

What is my One Drive?

Your OneDrive for Business, is a storage drive from Microsoft that you can access from any computer on the JWCC campus or at home.

You can save information to this drive on one computer, and access it on another computer.

In addition, your One Drive is an excellent area to store any important files. You get 1TB of storage space.

It is important to make sure you **log off** when you leave a computer in any area, so that others can not access your account.



OneDrive
for Business

If you have any questions, please feel free to call the Help Desk at x4325. For calling us from off campus, dial 641-4325.

Access from anywhere

You will also have access to One Drive from the BlazerNet Web Portal. All you will need to do is to login to BlazerNet and click on the One Drive icon. It will automatically log you into One Drive where you can access your files.

You can also access your OneDrive on your mobile device by downloading the OneDrive App from the Apple App Store



Accessing Your One Drive At JWCC

You can access your One Drive from any computer at JWCC! Simply log onto the computer using your JWCC account information. Then click the Start button and click on This PC to access your One Drive and your data.

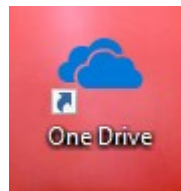
Also, there may be an icon on your desktop where you can access your One Drive.

It's safe, secure, and backed up.

> OneDrive - John Wood Community College

> This PC

> Network



Double-click this icon to access your One Drive and your data.

Always save to your One Drive or a USB Drive, and not My Documents

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One Drive Information

The Information Technology Help Desk is located on the Quincy Campus on the lower level of the Learning Center. Room B024



Semester Hours:

Mon-Th: 8am to 7pm

Fri: 8am to 5 pm

Summer Hours:

Mon-Fri: 7:30am to 4pm

Voice: 217-641-4325

E-mail: helpdesk@jwcc.edu

For Your Protection

No user account information will be given out over the phone (without proper security verification) or through e-mail. You must come to the Help Desk with a photo ID in order for us to assist you concerning your Solar or email account.

JWCC Computer Logon

To logon to any JWCC computer, use the prefix of your email address as your username, and your email password.
(ex. If your email address is jdoe@jwcc.edu, your username would be jdoe)

Rules / Guidelines for Computer Usage

If you are using computers anywhere on the JWCC campus to play games that involve the exchange of money, it is illegal.

You could lose your computer use privileges if you are gambling, visiting pornographic sites, or downloading copyrighted material. Computer preference is given to students who need a computer to complete coursework. Game playing, surfing and all other non-coursework activities are considered secondary uses of computer resources. You may be asked by staff to give preference to students working on course assignments.

