

Activate Your OneDrive Account

REMINDER: Your password will need to be updated immediately on all devices (e.g., phones, tablets, laptops). Failure to do so may automatically lock your account. If this occurs, contact the OIT HelpDesk at 334-844-4944.

OneDrive can be accessed using the following steps:

1. To begin using OneDrive for Business, you must Sync your password with Office365
 - a. Log into [MyAccount](#).
 - b. Select "Update Password". Use the same password you currently use in the spaces provided. **YOU DO NOT NEED TO MAKE A NEW PASSWORD.**
 - c. Read and be sure to put a check in the box to accept the Cloud Storage Agreement.
 - d. Update your password. If your current password meets the minimum rules, you may sync with your current password.
 - e. Update all mobile devices with your new password. To find a list of mobile devices using your Auburn University password, log into Outlook Web Access (cas.auburn.edu). Under your name, select "Options" and "See All Options". Select "Phone" from the list under Account. A list of your mobile devices will be displayed. This list may include devices that you no longer use.

Wait fifteen minutes before going on to the next step. If not, you will not be able to login and run the possibility of locking yourself out of the account.

2. Navigate to the Office 365/OneDrive for Business Portal via <http://www.auburn.edu/onedrive>. Log in with your email address (username@auburn.edu) and your password.

Reminder: It is not recommended to install the desktop application on devices with small hard drives, because the 1 TB of OneDrive for Business storage is larger than the storage available on many hard drives. If you choose to use the desktop app, only sync selected folders, not all of OneDrive. If your hard drive becomes too full, it will lock up and move extremely slow.

1. On your device, install the apps you need, Word, PowerPoint, Excel, OneDrive, etc. When you open the app, login with your full Auburn email address (no aliases) and Auburn password. Once you have activated one app, the rest are automatically signed into for you. Download the "OneDrive for Business (formerly SkyDrive Pro)" app from the [iTunes Store](#)
 - o *Make sure you don't download OneDrive (formerly SkyDrive)*
2. Log in with your Auburn email address ([username@auburn.edu](#)) and your password.



Using Lync/Skype for Business

3. Go to your Start Menu, click all programs, then click on Microsoft Office 2013. Choose Lync or Skype for Business.
4. Log into Skype for Business with your full Auburn email address and password.
5. You can now search for people in the Auburn Address book to add to your IM. I suggest first making groups by categories to sort people. Then add users to the correct group.

Any further questions you may contact me for assistance. Please note, I cannot help you until after you have updated your password.