

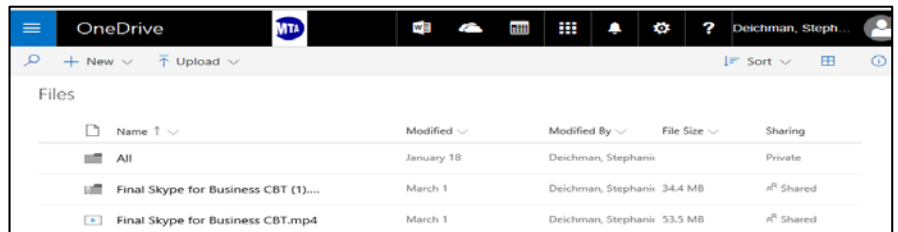
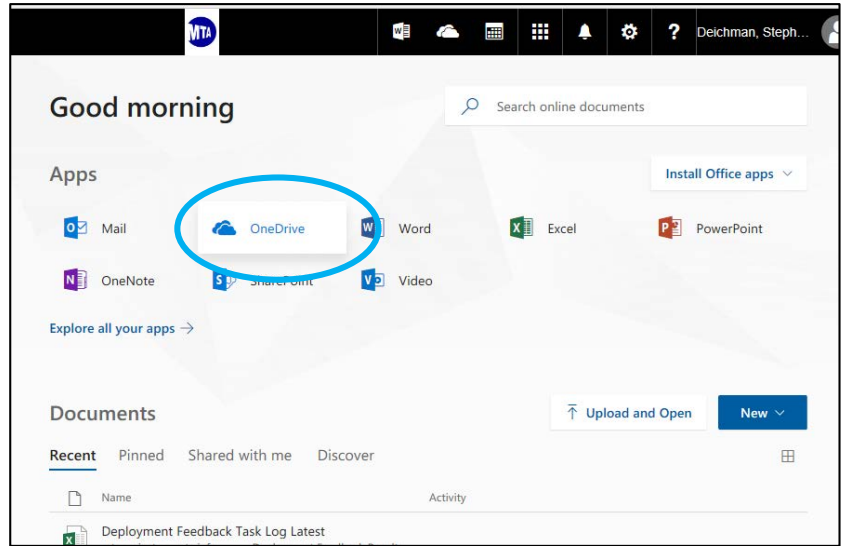
OneDrive is an online file storage location that you can access from anywhere at anytime. It offers you a simple way to store, sync and share your files all on the web. With OneDrive, there is one single version of your file, which means you never have to worry about having the most up to date version of a document again. Please note that two factor authentication is a requirement for using MTA remote access such as Citrix, VPN and other sensitive applications such as One Drive.

Accessing your OneDrive



To access your OneDrive online account:

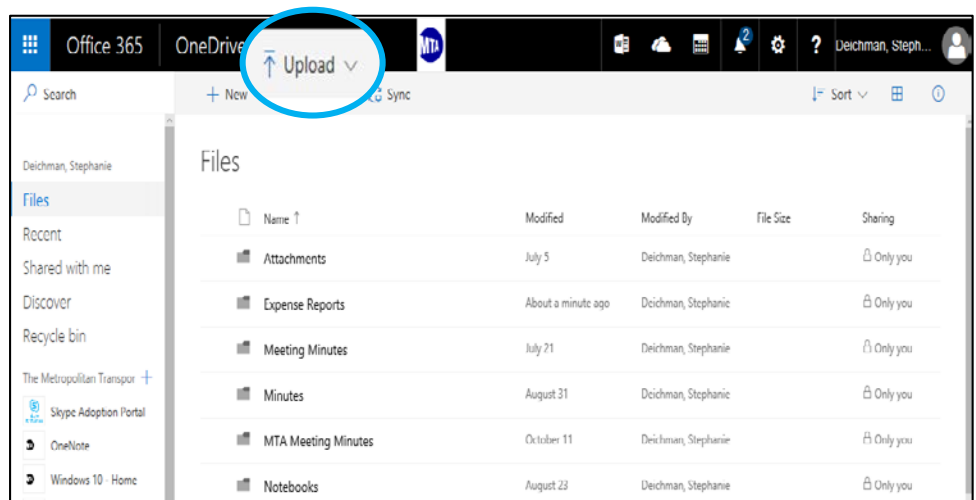
1. Navigate to **portal.office.com**
2. Type in your MTA Credentials
3. Select response method for DUO. If you are NOT a current Duo user, check your old e-mail that you received from no-reply@duosecurity.com with instructions on how to register (or see attached Due Enrolment Guide) or call Service Desk 646-252-8888 for assistance.
4. Click on the OneDrive application from the applications on the Office365 homepage



Add files using to your OneDrive

You can add files from any computer, tablet, or phone directly through the OneDrive website.

1. Navigate to **portal.office.com** using Firefox or Google Chrome and sign in
2. Click on the OneDrive application from the Office365 home page
3. Click "Upload" in the ribbon
4. Select the files or folders on your computer that you want to upload so you can access them online from anywhere at anytime

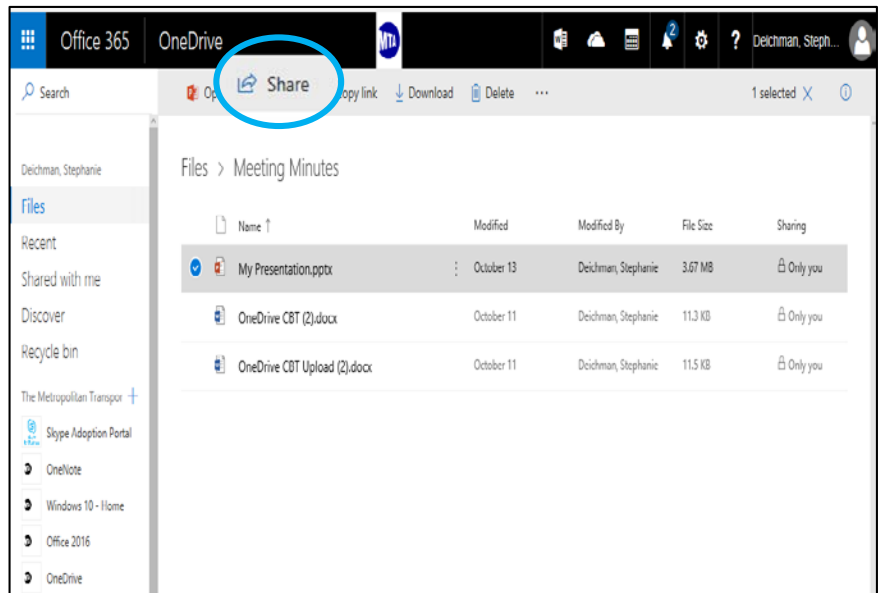


Share and collaborate

You can share files and even entire folders with your colleagues without having to attach them via email. Send a link to the PowerPoint presentation you're working on — and rest assured that everything else in your OneDrive will stay private.

To share items from the OneDrive website:

1. Select the item you want to share
2. Select "Share" from the ribbon
3. Select the permissions you want your colleagues to have: who can access the link and whether or not they can edit the document



Deleting a link to a shared file

Much like you can share a document on the OneDrive, you can also un-share documents with your colleagues.

To un-share items from the OneDrive website:

1. Click on the document you want to un-share
2. Click the information icon in the top right corner
3. Click manage access
4. Click the down arrow beside your colleague's name to stop sharing with them or change their permissions

