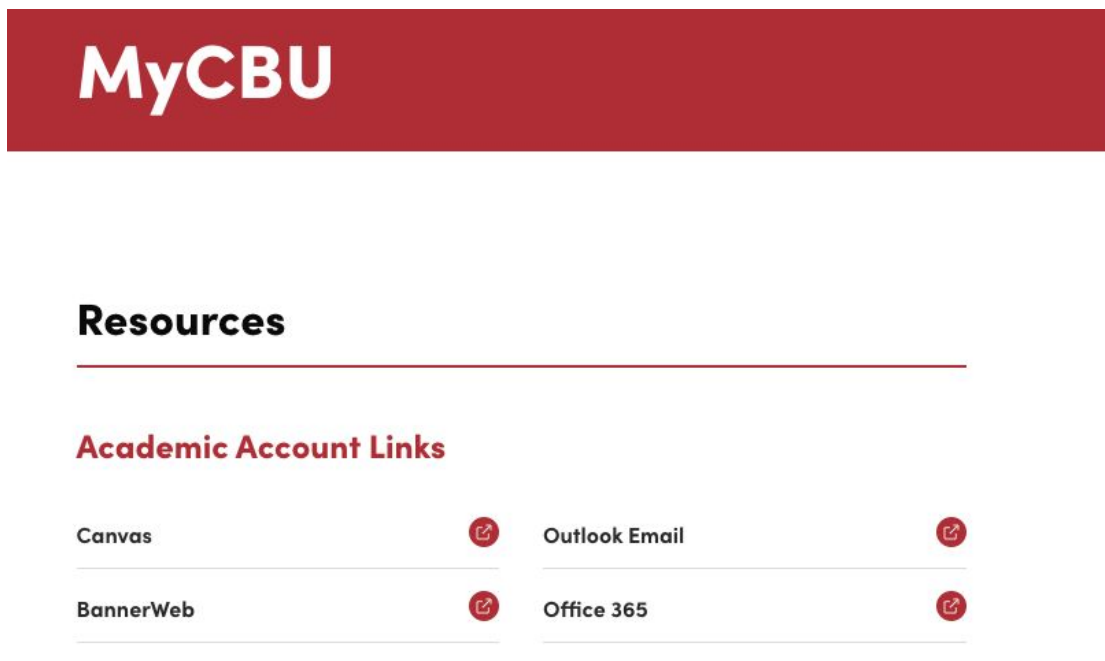



How to access CBU restricted files and resources:

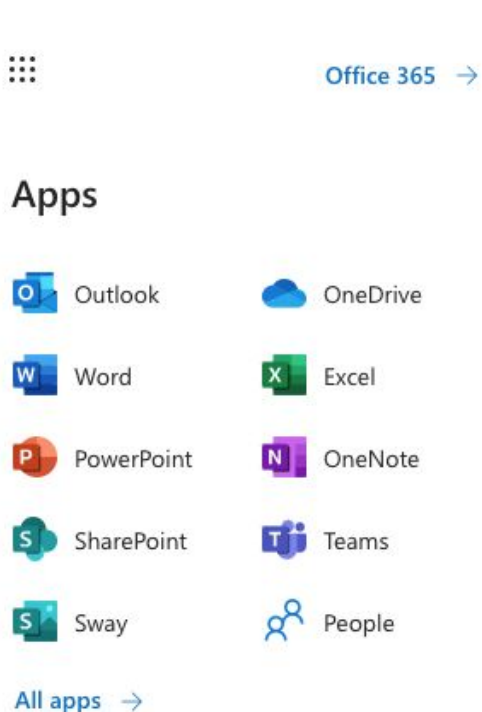
1. Go to the following page: cbu.edu/mycbu
You will need to log-in with your CBU email & password.
2. After logging in, you will reach the MyCBU screen as shown below.




Under the Academic Account Links, click on the link to **Office 365**. It may or may not require you to login again. If it does, login just like you did to get to the MyCBU page.

3. After logging in, you will be directed to the Office 365 homepage. In the top left hand

corner of the page, You should see an icon that looks like this: (). Click on it once.



4. After clicking on the  icon, a menu should appear on the left side of the screen. It should look something like what is pictured to the left.

5. On the menu as pictured to the left, click on the **OneDrive** application. Once you reach the OneDrive page, on the left hand side you will see a sidebar on the left side with links. (My Files, Recent, Shared, etc.) Click on **Shared**.

6. On that page, look for the folder labeled **Slavney Classes**. Click on it and you will see the file folders for the courses. Click on the folder for your class to see the resources.