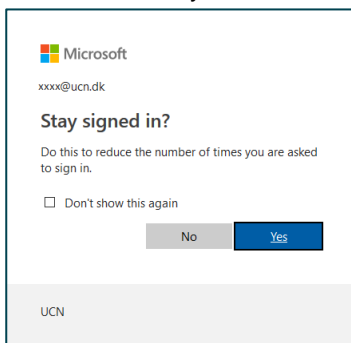


Onedrive guide for students - Windows

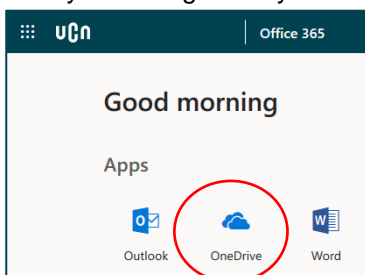
OneDrive is a Microsoft cloud-based storage service. You can save your UCN study related documents, images and other files safely – and access them from any device that is connected to the Internet.

Please notice that approximately 60 days after you have finished/ended your education at UCN this access will be closed, and you will no longer be able to use UCN OneDrive.

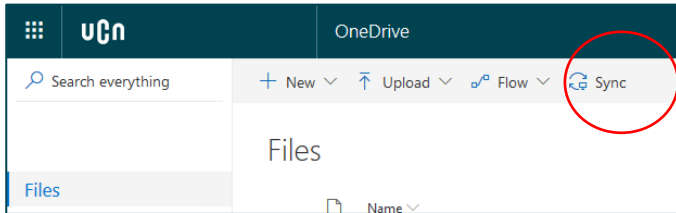
1. Close all Open tabs, documents and programs you have on your PC
2. Then go to: <https://portal.office.com>
3. You should here type your UCN email which is your username@ucn.dk and then click on "Next/Næste"
4. Now you should be redirected to a blue loginsite where you need to type your password and click on "Sign in/Log på"
5. If this is first time you sign into the officeportal then you will be asked to "Stay signed in" it's your own choice whether you want to stay signed in or not.



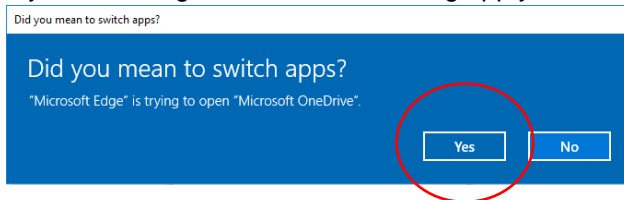
6. After you are signed in you must click on the OneDrive icon



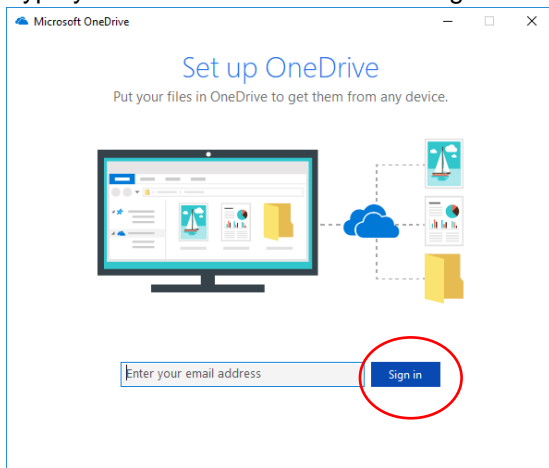
7. In top of the new OneDrive window you should click on "Sync/Synkroniser"



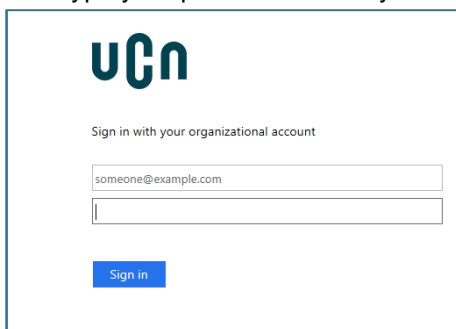
8. If you are being asked about switching app you should click on "Yes"



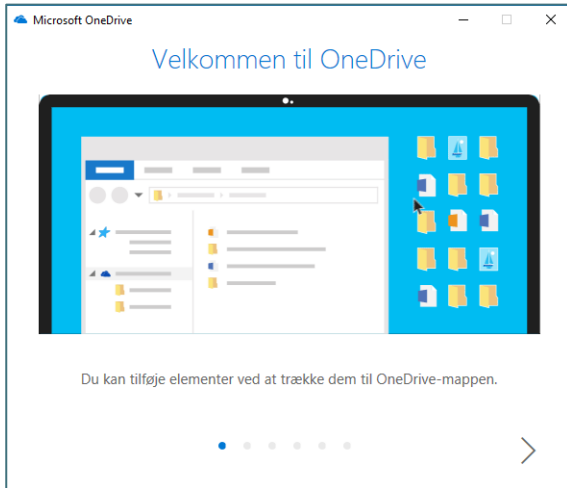
9. Type your UCN email and click on "Sign in"



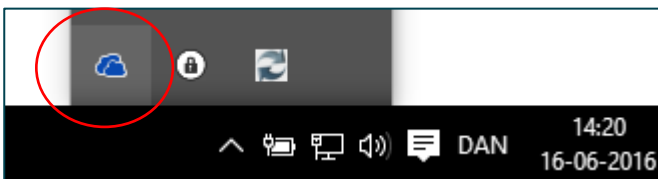
10. Now type your password below your email address and sign in



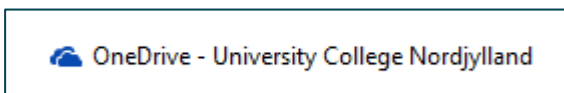
11. You are now ready to use OneDrive



12. You can from now on always open OneDrive in the lower right corner of Windows under hidden icons



Onedrive can also be found in Explorer where you can find your files under:

**Problems?**

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday 7.30 - 15.00
Friday 7.30 – 14.30
- Send an e-mail at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)