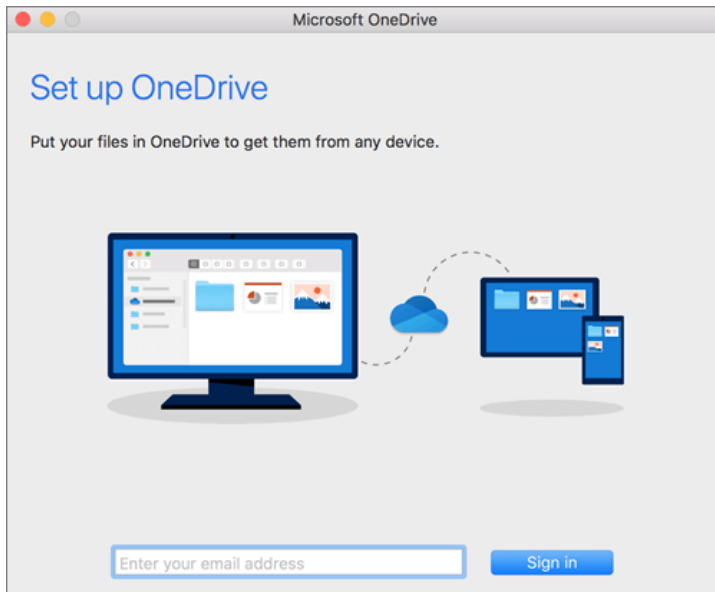


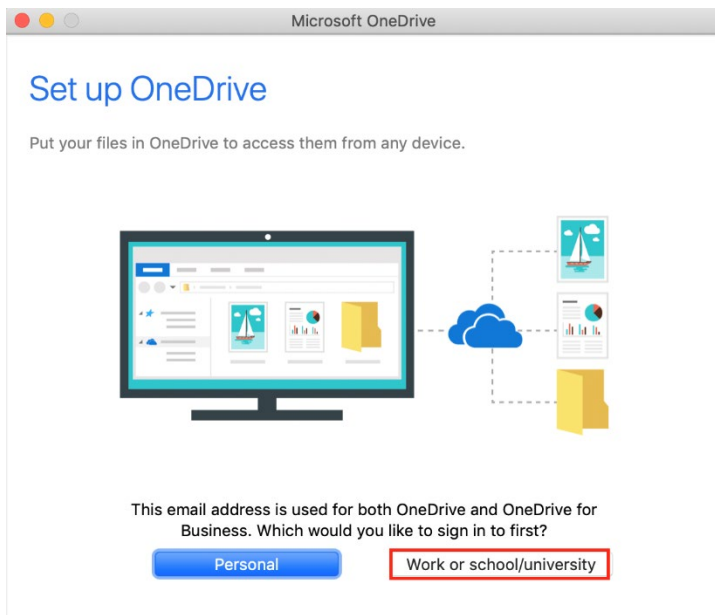
Setup Microsoft OneDrive - MacOS

This article provides details on how to install and setup OneDrive on a Mac.

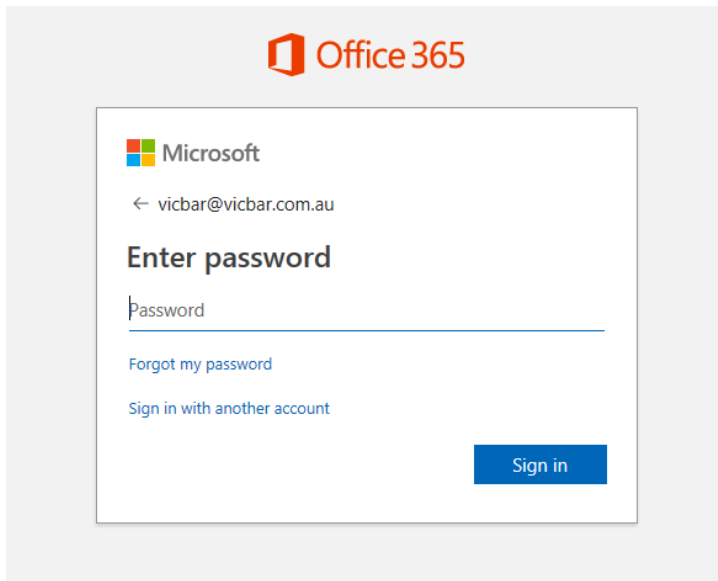
1. Visit <https://onedrive.live.com/about/en-au/download/> to download and install the OneDrive client for Mac.
2. Open **Finder** go to **Applications** and double-click the **OneDrive.app**
3. The Setup window will open. Input your Vicbar email address and click **Sign in**



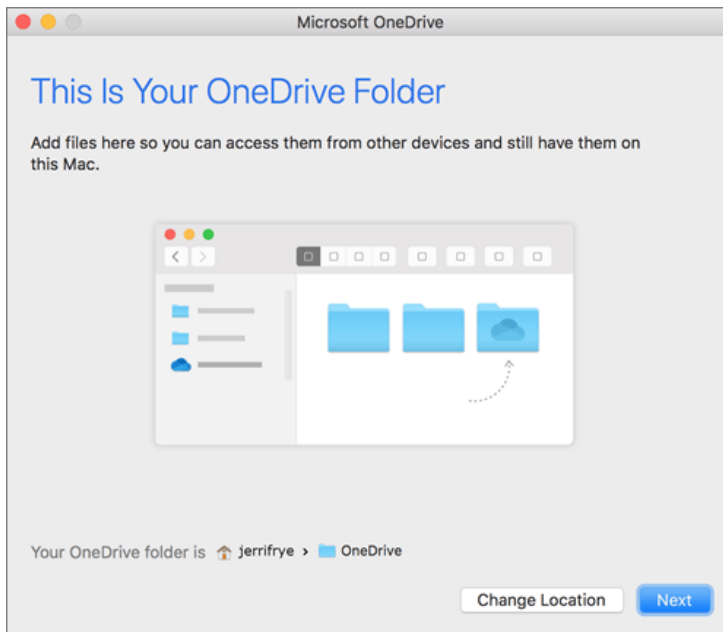
4. If prompted for account type select **Work or school/university**



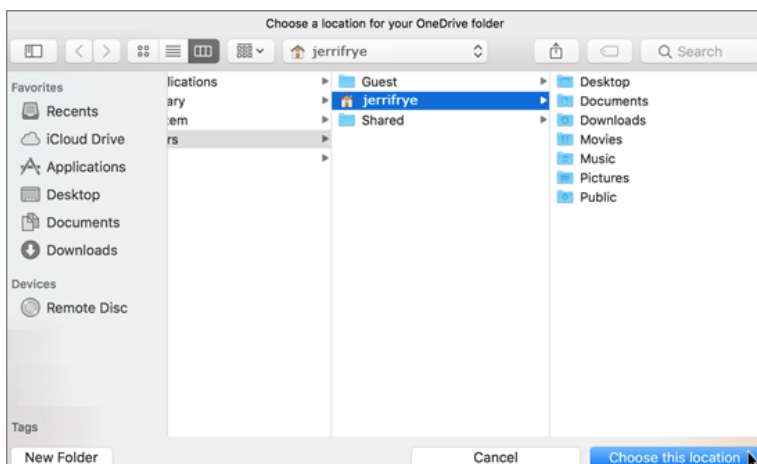
5. Input your Vicbar email password.



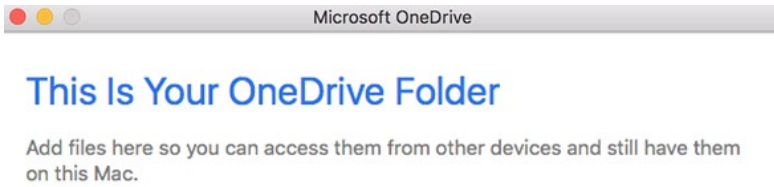
6. On the **This is your OneDrive folder** window, click **Choose OneDrive Folder Location**.



7. Click **Choose this location**.



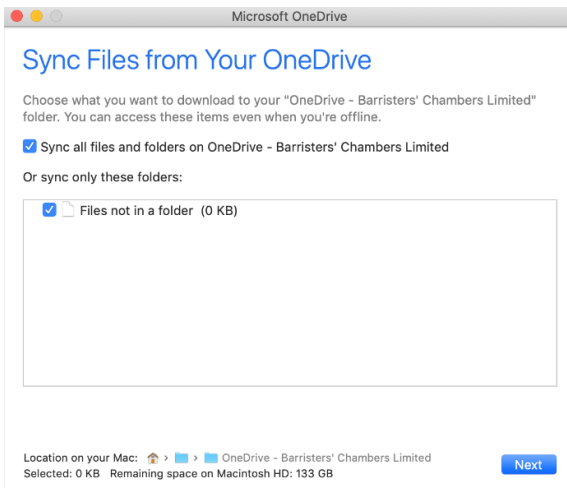
8. Click **Next**



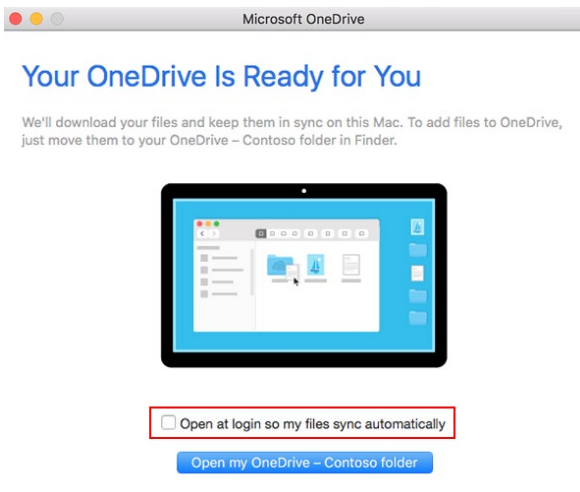
Your OneDrive folder is jrandall > OneDrive - Contoso



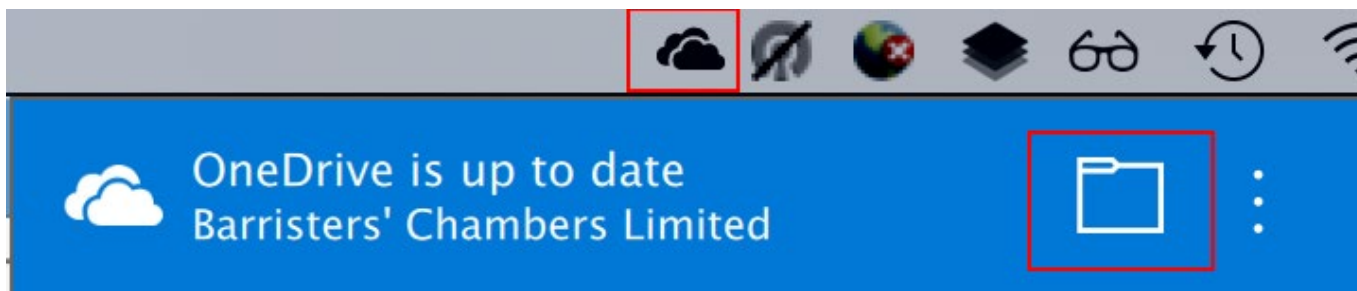
9. The **Sync Files from Your OneDrive** window will open. If this is the first time setting up OneDrive this will be empty. Select the checkbox to Sync all files and folders and click **Next**.



10. The **Your OneDrive Is Ready for You** window will open. Ensure you tick the **Open at login** so that your files will always sync automatically.



11. Click **Open my OneDrive folder**, **Finder** will open at your OneDrive folder. Any files you copy to or save in this location will now sync with your OneDrive.
12. To access OneDrive click on the OneDrive icon in the menu bar, this will show your recently synced files. Click on the folder icon to be taken to all your files.



13. To access your files on a another PC that does not have the OneDrive client installed open your web browser and navigate to <https://portal.office.com>
14. Sign in using your Vicbar email address and password.
15. Click on OneDrive, your files will be available via the web browser.

