

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

Https://pod51	042.outlook.com/owa/#path=/mail	ク マ ≜ C ×
1 Office 365		Outlook Calendar People Tasks OneD
⊕ New mail		
	2. You will automatically be taken to your Outlook mailbox.3. Click OneDrive to be taken to your cloud storage.	

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Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss			

4. Click the Shared with Me link.