



Quick Reference: Sign-in and Service

OneDrive is Microsoft's service for hosting files in the "cloud", that's available for free to all the owners of a Microsoft account. OneDrive allows users a simple way to store, sync and share all kinds of files with others, and later access them from a web browser or mobile device.

NOTE

All UMMC employees have a Microsoft account that has been setup up using your UMMC email address and password.

Signing into your Work/School OneDrive Account:

1. From your Work Computer, type <https://ummc-my.sharepoint.com/> in the address bar of a browser such as Microsoft Edge or Chrome. The address will take you to the Microsoft Office 365 sign in screen.



Sign in

[Can't access your account?](#)

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2. Sign in to the OneDrive 365 Portal using your **UMMC email address, xxxxx@umc.edu**.
3. When you tab or click to the password text box, Microsoft recognizes that you are a UMMC employee and displays the UMMS sign in screen. Enter your UMMC password. The OneDrive 365 Portal should appear.



Sign in

Sign in

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Example of a OneDrive Portal

| Name | Modified | Modified By | File size | Sharing |
|-----------------------|----------|--------------------|-----------|---------|
| Camtasia | May 4 | Rachel N. Holloway | 8 items | Private |
| Ex_Files_OneNote_EssT | June 20 | Rachel N. Holloway | 1 item | Private |
| Office 365 | May 9 | Rachel N. Holloway | 3 items | Private |
| Recordings | May 2 | Rachel N. Holloway | 0 items | Private |