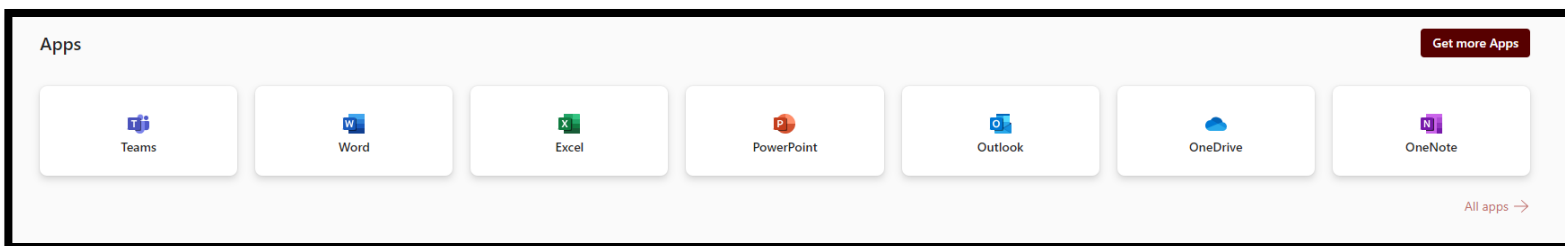## I:/ drive

If you are using I:/ drive (personal storage) on a University computer it will be migrating to OneDrive from May 3-7, 2024.

How to Access OneDrive?

1. Go to www.office.com
2. Sign in using your **Username@uregina.ca**
3. Select **Apps** in the left-hand navigation bar
4. Select **OneDrive**

How to Access your I:/ drive in OneDrive?

1. Once you are in OneDrive, you will Click on **My files** on the left-hand side of the screen
2. Select the folder called **I_Drive**
3. Here you will be able to view anything that you had saved to the I:/ drive
   In addition to that, you will be able to access it anywhere you have internet connection, from an alternative device.

How to Add/Create a File in OneDrive?

1. In the left-hand corner, select **Add new**
2. Choose what type of file you would like to start
   a. If you are uploading the document, you will choose which document from your files
   b. If choosing a new item type, you will be given a prompt to title your item, then you can begin creating.
3. If you are signed into Word, Excel, PowerPoint, OneNote, or Forms, these items will be automatically added to your OneDrive Account.