## How to access your Polk State College OneDrive for Business

III Office 365 Sites		We are Polk."
BROWSE PAGE		
The Home		
⊘ edit announcements		
Search Everything	<b>→</b> <i>P</i>	
My Department(s)	iets Forms Calendar	
Engagement	Innovation	Value
Committees	Grants	Experimental Learning Connections
Human Resources	Innov8 Academy	Outreach and Partnerships
Professional Development	Giobai minauves	Recognition and Showcases

Once you have arrived at the Polk State College PIE site, please Click on the Office 365 panel in the upper left corner. If you need assistance in getting the PIE, please reference the URL below.

https://www.polk.edu/wp-content/uploads/Logon-process-to-access-PIE-via-Polk-Sharepoint-URL.pdf



After clicking on the Office 365 panel, you will arrive at your Office 365 site. You will notice your OneDrive for Business panel in the first row under "Collaborate with Office Online". Please click on the OneDrive panel to gain access.



The first screen that will appear will be the one to the left. Please click "No Thanks".



The second screen to appear (which may appear briefly and then disappear), is the one to the left. This is the Welcome screen to your new Polk State College OneDrive account.

III Office 365	OneDrive			We	We are Polk."		
P Search	🕀 New 🗸	↑ Upload 🗸 🞜 Sync					
<ul> <li>Elba Concepcion</li> <li>Files</li> </ul>	Files			No. 16 - 1		The Circ	
Recent	· · ·	T Name		Modified	Modified by	File Size	
Shared with me	211	Smartphone.Personal Device Email Access Form.xlsx		April 11	Elba Concepcion	29.24 KB	
Recycle bin							
<ul> <li>&gt; Groups</li> <li>+ Groups bring teams together. Join one or create your own.</li> <li>→ Browse Groups</li> <li>+ Create Groups</li> </ul>							

Welcome, you have arrived to your Polk State College OneDrive Folder. A similar screen to the left will appear.