Connecting the OneDrive in Blackboard

Connect your CCSU OneDrive to Blackboard for easier access to your documents stored in the cloud. You will be able to access your OneDrive to upload documents. There are two ways to connect your OneDrive account to Blackboard.

**OPTION 1 – Connecting OneDrive through Tools**

1. **Select Tools** on the left navigation bar (Figure 1)
2. **Click** on the OneDrive Icon to Connect account (Figure 2)
3. Follow the on-screen prompts by entering your CCSU email address and associated password. Select “Yes” or “No” to stay signed into the account (Figure 3). If prompted with a permissions box, please click “Accept”.

![Figure 1](image1.png)

![Figure 2](image2.png)

![Figure 3](image3.png)
4. Once you have successfully connected your CCSU OneDrive to Blackboard you will see “OneDrive” with your CCSU account on the Tools page (Figure 4). You can now access your OneDrive to upload documents inside a course. You can also directly connect to your OneDrive by clicking on the icon in Figure 4.

**OPTION 2 – Connecting OneDrive through Personal Settings**

1. Click on your name on the left-hand navigation panel (Figure 1).
2. Look for Cloud Storage Accounts. Select Add Account and choose **OneDrive for Business** next to Personal Accounts (Figure 2).
3. Follow the on-screen prompts by entering your CCSU email address and associated password. Select “Yes” or “No” to stay signed into the account (Figure 3).

4. Once you have successfully connected your CCSU OneDrive to Blackboard you will see “OneDrive” with your CCSU account on the Tools page (Figure 4). You can now access your OneDrive to upload documents inside a course. You can also directly connect to your OneDrive by clicking on the icon in Figure 4.

5. To delete your OneDrive account click on the garbage can (Figure 4).