

ACCESSING OFFICE 365 AND ONEDRIVE

1 NAVIGATE TO EITHER [OFFICE 365](#) OR [ONEDRIVE](#)

Click the links to navigate to the Sign In page of Office 365 or OneDrive

2 IN THE SIGN-IN BOX, TYPE IN YOUR BU EMAIL

Please be sure to include @bu.edu, i.e. (terriers@bu.edu)

3 AFTER TYPING IN YOUR BU EMAIL, A POP-UP BOX WILL APPEAR FOR YOU TO ENTER YOUR BU KERBEROS LOG IN

Your account is tied to your BU login. Please use your BU Username and Password to log in.

4 SHARE THE FILES TO YOUR TEAM

Please remember to share your files to your team in order for them to have access. To do so, please follow instructions [here](#).



TROUBLESHOOTING TIPS

1. If you are unable to log in, please visit [here](#) and follow the instructions listed.
2. For more information on BU OneDrive and Office 365, please click [here](#).