# Accessing OneDrive On a Shared Computer (like a Classroom)

To access OneDrive on a shared computer it is recommended to use the web version of OneDrive. To access the web version of OneDrive, use a web browser like Chrome or Internet Explorer that allows you to visit web pages that are on the internet. A web browser has an address bar at the top. This is where you type in a web address (usually starts with www) or you can search the internet for keywords in the address bar of most browsers and a list of results will display (like doing a standard google search) the best web browser to use with OneDrive is Chrome.

Step 1: In the address bar of your browser enter "www.office.com". Once the site is loaded you should see a window like this.
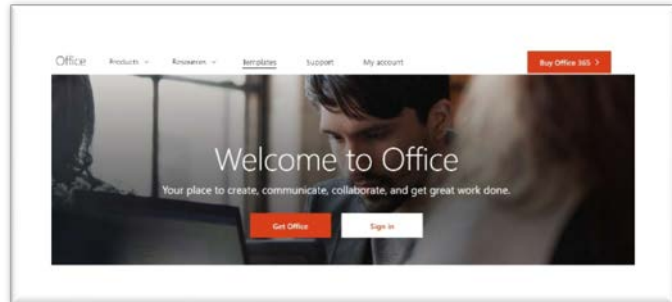
Step 2: Click on Sign In and you will be taken to a Sign In screen like the one here. First you enter your STU email address, then click Next. Now you will be asked for your password and to click Sign In.
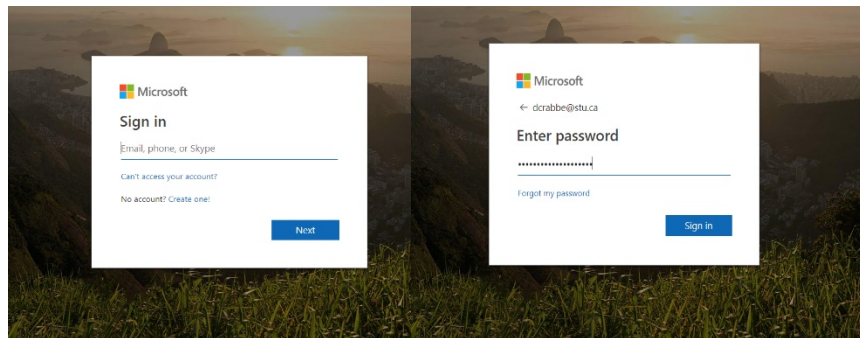
If it asks, you can tell the site that it is a work or school account. It will give you the option to stay signed in or not sometimes (depending on whether it's already been decided on a previous visit) if you press yes that is fine; only you will stay logged into the website while you're using the computer, no other users of the computer can access your data.

Step3: Once logged into the website you will see a OneDrive icon.   When you click this icon, it will open your OneDrive in the browser. From there you can navigate to the files you want to work with.

Step4: When click on a file to open it, it will by default open in the __online version__ of the appropriate Office application (Word, Excel, PowerPoint, etc..), right in the browser. If you want it to open in the desktop version of the Office application you can click on the three little dots to the right of the file and select open, and then you will be presented with both the online and regular (desktop) options. Here is an example using PowerPoint.

You may be asked to sign into office when you open it.