



For Remote Workers

Office 365 and Using OneDrive

When you need to stay connected and you're not at an HM location, you can access your files from Office 365. Learn more about Office 365 and using OneDrive for easy access to your files.

Office 365 (portal.office.com): Off-network access anywhere, on any device

- Login Office 365 and you'll see icons for Microsoft Word, Excel, PowerPoint, OneDrive and more. Click OneDrive to start working there. Before OneDrive will work off network, copy files from your I-drive or desktop while you're on network. If you don't copy your files to OneDrive, they won't be there off network. To copy items to your OneDrive, login Office 365 and click OneDrive.
- At the top of your screen, click **Upload**, then either **Files** or **Folder** to upload items from your I-drive or desktop. Then you can start working in OneDrive. **Note:** OneDrive doesn't automatically sync with your I-drive or desktop, so if you're not working in OneDrive on a daily basis, you'll need to manually continue copying your files there.

An easier option is to start working now in OneDrive for the items you use most often, giving you access to these files anywhere, from any device, without being at work, on Apps Center or on VPN. You can start working in OneDrive as soon as you copy your files there. Hint: Don't copy everything, just the files you use most.