# Guide to Opening Your Work Account in OneDrive

OneDrive is a cloud storage service provided by Microsoft, which allows you to store, share, and access your files from anywhere. Follow these steps to open your work account in OneDrive:

**Step 1: Launch Your Web Browser and Access OneDrive**

**1.Open Web Browser:** Launch your preferred web browser (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge, Safari).

**2.Enter URL:** In the address bar of your web browser, enter the URL for the Microsoft Office portal: https://portal.office.com/

**3.Press Enter:** Press the "Enter" key to navigate to the Microsoft Office portal login page.
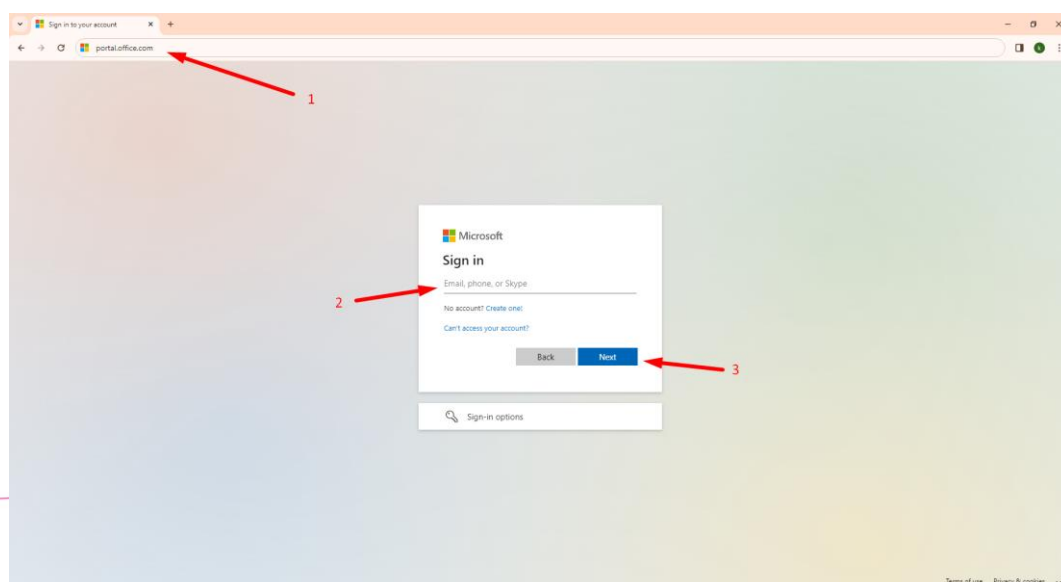
## Step 2: Sign in to Your Work Account

**1.Enter Email Address:** On the Microsoft Office portal login page, enter your work email address (employee_email@anasacademy.uk).

**2.Click Next:** After entering your email address, click "Next" to proceed.

**3.Enter Password:** Enter the password associated with your work email account.

**4.Sign in:** Click on "Sign in" to log in to your work account.

**5.Authenticate** : You may be asked to authenticate your identity using multi-factor authentication (MFA) if it's enabled for your account. Follow the on-screen instructions to complete the process.

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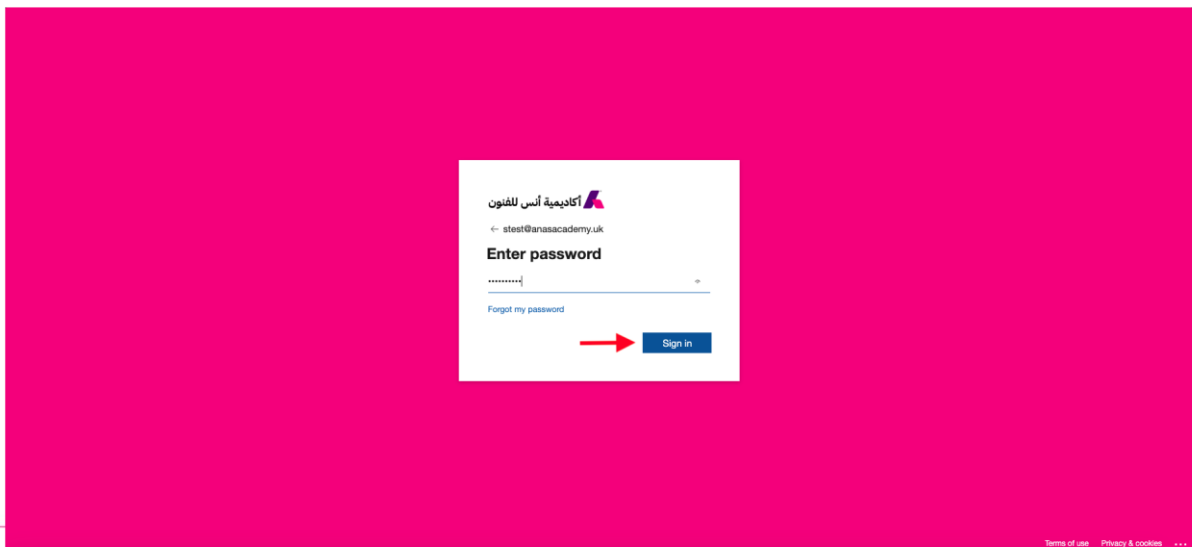
## Step 3: Download and install the Microsoft Authenticator app

Install the latest version of the Authenticator app, based on your operating system:

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2. Google Android. On your Android device, go to Google Play to [download and install the Authenticator app](#).

3. Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Authenticator app](#).

## Step 4: Set up the Authenticator app

After you install the Authenticator app, follow the steps below to add your account:

1. Open the Authenticator app.

2. Select (+) in the upper right corner.

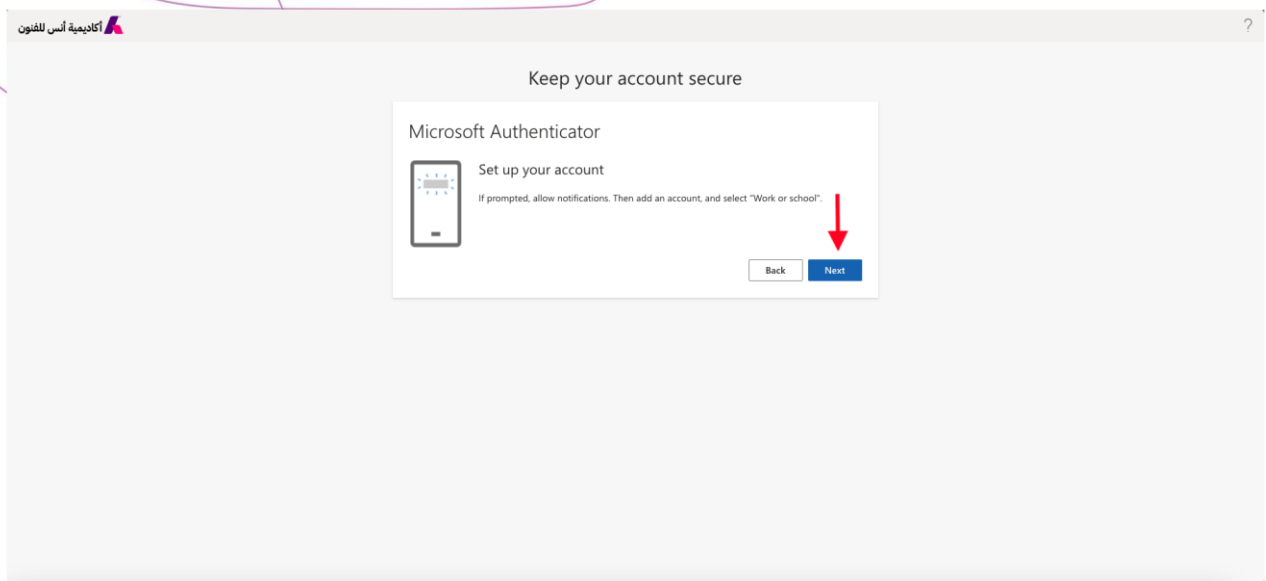3. Point your camera at the QR code or follow the instructions provided in your account settings.

After your account appears in your Authenticator app, you can use the one-time codes to sign in. For more information and support on the Authenticator App, open the [Download Microsoft Authenticator](#) page.
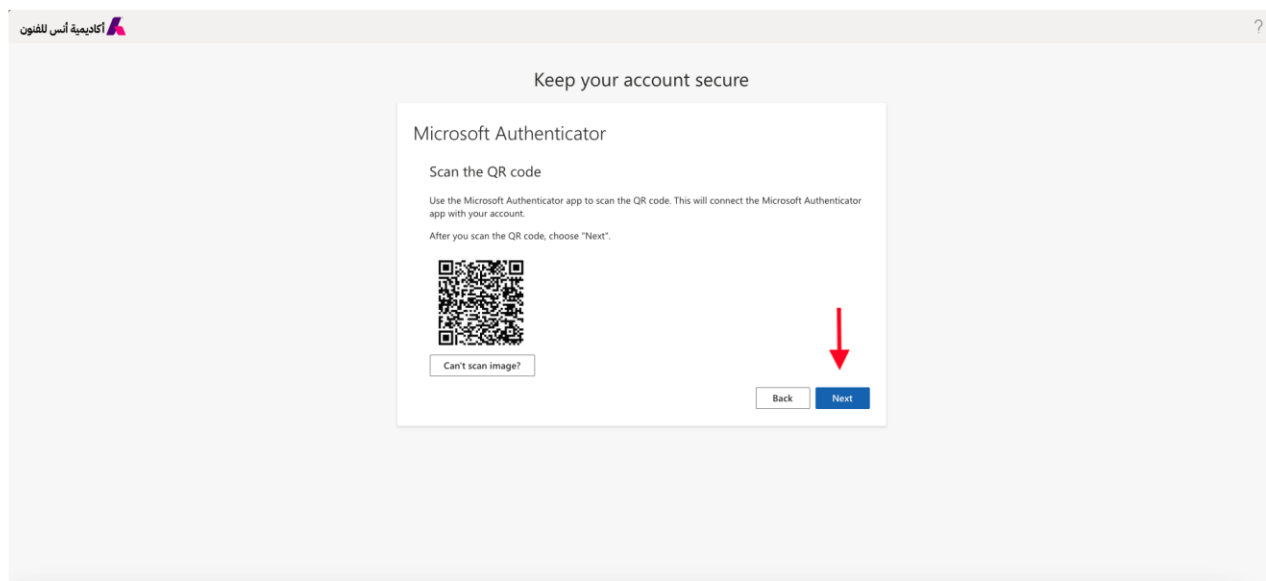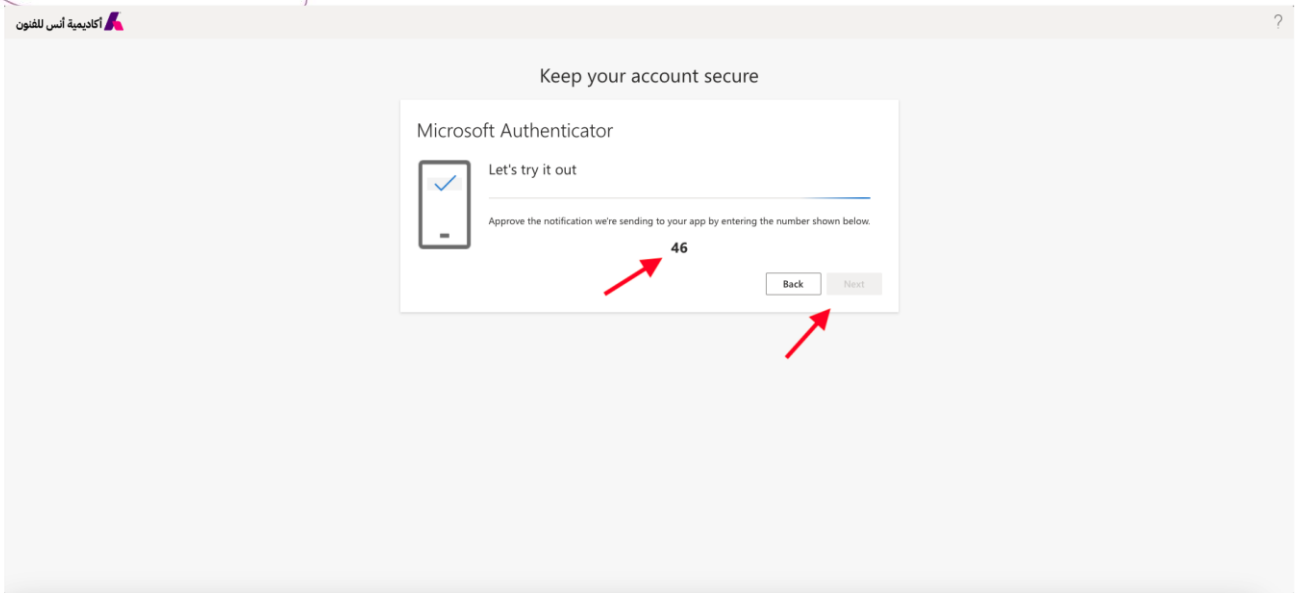
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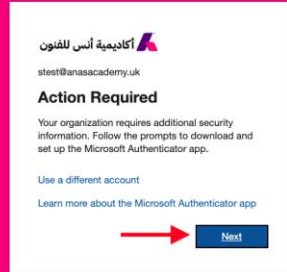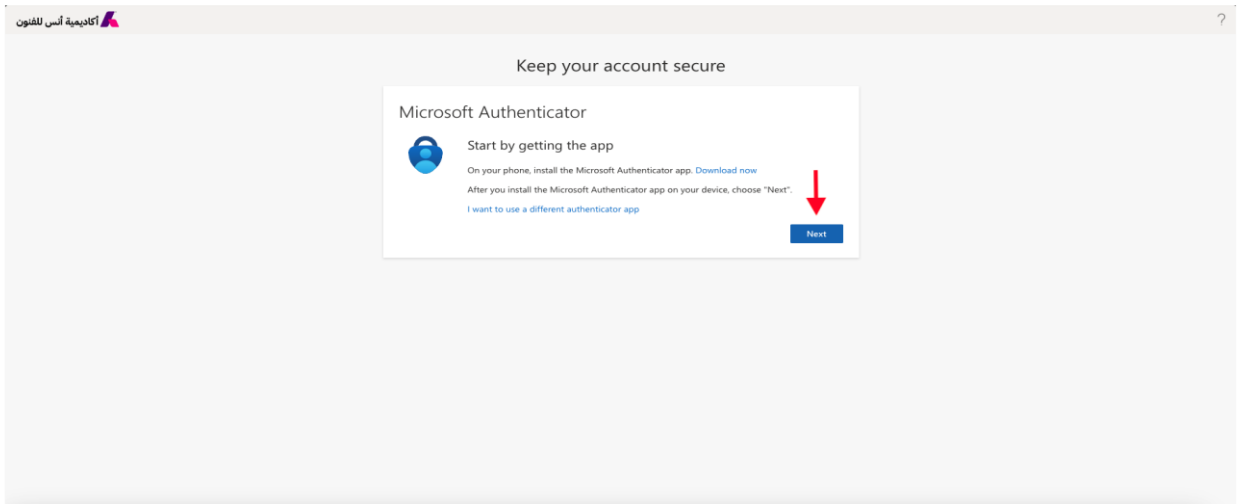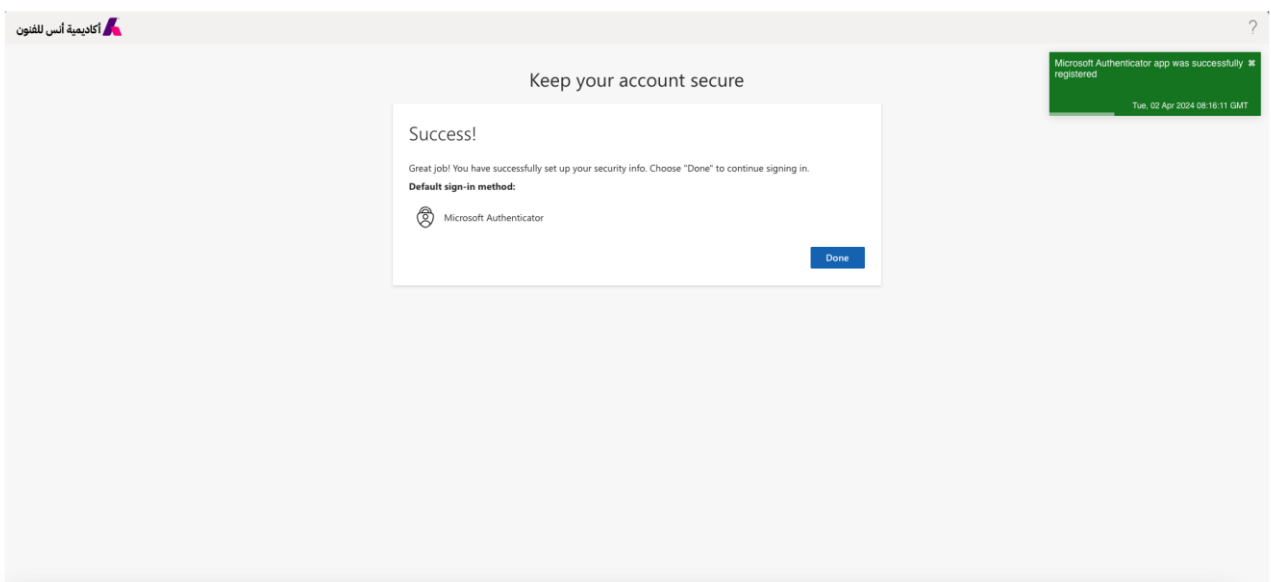
Click on Next



Click on Next

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Click on Next

Point your camera at the QR code

And Scan QR code once Finished Click on Next

Keep your account secure

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

46

Back    Next

1. Add code on your notification authentication app and click on approve.

2. Click on next.

Keep your account secure

Microsoft Authenticator app was successfully registered

Tue, 02 Apr 2024 08:16:11 GMT

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

Microsoft Authenticator

Done

## Step 4: Access Your Work Account

**1.Navigate to OneDrive:** After logging in, you will be directed to the OneDrive dashboard. Here, you can view your files and folders.

**2.Explore OneDrive:** You can upload, download, share, and manage your files and folders using the options provided in OneDrive.

**3.Customize Settings:** You can customize OneDrive settings according to your preferences, such as file organization, sharing permissions, and more.