In a browser window go to the page http://office365.ad.uab.edu.

- Verify that uabadfs.ad.uab.edu is shown in the list.
- Select Continue to Sign In
- Login with your BlazerID and Password.
Discover something new today.

Collaborate with Office Online

- These icons take you to the online editors for the corresponding Apps.
- You can also go directly to your OneDrive from this page.

Install Office on more devices

On a PC or Mac: Install

Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Click here to go directly to the Office Applications install page. This includes the OneDrive Sync Client.
Once on the Install page you can select any of the Applications you wish to install by selecting the corresponding tab under Software.

Make sure that you select the correct version of the software to install (32 or 64 bit).

If you are unsure please select “Which version of Office do I have on my computer?”

Once you have your selection start the install for the Application.

You know the installation has started once the orange Office box and Logo comes up.

You may also see this box show up in the bottom right corner of the screen. When the percentage reaches 100 the Office Apps you selected are fully installed.
Instructions

- Please follow the “Office 365 Login and Installation Instructions” for guidance in downloading Office applications including the OneDrive for Business Sync Client.

- Once the client is installed you will notice the OneDrive for Business icon in your system tray.

- Right clicking on that icon will open a context menu that will allow you to make changes to the client. If this is the first time you are using the client on your computer please select “Sync a new Library”.

- Please type in your OneDrive URL which will follow the pattern: https://uab365-my.sharepoint.com/personal/BLAZERID_uab.edu (be sure to replace BLAZERID with your BLAZERID).

- Once the sync has started you can select “Open your OneDrive for Business folder” and that will take you to your synced files.

- One thing to note. As of now there is no way for you to select what folders to sync from your Office 365 OneDrive. Everything that is saved in the cloud will be copied to your computer. Please keep this in mind before using the sync client.