



## Quick Reference: **Sign-in and Service**

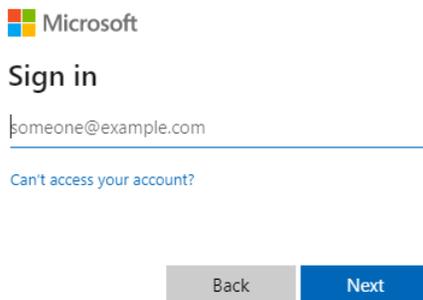
OneDrive is Microsoft's service for hosting files in the "cloud", that's available for free to all the owners of a Microsoft account. OneDrive allows users a simple way to store, sync and share all kinds of files with others, and later access them from a web browser or mobile device.

**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.



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 UMMC sign in screen. Enter your UMMC password. The OneDrive 365 Portal should appear.



### Example of a OneDrive Portal

