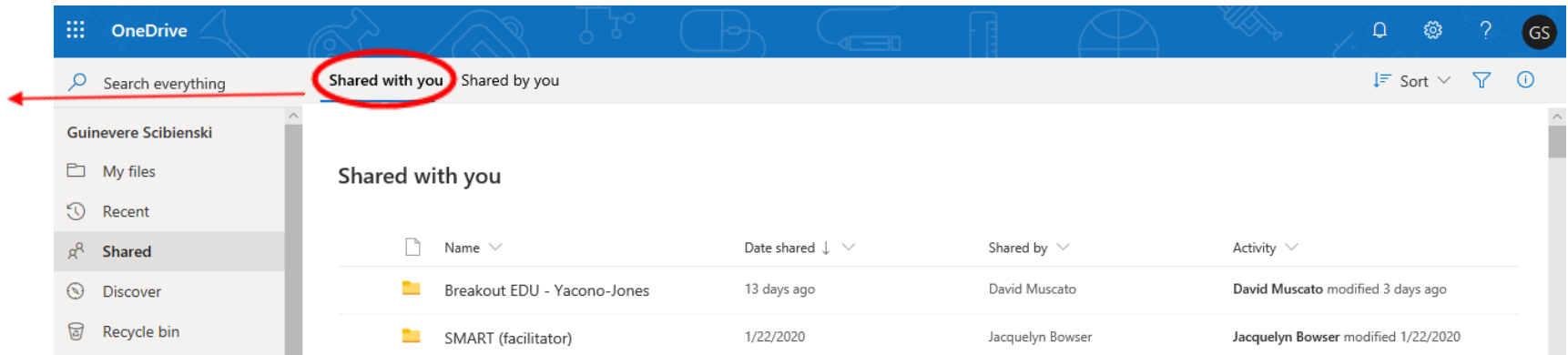


Click shared to
access shared files



Continue to the next page for the directions on accessing files shared with you and files you have shared.

The default setting allows you to see files shared with you.



You can also see files you have shared.

