

OneDrive Document Migration

OneDrive

After the migration is complete, you can access/save your OTC documents through **OneDrive**:

1) Access OneDrive through **MyOTC**:

A) Login to MyOTC.

B) On the left-side menu select **Helpful Resources**, then **Online Storage**:



C) Login to Office 365 with your OTC username and password, if prompted. You can access/save your files.

2) Login to **Office 365** with your **OTC username and password** at **portal.office.com**, and locate **OneDrive**: