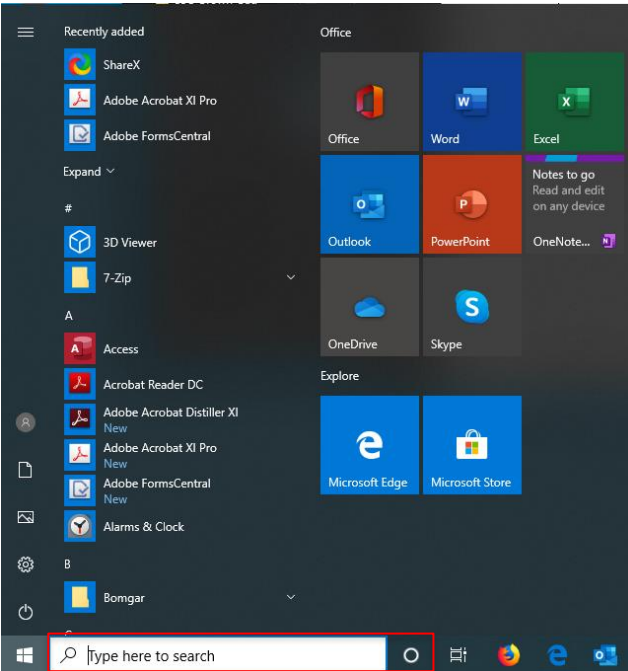# How to Login into OneDrive on Windows

PURPOSE: This guide will help Windows users set up OneDrive for the first time.
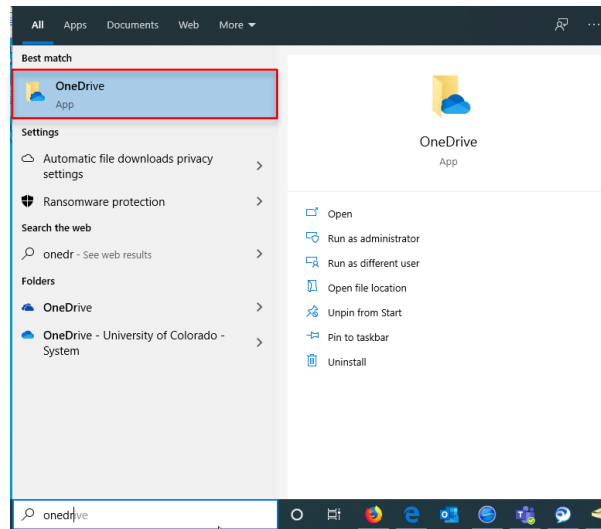
- How to locate OneDrive
- How to sign into OneDrive

HOW TO LOG IN TO ONEDRIVE:

On the Windows' task bar, Click the Window icon to bring up the Start Menu or type it in the search field "OneDrive."	
Click on the Windows icon to open the start menu.	

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Call: 303-860-HELP (4357)
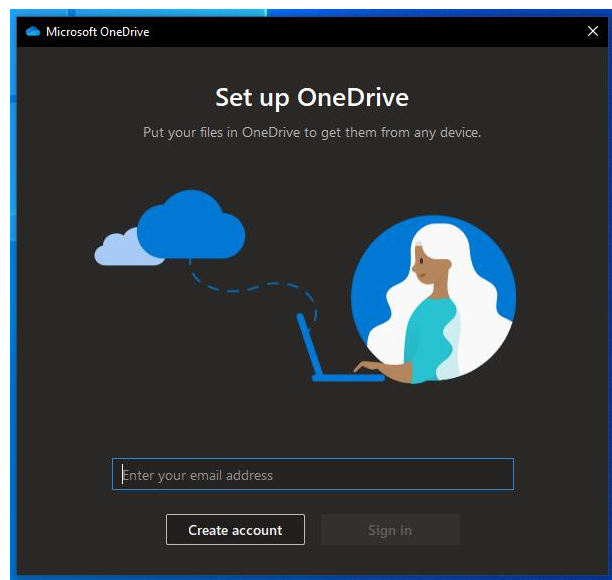Email: mailto:help@cu.edu

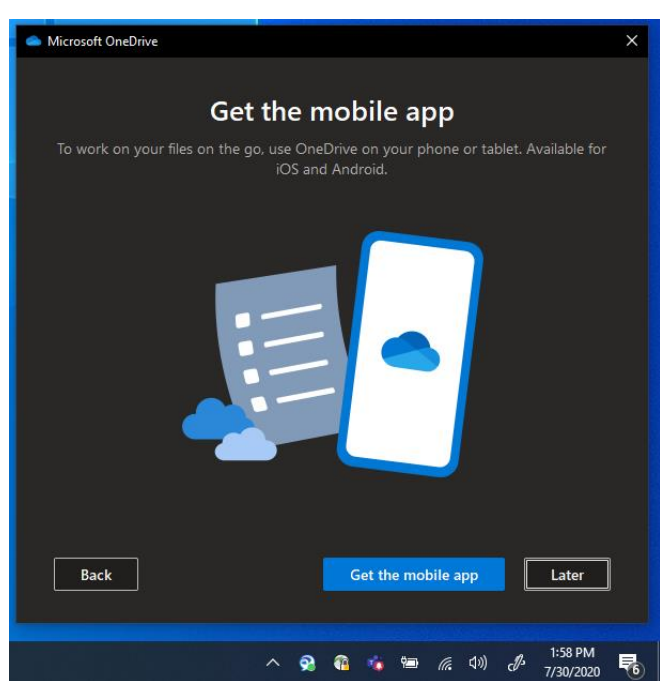|	
After opening the start menu, type "OneDrive" into the search box.	
Click on OneDrive to open it. It will then ask you to sign in. Please put in your username@cu.edu similar to how you access Outlook. **Note:** This is not your email address, but rather the username you use to sign into the MyCU Portal.	

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After signing in, you will be asked to read prompts that can inform you about OneDrive. These prompts will explain where the files can be found and how you can use OneDrive on your phone.	
Now that you have signed in, you are able to open the OneDrive folder. Once you open it you can back up any files you want onto OneDrive and use the OneDrive tab on the left of the File Explorer to open it.	

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