Microsoft’s OneDrive for Business is available to all UNK Faculty, Staff, and students. OneDrive for Business allows users to store work documents in their Office 365 cloud storage account and access those files from anywhere.

**Why should I use cloud storage**

1. Cloud storage allows you to access all of your important information from anywhere at any time. The cloud offers the flexibility and scalability that in the past was an insurmountable obstacle for people by using their on-site resources like shares drive.

2. You can access, and update information wherever you are, rather than having to run back to the office or having to use remote access software and tools to access the server in the office.

3. Cloud storage makes it easier to share and collaborate with others.

4. No longer will you arrive to your class or a meeting only to find the materials are not on the flash drive because you picked up the wrong one.

Register for one of our OneDrive or Office 2013 workshops to learn how to use the cloud computing. [Click here for the registration form.](#)

You can also learn how to use OneDrive for Business by clicking the [OneDrive for Business tutorials](#) that is posted on the ITS website.