


# CONCORDIA UNIVERSITY

## WISCONSIN & ANN ARBOR

### How to log into Microsoft O365 OneDrive

1. Using your preferred internet browser, go to the following URL: <https://onedrive.live.com/about/en-us/signin/>.
2. Enter your Concordia email address. Select *Next*. You will be redirected to the Concordia University SSO (Single-Sign-On) page. Enter your credentials and select *Sign In*.

The image shows two side-by-side screenshots of login pages. The left screenshot is the Microsoft sign-in page, featuring the Microsoft logo, the text 'Sign in', a field for 'Email, phone, or Skype', a link for 'No account? Create one!', and a blue 'Next' button. The right screenshot is the Concordia University SSO page, featuring the university's name and logo at the top, followed by 'Username' and 'Password' fields. The 'Username' field contains 'jpublic' and the 'Password' field contains masked characters. Below these fields is a checkbox for 'Remember me on this computer', a 'SIGN IN' button, and a link for 'Click Here for Help'.

 Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

Next

CONCORDIA UNIVERSITY  
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Username

jpublic

Password

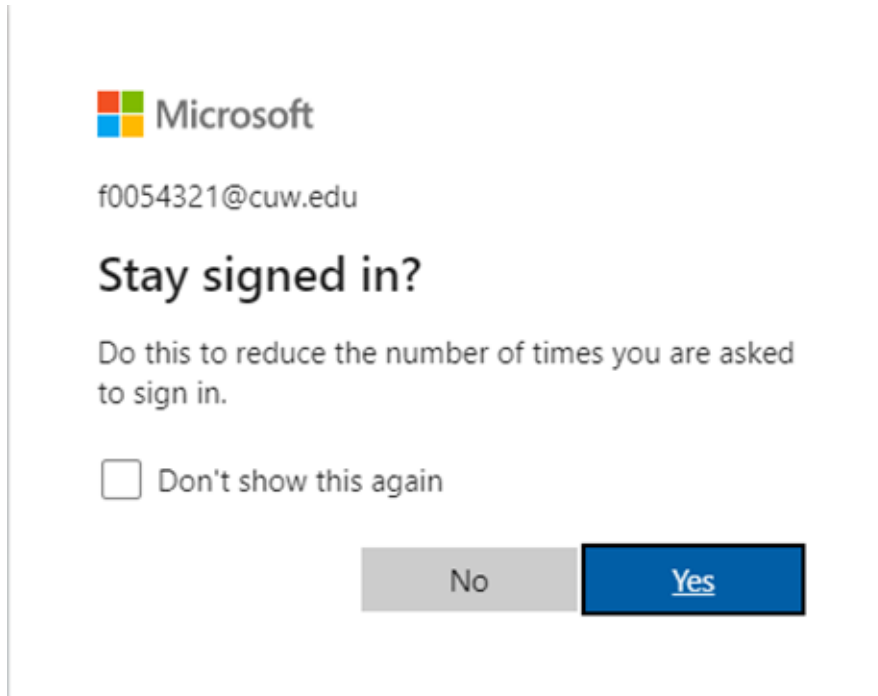
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☐ Remember me on this computer

SIGN IN

[Click Here for Help](#)

3. The following window will appear. Selecting **Yes** will retain your credentials longer, resulting in fewer logins (less secure). Selecting **No** will require more logins but is much more secure.



4. You are now logged into OneDrive.