



Grambling State University
Information Technology Center

Data Backup Training

Using Office 365 OneDrive

This 30 minute virtual session will cover:

- How to set Up OneDrive (If necessary)
- How to sign-in to OneDrive
- How to back Up With OneDrive
- How to View Your Folders and Files

For session dates & times use the steps below to register.

1. Go to www.gram.edu | Login to Banner Web
2. Click Training Center (Faculty/Staff Only) Link
3. Click ITTC user Registration Link
4. Complete Registration at top
5. Select Desired Training Session
6. Click Submit



For questions, email proctork@gram.edu