# Accessing Your Content

After you have connected to your personal OneDrive or departmental SharePoint site, you can access content through several different ways:

- From your personal OneDrive

- Directly from the SharePoint library

- Via a sync folder

- From within desktop Office applications

- On your mobile device.

From OneDrive

1. Sign in to [https://portal.office.com to access your](https://portal.office.com) personal OneDrive. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option.

2. In your lefthand navigation, below your personal content, you should find any departmental sites you have access to. Followed sites will be at the top of the list, for easier access:
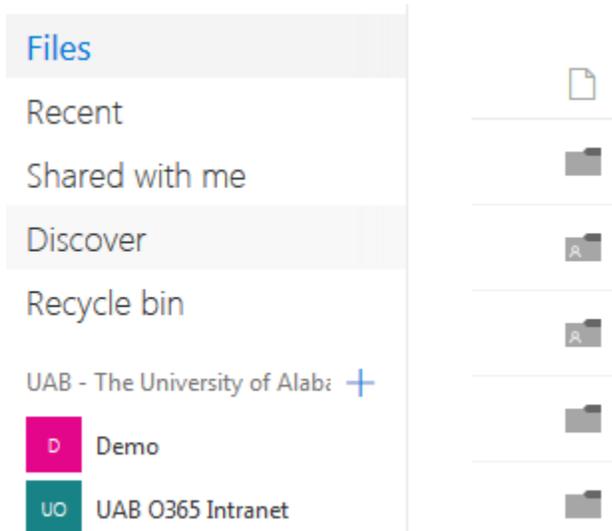
If you don't see your site listed there, click on More Sites at the bottom of the list.

3. Clicking on one of the sites will open its contents within the same window. If there is only one library, that library be opened automatically, displaying the contents within:
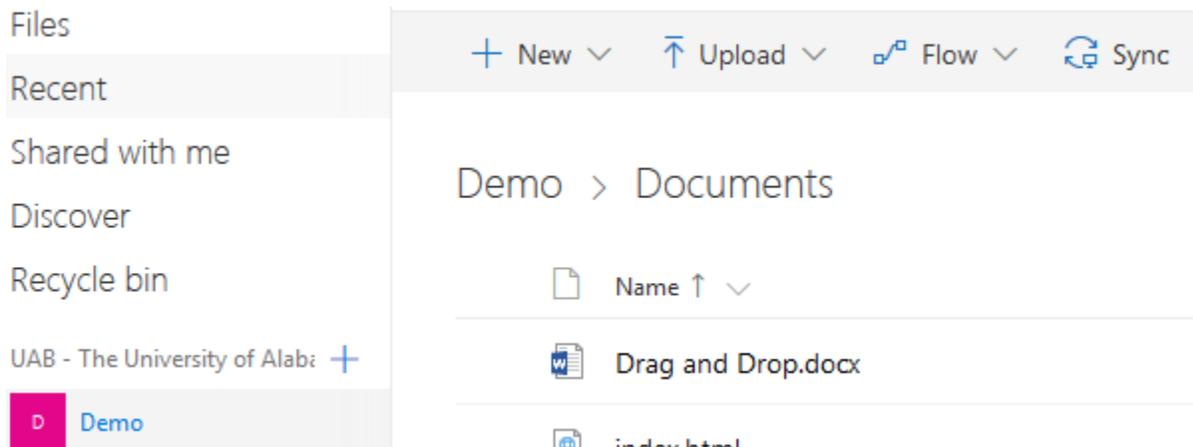
4. Click on a file to open it.

Via SharePoint

1. Sign in to https://portal.office.com to access Department Content on SharePoint. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option.
2. Select SharePoint from the top menu.

3. Browse to the document library you want to access.

4. Click directly on the file to open it within the respective O365 web app. You can also use the item dropdown (three vertical dots) to open the file in either in the Online application or the desktop version:
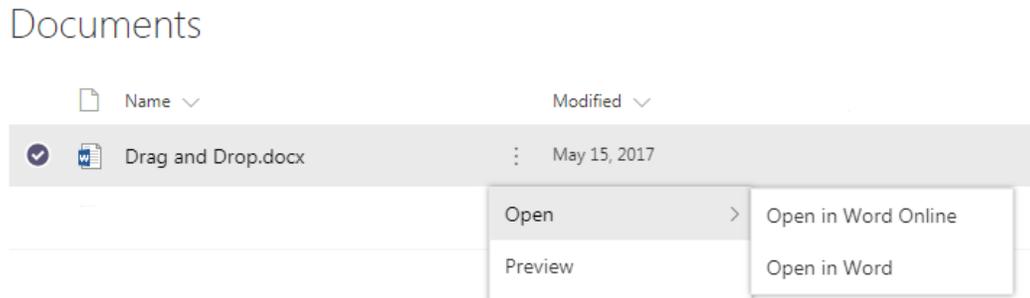
Benefits of using the Online web application:

- Automatic document saving – any changes made will be instantly saved to the cloud.

- Concurrent editing – Collaborate with other team members who have access to the file in real time, without having to email the file or Check In/Check Out.

Via Sync Folder

If you have not Synced any content, please refer to the Syncing to Office 365 article.

If you have already Synced the library to your computer, the content will be available from your favorites or in a separate One Drive grouping, depending on your version of Windows.
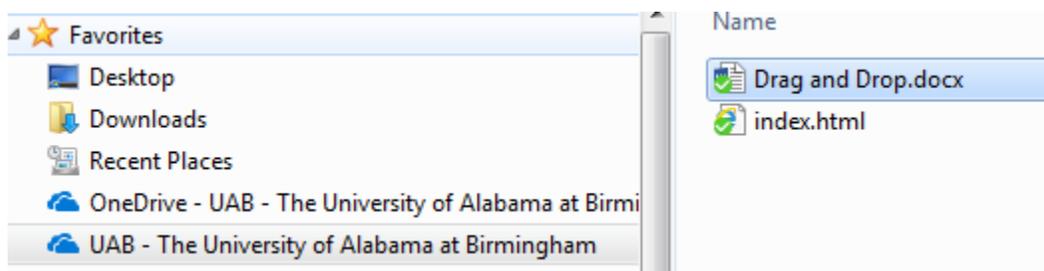
File Explorer icons show you the sync status of your offline folders and files.

It's in sync with online version.

It's getting in sync.

The version on your PC is out of sync. To find out why, go to the right side of the taskbar, select the **Show hidden icons** arrow, press and hold (or right-click) **OneDrive**, and then select **View sync problems**.

Offline files come in handy when you're stuck without Wi-Fi, but they also take up space on your PC. If you're running low on storage space, please refer to [this video on how you can save storage space](#) or the Syncing to Office 365 article.

From your Sync folder, you can open and edit the files locally on your computer.
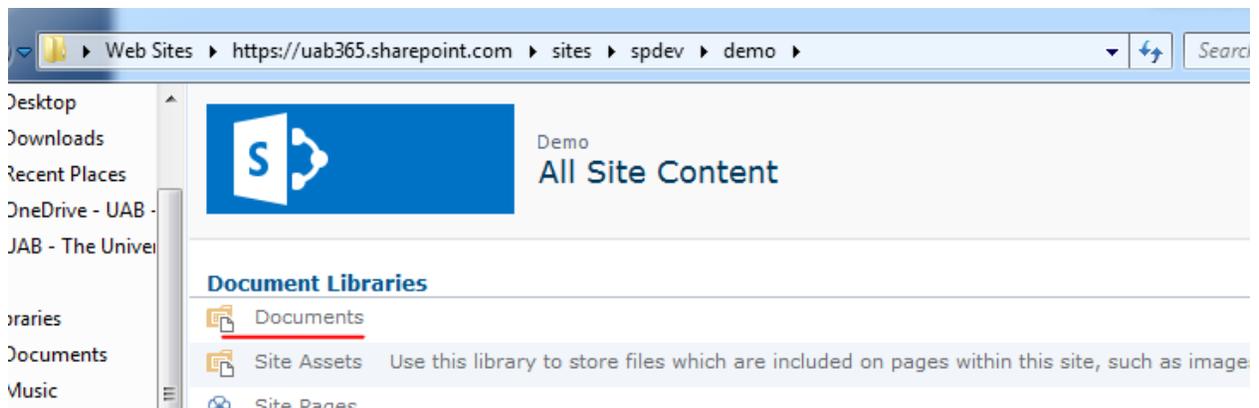
Via your desktop Office applications

If you've recently opened any content from your SharePoint Online folder using the desktop Office applications, the folder path will be available within your Recent Folders. If you intend to use that folder often, use the pin icon to the right of the file path to pin that folder to the top of the list for easier access.
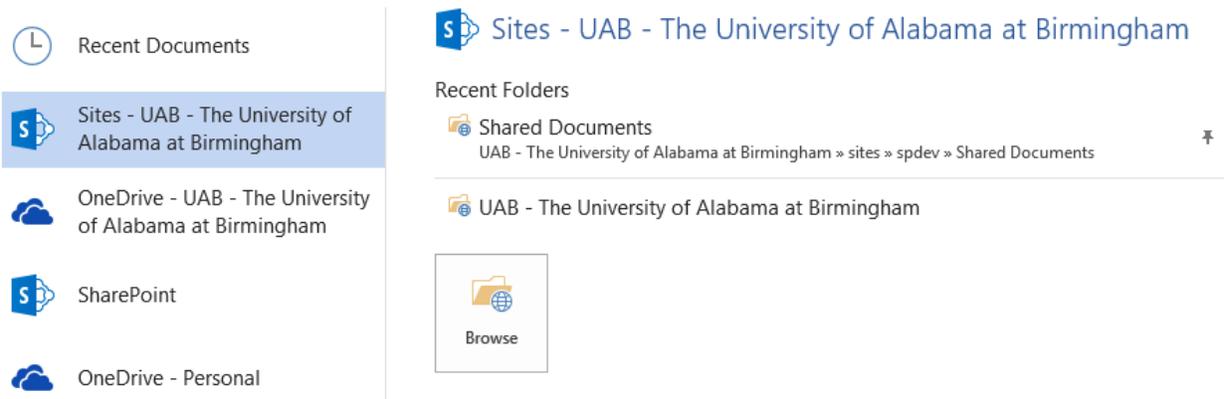
However, if you do not see your documents, you will need to Browse for them:

1. Click the Browse Button.
2. Enter the full URL of your site. For example:
   https://uab365.sharepoint.com/sites/demo
3. Select the document library where your files are located, then choose the file you want to edit.

To save content to Sharepoint, follow the same steps as above.

MacOS Instructions: https://derflounder.wordpress.com/2016/04/29/accessing-sharepoint-sites-using-microsoft-office-2016/

Via Mobile Device

The SharePoint mobile app is available for both iOS and Android. Installing the rest of the O365 mobile apps (One Drive, Word, Excel, etc.) is also recommended.

The Sites tab takes you to a list of the sites you visit frequently and sites you're following. Click on a site to see recent activity, recent files and the site's assets (documents, lists, subsites, pages and more).

The SharePoint mobile app also links to other Office apps. For example, when you click an Office document in the Recent files pivot, it will take you directly into the corresponding Office mobile app. Similarly, when you access a SharePoint document library within a team site, you will be taken into the OneDrive mobile app for iOS to view, share, discover and manage files stored across Office 365. Learn more how the two apps work together.
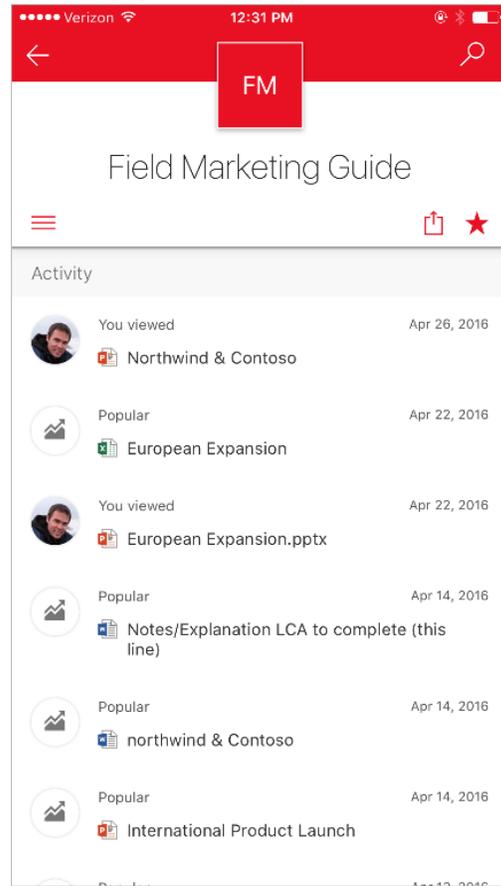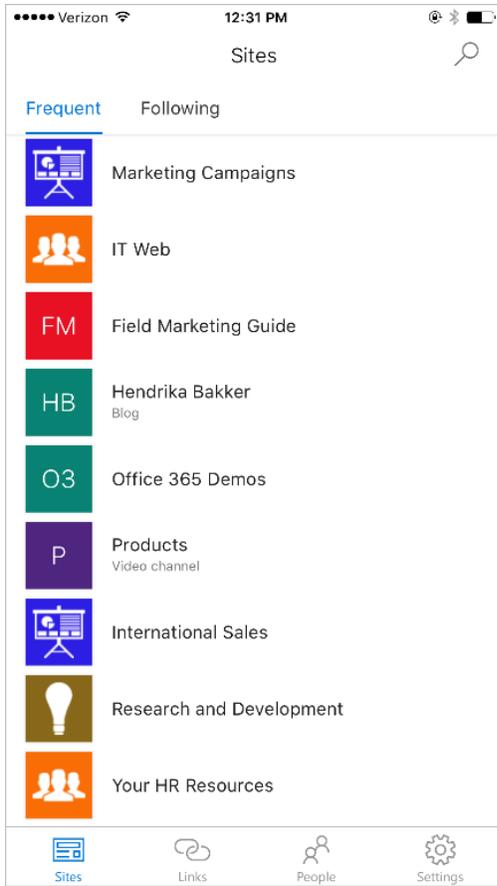
Clicking on a document will open the corresponding Office mobile app, which allows you to edit the documents, though with limited functionality.