HOW TO SETUP DELGADO ONEDRIVE FOR BUSINESS

At work

1. Navigate your browser to: **www.dcc.edu.**

2. Click on **Email.**

3. Enter your Delgado username and password.

4. Click **Sign In.**

5. Click on the **Office 365 app launcher** located at the top left hand of the screen.

6. Select **OneDrive.**

   a. On the OneDrive menu, select **Sync** to sync OneDrive to your computer

At home

*Note: Microsoft Office Pro Plus must be installed on your home computer to successfully setup Delgado OneDrive for Business.

1. Click here for instructions on how to download and install Microsoft Office Pro Plus on your home computer.

2. Follow the setup at work instructions listed above.

If you encounter any problems call the OIT Helpdesk at (504) 671-5500.

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