

Office 365

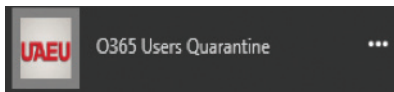
One-time process to enable the app for quick access

Login to Microsoft O365 using <http://cloudmail.uaeu.ac.ae>

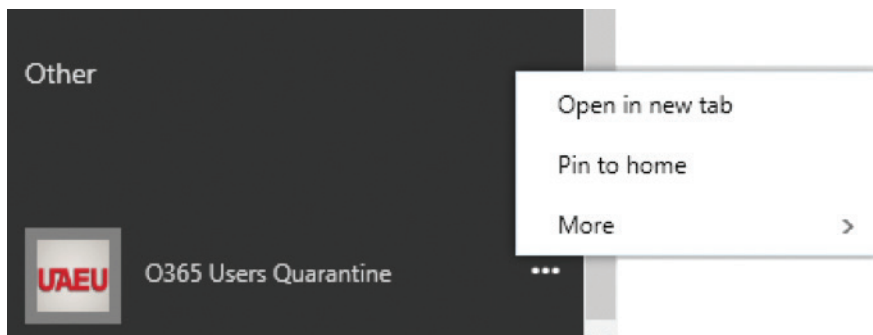
Click the app launcher icon on the top left corner Click All to view all apps



In the new tab, scroll down to see all your default apps.



Click the 3 dots “...” which is more information & Select Pin to home



Once these steps are done you will be able to access this app from the app launcher the next time round.

How to share documents using OneDrive for business?

You can share files in a folder on your OneDrive for Business folder. To set up file sharing, you must be able to sign in to Office 365 using your UAEU email ID. Then select OneDrive from the applet.