



# ONEDRIVE FILE STREAM

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Easily transfer and access OneDrive files from your computer.

- 01 Press **Windows + R** simultaneously on your keyboard.
- 02 Type “**onedrive**” in the text field. Then, click on the **OK** button.
- 03 A Microsoft OneDrive popup will prompt you for an email. Enter **[yourMEID]@maricopa.edu** and then click on **Sign in**.
- 04 A Google Apps for Employees prompt will appear. Enter your MEID and password. Then, click on **Sign in**.
- 05 Click on **Next** when the Microsoft OneDrive popup appears. Click on the right arrow till the last welcome message. Then, click on the button labeled **Open My OneDrive Folder**. Transfer (drag and drop) your files into the folder that opens.
- 06 Access your OneDrive files by pressing **Windows + R** simultaneously on your keyboard. Type “**onedrive**” in the text field. Then, click on the **OK** button.