

Did you Know? *Microsoft OneDrive can save your files in the event of a computer crash, loss, or theft?*

Have you ever been frustrated about losing a document or file? Are you concerned about safely retaining your data in the event of a computer crash? OneDrive is here to help! OneDrive, which is part of Office 365, provides a simple, reliable method to save files.

OneDrive is a cloud-based service, which is available for all Creighton students, faculty and staff. You can save and access your files from anywhere, on any device, with Microsoft OneDrive!

Saving your files to OneDrive provides many advantages including:

- Reliable data protection and recovery!
- Remote access to your files anyplace, anytime, with any device!
- Easy file sharing and collaboration!

DoIT recommends that all Creighton University stakeholders utilize Microsoft OneDrive as the default method for saving your data. Data that is not saved using OneDrive might be unrecoverable! Please do not put your data at risk. Please start using OneDrive today!

To learn more about using OneDrive, please contact any member of the DoIT team. We are here to help answer your Office 365 questions at anytime! If you would like to speak with a DoIT technician about Office 365, please just let us know! Login to the myIT portal to contact us and learn more today!

<http://help.creighton.edu/>

Microsoft also offers several OneDrive video tutorials available on-demand! Learn more here;

<https://support.microsoft.com/en-us/help/17184/windows-10-onedrive>