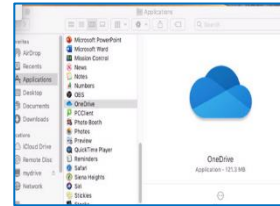




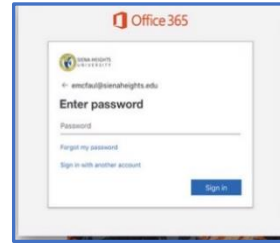
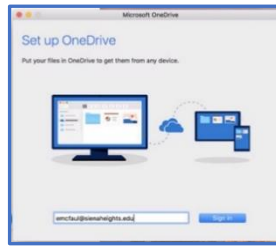
Microsoft One Drive on Mac Computers Windows One Drive

Location of OneDrive on the Mac

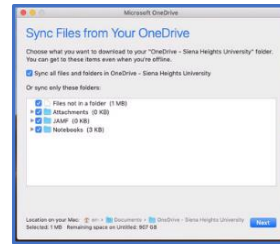
Click on the **Finder menu** on the top toolbar, and then tap on the **Go**. From the **Go menu**, click on Applications, and scroll down to **OneDrive**. Double click on the **Microsoft One Drive dual cloud icon**, to set up your OneDrive account.



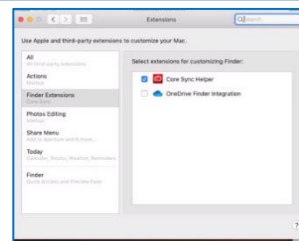
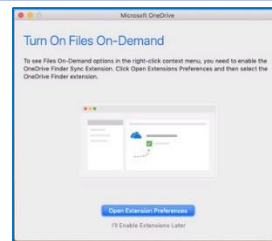
Log on the **OneDrive setup** menu by typing in **yourname@sienaheights.edu**, and then click on the blue sign in button. The next menu is **Enter password**, type your **sienanet password**, and then click on the **sign-in button**.



Your **OneDrive folder menu** will appear, click on the **Next button**. A message will appear that your **OneDrive** is ready to use. Click on the Choose OneDrive folder location. Defaults to your **local home account**. Click to choose this location.



A menu will appear to sync your files from your **OneDrive**, keep selecting the **next button**, 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- Siena Heights University folder**. Turn on



Storing files to OneDrive

The **OneDrive folder** will mount on the inside your **local home account**. 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**

