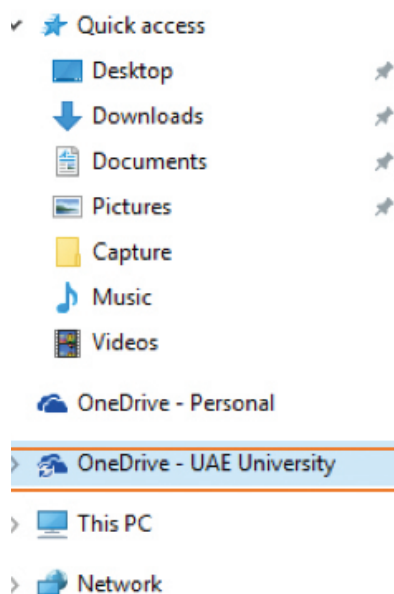


1. Use the Query Box to search the Documents in your OneDrive for Business.
2. By default, you will see your own files and folders in OneDrive for Business, managing them by using the links on left side (Files, Recent, Shared with me, Discover and Recycle bin)
3. The Quick Command Bar allows you to
 - » **Create new documents.**
 - » **Upload documents from your computer.**
 - » **Sync OneDrive for Business to your devices for local access to your files.**
4. This is your OneDrive library of files and folders, the place to keep your work documents, assignments, coursework and other files.

From your Desktop

To sync OneDrive for Business with your local computer, you'll need the OneDrive for Business sync app which lets you synchronize your OneDrive for Business library. This sync app is available with Windows 10 by default, Office 2013 or Office 2016, or with Office 365 subscriptions that include Office 2016 applications. So you have to login with your UAEU accounts to access OneDrive for business.



From your Tablet and Phone

You can download the OneDrive app in your Smart Phone from “Apple store” or “Play Store”. However, OneDrive is already built into the latest version of Windows tablets.

For more information:

<https://onedrive.live.com/about/en-gb/business/>