OneDrive for Business is part of Office 365. It is cloud storage for storing YOUR files and occasional collaboration. Think of it as your “Home Drive” in the cloud. Sync files across all your devices and access them anytime or anywhere both online and offline.

**SHARE A DOCUMENT**

1. Create a new Microsoft office online document.
2. Click the button in the top right corner.
3. Choose who will have access to your document by clicking "people you specify can view".

**FINDING A DOCUMENT SHARED WITH YOU**

Log into [https://office365.uiowa.edu](https://office365.uiowa.edu) with your HawkID followed by @uiowa.edu and password.

Click on the nine dots in the top left, and then click on the “Cloud” icon.

In the left navigation area, click on "Shared"

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