

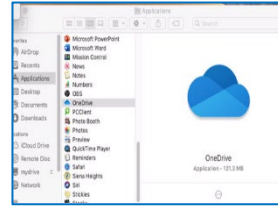


# Microsoft One Drive Setup on Macs

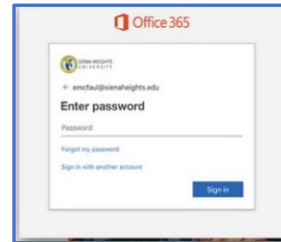
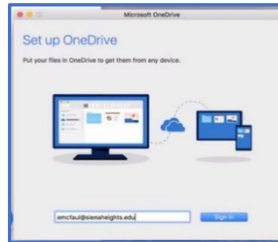
## WINDOWS ONE DRIVE SETUP

### Location of OneDrive on the Mac

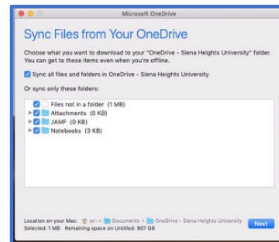
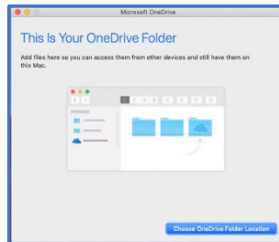
Click on the **Finder menu** on the top toolbar, and then tap on the **Go**. From the **Go menu**, click on Applications, and scroll down to **OneDrive**. Double-click on the **Microsoft One Drive dual cloud icon**, to set up your **OneDrive account**.



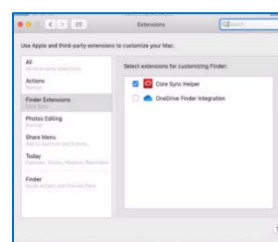
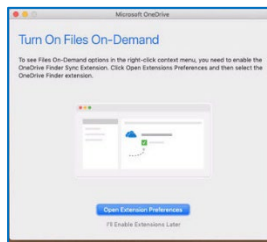
Log on to the **OneDrive setup** menu by typing in [yourname@sienaheights.edu](mailto:yourname@sienaheights.edu), and then clicking on the blue sign-in button. The next menu is **Enter the password**, type your **sienanet password**, and then click on the **sign-in button**. First time authenticate with phone or text msg.



Your **OneDrive folder menu** will appear, click on the **Next button**. A message will appear that your **OneDrive will** default to your **/users/emcfaul/Onedrive**. Click on the **Next button**.



A menu will appear with permission to **sync your files** from your **OneDrive**, keep selecting the **next button**, with helpful hints offline and a message your **Onedrive** is ready for you. Next menu **Turn on Files On-Demand**, click on the **open extension preferences button**. Click on the **Open my OneDrive-folder**.



### Storing files to OneDrive

The **OneDrive folder** will mount on inside your **Under your locations**. From this window, you can drag the **Onedrive folder** under the **favorites menu (to the left sidebar)**. You will have **five Terabytes** of storage for your **Cloud storage**.

