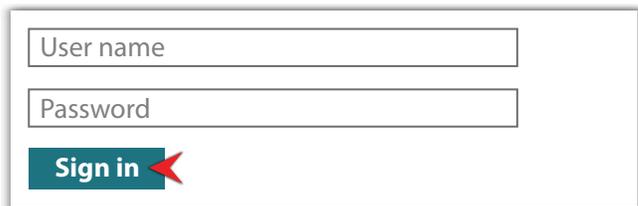


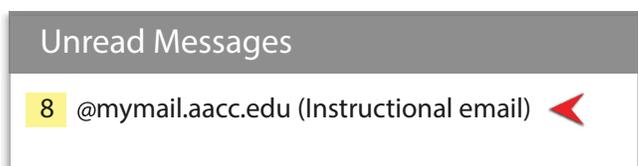
# Using Microsoft OneDrive through MyAACC

As a student, faculty, or staff at AACC, you have free access to the Microsoft Office 365 suite of programs, including cloud storage for your files by using Microsoft OneDrive through your MyAACC account. You can store, manage, and access your files, share your files with others, and even submit files for course assignments in Canvas, from anywhere that you have an Internet connection.



A login form with two input fields: "User name" and "Password". Below the fields is a blue "Sign in" button with a red arrow pointing to the right.

1 Log on to MyAACC: <https://portal.aacc.edu>

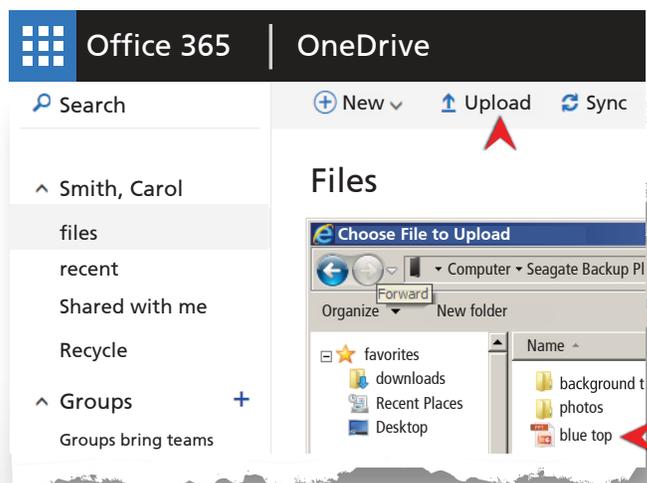


A notification box titled "Unread Messages" showing "8 @mymail.aacc.edu (Instructional email)" with a red arrow pointing to the right.

2 Click on your @mymail.aacc.edu link



3 Click on the menu in the upper left and select OneDrive



4 Click on the Upload tab, select the files to upload, then select Open



For more information, please contact the Virtual Campus at 410-777-2486 or [vcsupport@aacc.edu](mailto:vcsupport@aacc.edu).

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, [complianceofficer@aacc.edu](mailto:complianceofficer@aacc.edu) or Maryland Relay 711.