

# Accessing OneDrive for Business

## Using a Web Browser

You can access OneDrive for Business anywhere once connected to the Internet with a supported web browser on your desktop, notebook and mobile devices. The supported web browsers are:

- Internet Explorer 9, 10 or 11
- Firefox 10.x or a later version
- Safari 5
- Chrome 17.x

### Steps to access OneDrive for Business via Web Browser

1. Login to your UNA Office 365 email account with an internet browser
  - a. Go to <http://outlook.com/una.edu>
  - b. Enter your UNA email address (*username@una.edu*) and UNAPortal password
2. Click **OneDrive** on the top menu bar, which stands for **OneDrive for Business**

