How do I access my OneDrive for Business account?

You can access your OneDrive account in several ways.
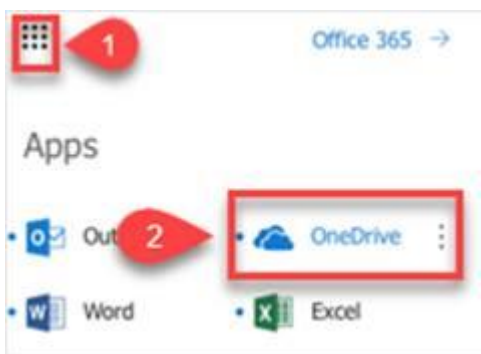
Using a web browser

1. Visit Surrey365 at; surrey365.surrey.ac.uk

2. Enter your university username and password

Your username will need to be in the following format username@surrey.ac.uk e.g. ab123@surrey.ac.uk. On some occasions you may also be promoted to enter an additional verification code using Microsoft Authenticator App, call or text.
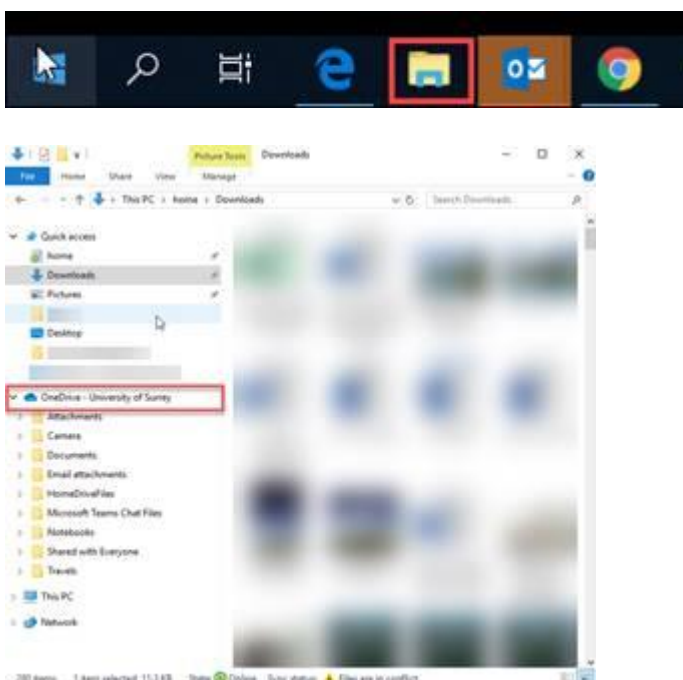
3. At the top of the page, select the app launcher, and then select OneDrive.

4. You will be taken directly to your Office 365 OneDrive for Business storage space, where you can upload and access files as well as edit them via Office Online.

Using the OneDrive icon / folder on University PCs and Laptops (Windows)

Click on the Folder icon on the toolbar to open your files.
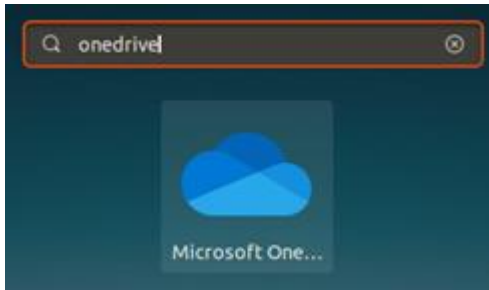

Or select the OneDrive icon on the bottom right of your desktop.

Using the OneDrive on University PCs and Laptops (Linux)

1. Visit Surrey365 at; surrey365.surrey.ac.uk or search for OneDrive in the applications menu.

2. Enter your university username and password.
   Your username will need to be in the following format username@surrey.ac.uk
   (e.g. ab123@surrey.ac.uk)
   On some occasions you may also be promoted to enter an additional verification code using Microsoft Authenticator App, call or text.
3. At the top of the page, select the app launcher, and then select OneDrive.

4. You will be taken directly to your Office 365 OneDrive for Business storage space, where you can upload and access files as well as edit them via Office Online.

Using the OneDrive App on your device

You can access OneDrive on your own device using the Microsoft OneDrive App. To download the app on your device, visit the link below.

- o   OneDrive for Business App (Android) ([iOS](iOS)) (Windows Devices)

Once you have downloaded the app on your device you will need to enter your university username followed by @surrey.ac.uk (e.g. ab123@surrey.ac.uk) and password when prompted.