

# GSD. OneDrive - Access OneDrive for Business

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General Information:

Possible symptoms/errors:

User wants to know how to Access OneDrive for Business

Alternative names of the system:

OneDrive for Business

IMPORTANT NOTICE:

N/A

Solution:

OneDrive for Business is an integral part of Office 365 and provides Cloud-based storage where users can store, share and sync work files. They can update and share files from any device with OneDrive for Business. Users can also work on Office documents with others at the same time. This article will guide user different ways how to access OneDrive.

Details:

A. Access OneDrive for Business Locally

Advise user to right click the cloud symbol in the taskbar (located at the bottom right-hand corner of the desktop) then select Open your OneDrive - Fresenius Folder.

It will open the OneDrive folder and all the files in that folder.

B. Access OneDrive for Business Online

Advise user to go to <https://fresenius.onedrive.com> via the internet browser. User must log in using the corporate e-mail address and password.

It will open user's OneDrive for Business Online page.

C. Access OneDrive for Business via O365 portal

Advise user to go to <https://portal.office.com>. User must select OneDrive icon.

It will open user's OneDrive for Business Online page.

Assignment Group:

3rd Party e-mail address: [One365Support@freseniusmedicalcare.com](mailto:One365Support@freseniusmedicalcare.com)

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

O365 Support

Which service desk shall I contact