Before you proceed, ensure you have/know your CUNY Login credentials (your login for CUNYfirst), firstname.lastname+last2 digits of your employee ID@login.cuny.edu (e.g. Jane.doe58@login.cuny.edu). If you do not remember it or you never had one, please refer to these instructions on how to register or reset your CUNY Login before continuing.

Sync Office 365 OneDrive-CUNY to Your Windows PC

1. Click on “Search” on Taskbar, type in OneDrive; and then click on “OneDrive Desktop app.”

   ![OneDrive Desktop app]

   Tip: To access your OneDrive-CUNY folder quicker, search for the app, right click on the app and select Pin to taskbar. Each time you login, the OneDrive App icon will display on the taskbar.

2. You will see the screen below. Please enter your CUNY Login credentials, and click the Sign in button. If you do not see this screen, please contact IT Services for assistance at itservices@gc.cuny.edu.
Note: Use your CUNY Login account information (your login for CUNYfirst): firstname.lastname+last2 digits of your employee ID@login.cuny.edu (e.g. Jane.doe58@login.cuny.edu). If your CUNY Login account does not work and you get an error message, please contact IT Services for assistance at itservices@gc.cuny.edu.

Please refer to these instructions on how to register or reset your CUNY Login if needed.

3. You will be prompted for username and password. Please sign in with your CUNY Login credentials, your GC credentials will not work with this login.
4. After you click the login button, the screen below appears, click **Next**.

![OneDrive folder setup](image)

5. You will see the following setup, please click the right arrow key 4 times.

![OneDrive welcome screen](image)
6. When you get to the screen below, click on “Open my OneDrive folder.”

![You're good to go!]

7. After you click the “Open my OneDrive folder”, you will see the following screen.

8. Now you can drag and drop personal files from your desktop to the OneDrive-CUNY Folder. Please refer to these instructions to access your files remotely.

Before storing, synching, and/or sharing data, please review CUNY Acceptable Use of Microsoft Office 365 for Education Policy and the data classification table at www.cuny.edu/office365ed for more information on the type of data that can be stored and protected from unauthorized access. For more information on how to use OneDrive for Business remotely, please refer to CUNY O365 FAQs page and the Microsoft OneDrive help center.
Access OneDrive-CUNY Remotely

1. To access Office 365 OneDrive-CUNY remotely, go to the [GC Portal](#), click on the Microsoft Office for Education (for faculty and Staff) link or via the [CUNY Web Applications Login](#) page.

![GC Portal Screenshot]

2. You will be prompted for username and password twice. Please sign in with your CUNY Login credentials, your GC credentials will not work.

   **Note:** Use your CUNY Login account information (your login for CUNYfirst): `firstname.lastname+last2 digits of your employee ID@login.cuny.edu`. (e.g Jane.doe58@login.cuny.edu). If your CUNY Login account does not work and you get an error message, please contact IT Services for assistance at itservices@gc.cuny.edu.
3. Click on the **OneDrive icon**. Your Files space will open up.
How to Register or Reset Your CUNY Login

If you do not remember your CUNY Login information or you have never had one, go to https://home.cunyfirst.cuny.edu to claim your account.

1. Click on **New User**.

2. Enter your First Name, Last Name, Date of Birth and the Last 4 digits of your Social Security Number.