Microsoft One Drive on Windows Computers
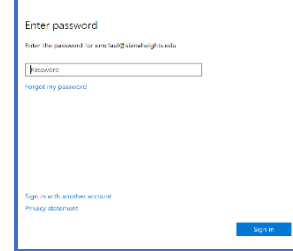### Mac One Drive

Setup the OneDrive-Siena Heights University
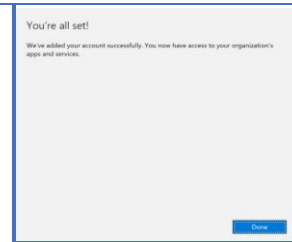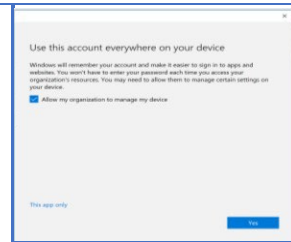
The **Microsoft OneDrive** app is located at **the lower-right bottom taskbar**. Tap on the blue cloud, **from the carrot, and the One drive setup menu** will appear. **Click on the blue sign in button**.
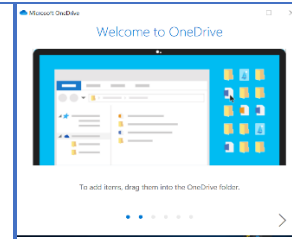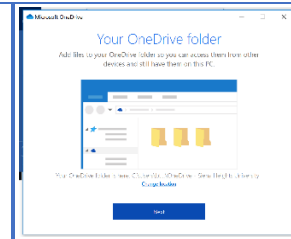
Log on the **OneDrive setup** menu, typing **yourname@sienaheights.edu**, click on the **Blue Sign in button**. Next menu appears, enter the password, type your **password** from your **sienanet account**, and then click on the **sign-in button**

Use the account everywhere on your device, and then click on the **Yes button**. Click the **done button.** Your **OneDrive folder** menu will appear, click on the **Next button**. The message will appear that your **OneDrive** is ready to use.

Your OneDrive folder menu will appear to select the blue next button. Keep selecting the **next button**, until you see the message **good to go**, **Open my OneDrive folder**.

Locating, storing, and syncing files to OneDrive

Select your **OneDrive icon** from the **lower-right** taskbar, carrot. The OneDrive menu allows you to view the **syncing status process**, **open folder**, **pause syncing**, **view files online**, **check storage space**, and **close your OneDrive account**. All Siena Heights accounts will have **five Terabytes** of storage for their **OneDrive-Siena Heights University Cloud storage**.