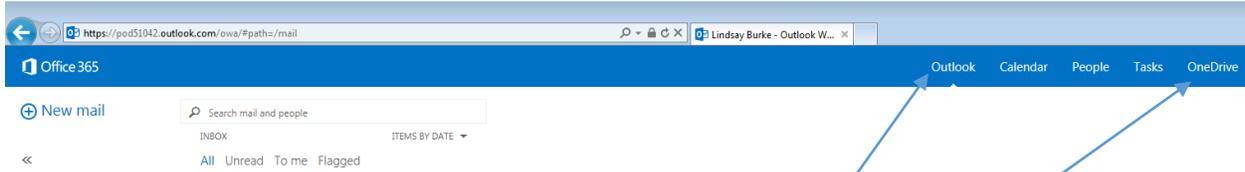
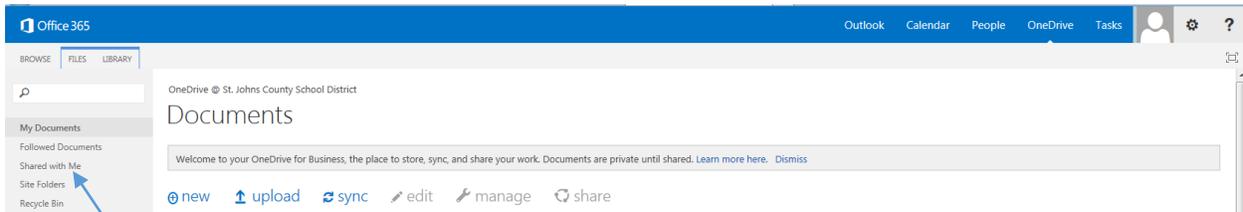


1. Double click the Outlook Web App icon on your desktop to open Office 365 Online.



2. You will automatically be taken to your Outlook mailbox.  
3. Click OneDrive to be taken to your cloud storage.



4. Click the Shared with Me link.