- 3. Select language and then a version based on the installed MS Office version
- 4. Click to download
- 5. After the downloh



- 7. Click (or you may just wait until the video playing is finished) - × 8. Click × -11 7 Webson ne | Rhivacy Sta No thanks, maybe later 4 Park to video
- 9. Enter your Una email address and then click

	- <u>-</u> sgnnt
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Cian in	
	Can't access your account?

×

10. Enter your password	and then click	(wait for a while)	
			×
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	Password:		
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	<u>Sign in</u>		
	Can't access your account?		

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11. Click

1	Office	_	×
	ert AbcDrive		=
]	GREDRIVE-gives you anywhere-access to your files and makes at		
<u>N</u> ext	4 Back to video		

12. Click

if the following screen is shown



13. Click the blue text under the button (or optionally, click if you are going to see the what' new.)

Office	_ ×
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o show you around. Here's a quick The foot of the first sector end Take a look No. thanks	Office has lots of great new stuff, and we'd love t
	1

(Wait for a while for the installation Progress. It may take a few minutes.)

14. The following installation progress may be shown at the right bottom corner of your screen.



15. Click



16. Click Start button at the left bottom corner of your desktop and click

17. Click under folder



The next step is to enter the link of the document library of your OneDrive for Business which you want to synchronize.

To get the link,

- a. Login to your UNA O365 account at <u>http://outlook.com/una.edu</u> with an Internet Browser
- b. Click

U

c. From the address field of the browser, select the whole link (library URL) and then