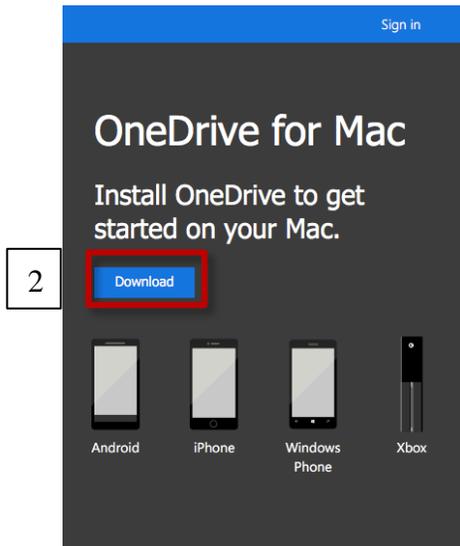
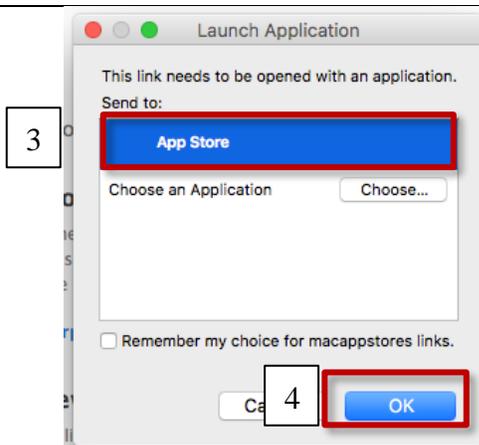


Install OneDrive (Mac)

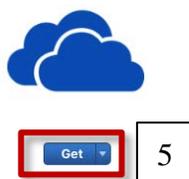
The OneDrive app will add a folder to your *Finder* or *desktop*; This folder will allow access to files stored on the OneDrive. You can *Sync* the files to update and access them as needed. The app is also available for iPad and most mobile devices.



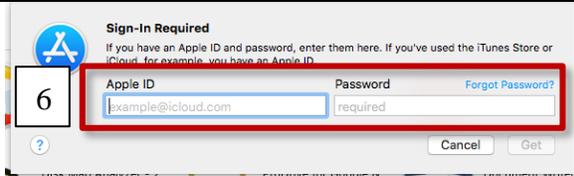
1. Go to <https://onedrive.live.com/about/en-us/download/>
2. Click **Download**



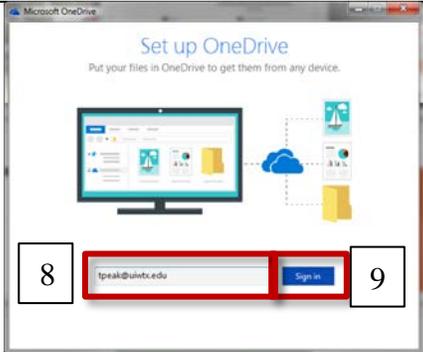
3. Click **App Store**
4. Click **OK**



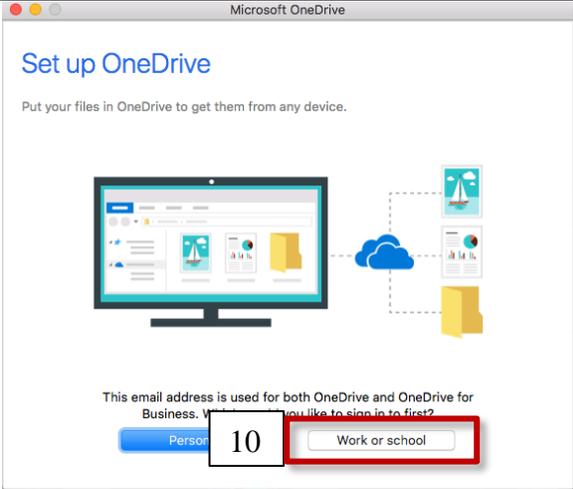
5. Click **Get**



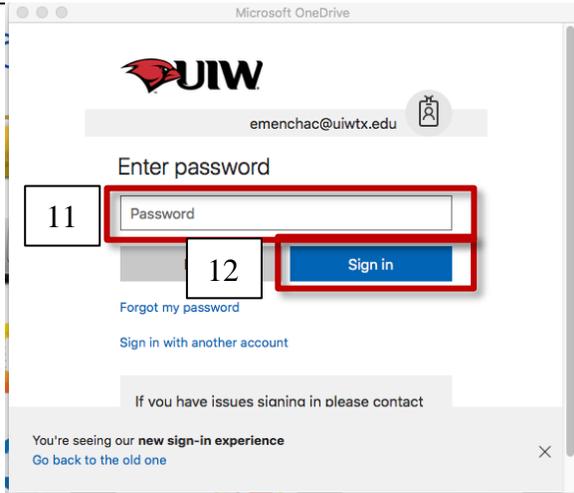
- 6. Sign in with your *Apple ID and Password*
- 7. Click **Install**



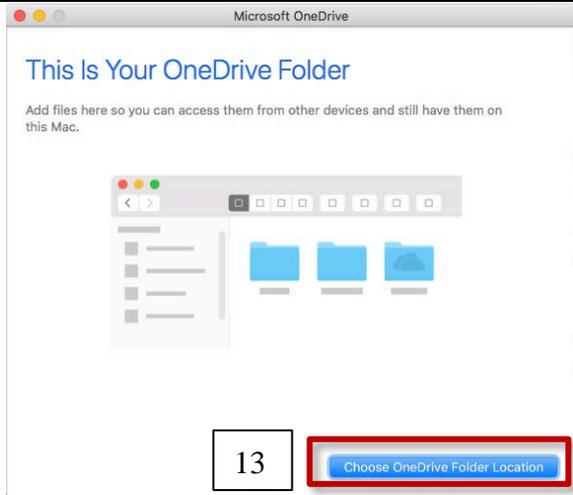
- 8. Once the install is complete, the *Set up OneDrive* window opens. Type your **email addresses** in the space provided
- 9. Click **Sign In**



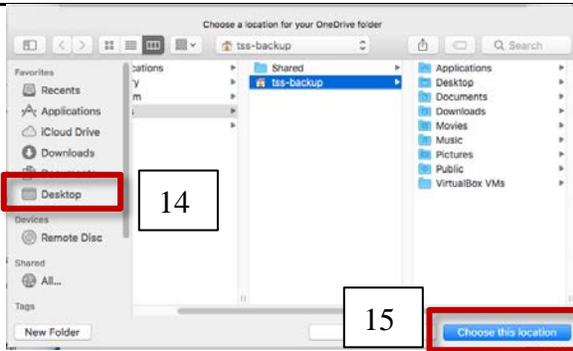
- 10. Click **Work or School**



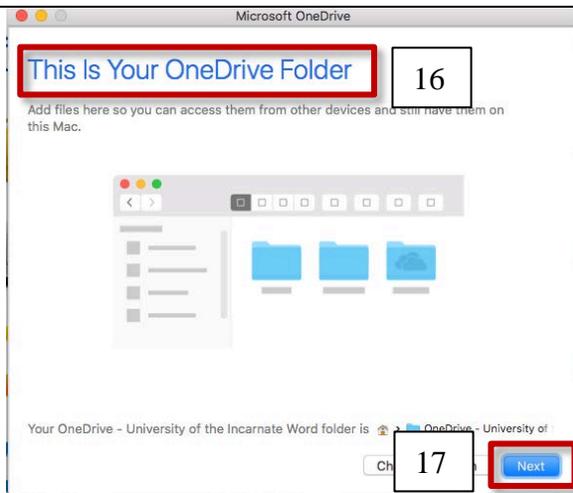
- 11. Enter your **UIW Password**
- 12. Click **Sign in**



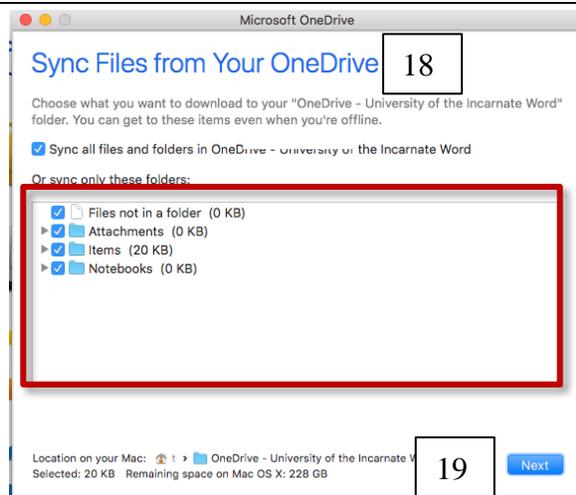
13. Click **Choose OneDrive Folder Location** to choose where you want to post your OneDrive



14. The **Desktop** works best
15. Once chosen, click **Choose this Location**



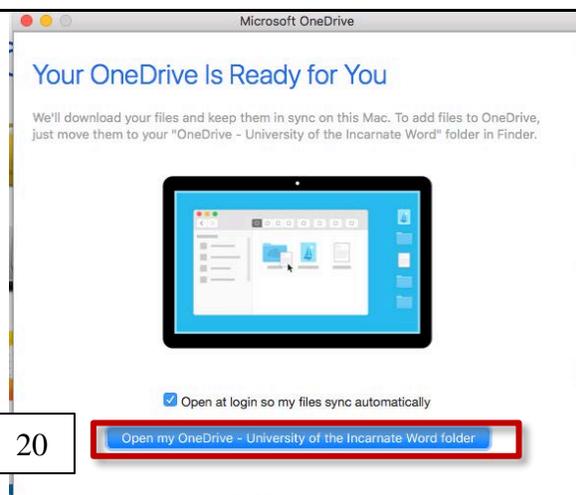
16. When you see the *This is your OneDrive Folder* screen, you'll now see a path to the folder you selected. Note the folder is now called *OneDrive - University of the Incarnate Word*
17. Click **Next**



18. Sync any or all the files on your Mac by **clicking the checkboxes** next to the filename.

- *Sync* in the OneDrive world is simply a way to ensure that files and folders on the OneDrive are current.
- Files and folders on your Mac synchronize with the OneDrive to ensure that the latest version of the document is saved in the One Drive.
- Once you check the sync checkbox
- Files are synced constantly

19. Click **Next**



20. Click **Open my OneDrive**. You are ready to start using this tool.



21. Click **Open OneDrive folder**

22. Open your Hard Drive and drag and drop *all* of the folders on your Mac to the OneDrive