

Here's some great news for all Montana Western students...

Microsoft Office 365 OneDrive is free for all students.

You have 50 gigabytes of free storage space.

Here's what you need to do to begin using OneDrive (for both PC and Mac users):

1. Log onto mail.umwestern.edu in your browser.
2. Enter your username and password.

3. Click on the icon in the upper left corner.



4. Click on the OneDrive icon.



5. Click **upload** to search available files on your computer.
6. Highlight your files and click **Open**.
7. Your files will be copied to your new OneDrive.

The HelpDesk can assist you in the transfer process. Call extension 7777 or stop by STC 101.