One Drive and SharePoint Sites

Set up your **Microsoft OneDrive account**, by tapping on the icon, located in the **Application folder**. Follow the steps using your e-mail address, and upon completion, your final menu will be "**This is your OneDrive folder**."	
The **location** for **your One Drive** icon is in the **upper right portion** of your **Apple device**, the **OneDrive Cloud icon** is **used** for **syncing** and checking the status of your account. From the **Finder menu**, you can tap on the **go drop-down menu**, or from **the applications folder** tap on **locations.**	

Saving Word Document to your One Drive -

From the **finder menu, tap** on **Go** and then **drop- down** to **Applications**. Tap on **Microsoft Word** and start with a **new document**. Type your information in the document.	
From the **top menu** of **Microsoft Word**, select **File.** and then click on **Save As**: In the **Save As box**, type the **name of your document**, and then select the **On My Mac button**, located at the bottom of the left corner of the menu. Click on the **save button**, and your file will be saved to **your OneDrive account**. Next time, you log on to the **iMac computer**; your **redirect** mapped **OneDrive** path will be ready for access.	