

## WHAT?

OneDrive for Business is the component of the Microsoft 365 Cloud that allows you to store and edit documents and files easily, with collaboration possibilities for Office documents and many more.

On OneDrive for Business, you can securely store your personal files so you have easy access to them no matter where you are, even if you are on the move. You can also share files and folders easily with your co-workers, students or people not affiliated with the university and can even work together in the same document at the same time. You have access to your work through the Office desktop software, Windows Explorer using the sync client software, or through the Office apps on your tablet or smartphone (available in the app store).

For the best work experience with Office 365 and OneDrive for Business, you need a recent version of Microsoft Office (at least version 2013 for Windows or 2016 for Mac). Should this software need to be updated you can always [contact support](#) or your local IT key user.



### Get access to Office 365 and OneDrive for Business

University employees currently do not have access to OneDrive and Office 365 by default. Such access has to be requested by e-mailing [sysua@uantwerpen.be](mailto:sysua@uantwerpen.be) including a short explanation as to why you need access. That way, we can get a better view of why our staff members will use the service. Once you receive an e-mail back from us, you are ready to get started.



### Saving university documents and information in the cloud

Make sure you do not save documents that are considered (strictly) confidential or secret in OneDrive for Business when the possibility exists that your files will be synchronized to a device that is not controlled by the University of Antwerp. Use the central fileserver and storage capacity for this data, such as your H and N drives.

## WHERE?

## The University of Antwerp way

1. Browse to <https://office365.uantwerpen.be>
2. Log in with your **short username** and **password**.
3. Click **Login** and you will be taken to your Office 365 landing page.

## Centrale aanmeldingspagina Universiteit Antwerpen



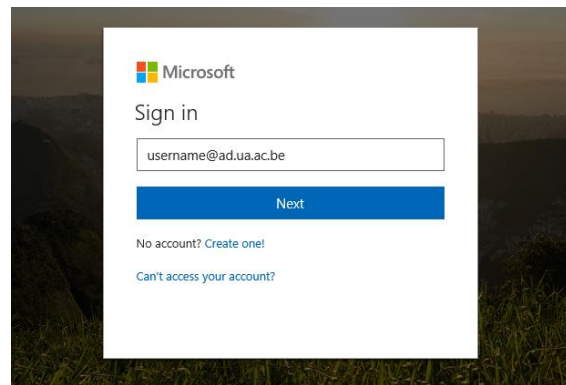
adfs.uantwerpen.be

Typ uw gebruikersnaam en wachtwoord.

Gebruikersnaam:  Voorbeeld: "s0139999" of "wjanssen"Wachtwoord: [Wachtwoord vergeten of wijzigen/Password forgotten or reset?](#)

## The Microsoft way

1. Browse to <https://office.com>
2. Log in using your short username, followed by "@ad.ua.ac.be". For example:  
**username@ad.ua.ac.be**
3. Click **Next**, after which you will be redirected to a similar page as above.
4. Now enter your **password** and click **Login**, after which you will be taken to your Office 365 landing page.

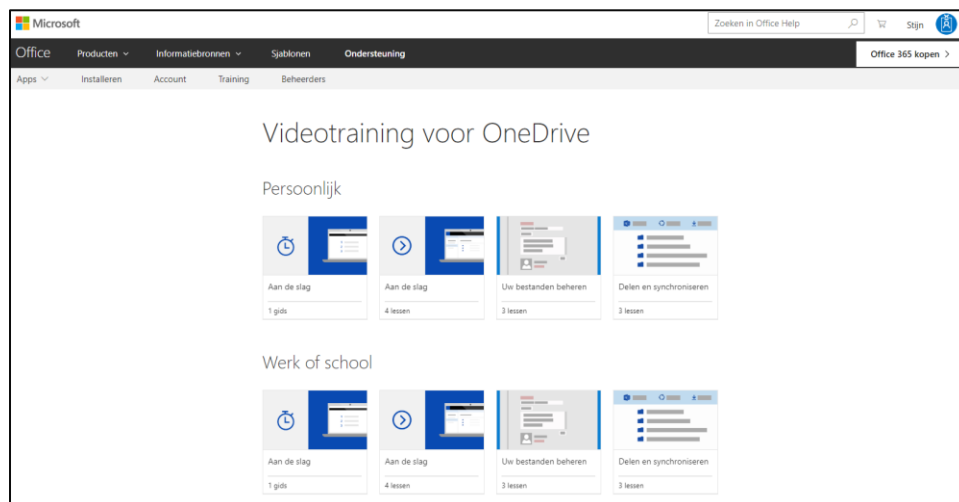


## Change your landing page

You can choose the page Office 365 shows you upon login by clicking the gear icon on the top right (**Options**) and then selecting **Start page**. Select the page you want to be taken to after logging in, for example **OneDrive**.

## HOW?

Click the below screen image to see a selection of topics with video and explanation about how you can get started with OneDrive for Business, from logging in up to sharing content with third parties. Please make sure you select the topics under “Work or school”. The bits under “Personal” are only applicable to the classic OneDrive, which is only for private home use.



### More information and feedback

- Visit <https://pintra.uantwerpen.be/onedrive>
- Send questions and feedback to [helpdesk@uantwerpen.be](mailto:helpdesk@uantwerpen.be)