OneDrive for Business

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**What is OneDrive for Business?**

OneDrive for Business allows customers to store, sync, and share work files in the cloud. This service is hosted via Microsoft Office 365.

*Note:* OneDrive for Business is different from OneDrive, which is intended for personal storage outside of your organization.

**Who is Eligible for OneDrive for Business?**

OneDrive for Business is available to eligible UGA students, faculty and staff.

**How do I access OneDrive for Business?**

UGAMail Calendar can be accessed via a web browser at:

- MyUGA Portal ([http://my.uga.edu](http://my.uga.edu))
- UGAMail Homepage ([http://ugamail.uga.edu/](http://ugamail.uga.edu/))

If you are accessing OneDrive for Business off-campus, you will need to use ArchPass to log in.

OneDrive for Business can be accessed via the OneDrive client on Windows or OS X.

OneDrive for Business can be accessed via the OneDrive client for Android, iOS or Windows phones or tablets.

**Who Do I Contact for Assistance?**

EITS Help Desk

- 706-542-3106 (phone)
- helpdesk@uga.edu (e-mail)
- https://confluence.eits.uga.edu/display/HDSH/Chat+Service (chat)
- http://eitshelpdesk.uga.edu/ (web)
- http://www.eits.uga.edu/request (web request form)