Edit Microsoft OneDrive documents with Office 365

You can open and edit Microsoft OneDrive documents directly in Office Online. Edits are saved automatically in real time.

To access Microsoft OneDrive, go to http://office.com. At the first prompt, enter your UMS username followed by @maine.edu. At the password prompt, enter your UMS password. Do not click anything on the sign-in pages other than Next and Sign in.

- To open documents already uploaded to Microsoft OneDrive, in the Microsoft OneDrive online interface, click a document to open it in its associated program (such as Word or Excel). For more, see Using Office for the web in Microsoft OneDrive.
- You can also create documents directly in Microsoft OneDrive.