

# RETRIEVING TOUR GUIDE DOCUMENTS

You will no longer retrieve tour guide documents via Xythos, i.e., Xythos will be retired in Fall 2019. Microsoft OneDrive will be the new secure file transfer and storage software. Therefore, please follow these instructions:

## **Step #1**

Login to Windows with your Microsoft Office 365 account password and/or use your UT netID and password.

## **Step #2**

Open the OneDrive on-line folder located in the body of the e-mail to retrieve tour guide documents

## **Step #3**

If you should experience problems, contact the UTHSC HelpDesk at 901-448-2222 or 1-800-413-7830; office hours Monday-Friday; 8am-5pm or e-mail directly at [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu).

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