

Managing a Personal OneDrive Account that uses your SU email

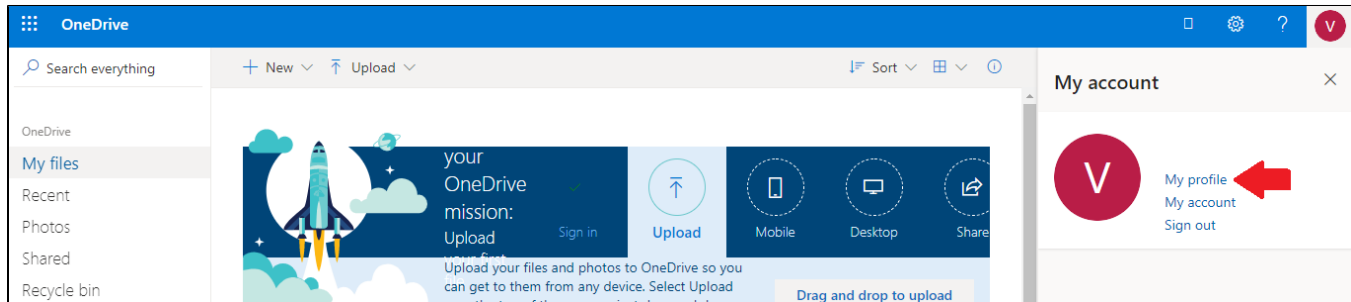
If you have previously signed up for a personal OneDrive account using your SU email address you will need to remove your SU email address from your personal OneDrive account and use an alternate personal email address.

Problem:

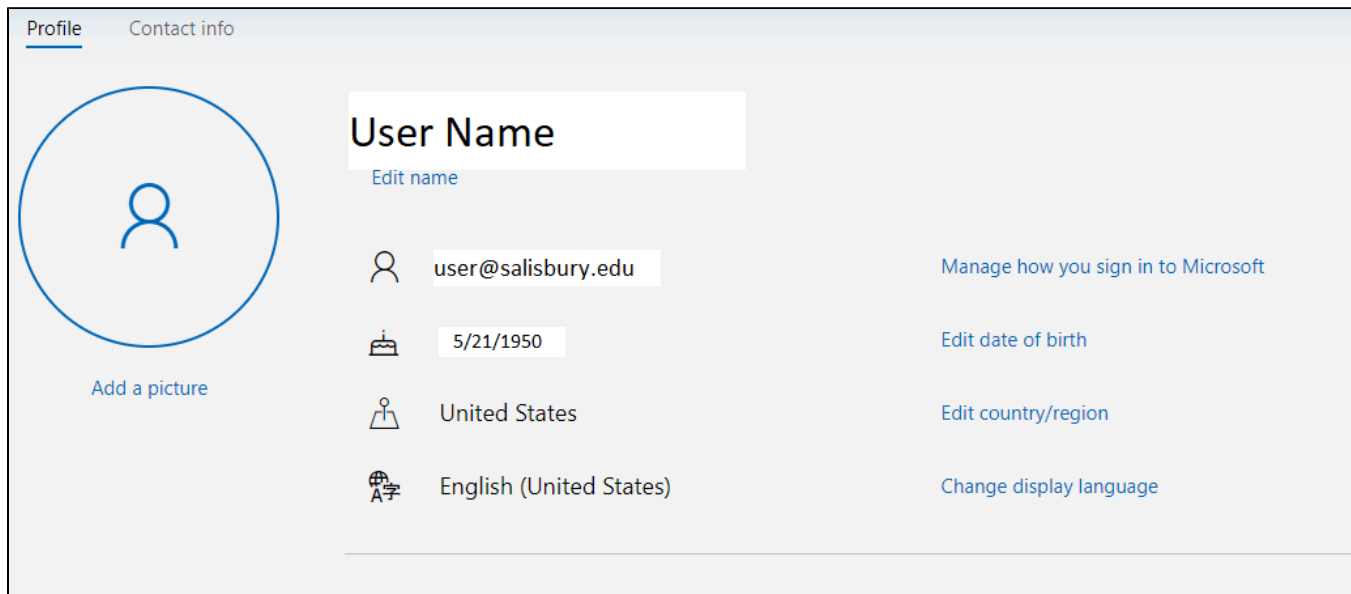
You previously signed up for a personal OneDrive account using your SU email address and cannot sign in to your SU OneDrive account.

Solution:

1. Sign in to <https://www.microsoft.com> using the previous Microsoft account set up with your SU email address
2. Select your profile using the circle at the top right corner and choose **My profile** from the drop down menu



3. From your profile information screen select **Manage how you sign in to Microsoft** to the right of your email address



4. First select Add Email

Microsoft | Account Your info Privacy Security Rewards Payment & billing Services & subscriptions Devices Family

Manage how you sign in to Microsoft

An account alias is an email address or phone number that you use to sign in to your Microsoft account. You can have multiple aliases, and use any of them with Microsoft services such as Outlook.com, Skype, OneDrive, Office, Xbox, Windows and more.

Your account's primary alias is displayed on your Microsoft devices (such as a Windows PC, Xbox, or Windows Phone), and you can choose a different alias to be the primary one at any time. [Learn more about account aliases](#)

Account alias

user@salisbury.edu (primary alias) [Remove](#)

[Add email](#) [Add phone number](#)

5. If you do not have another email to use select **Create a new email address and add it as an alias** however if you have a personal email address you would like to use select **Add an existing email address as a Microsoft account alias**.

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Add an alias

Your account can have multiple aliases, each of which lets you sign in to all the devices and services that use Microsoft account. Your aliases share a single password, and you can send and receive mail with each. [Learn more about account aliases](#)

☒ Create a new email address and add it as an alias

@outlook.com

☐ Add an existing email address as a Microsoft account alias

[Add alias](#) [Cancel](#)

6. Once you have added a new non-SU email address select Remove(see photo in step 4 above) and remove the SU email address from your personal OneDrive profile.

You will now login to your personal OneDrive account with the personal email address you have changed to. If you would like the documentation from your personal OneDrive account moved to your SU OneDrive account you will need to download the documentation from your personal OneDrive account, login to your SU OneDrive account at <https://www.office.com>, and upload the documentation to your SU OneDrive account.