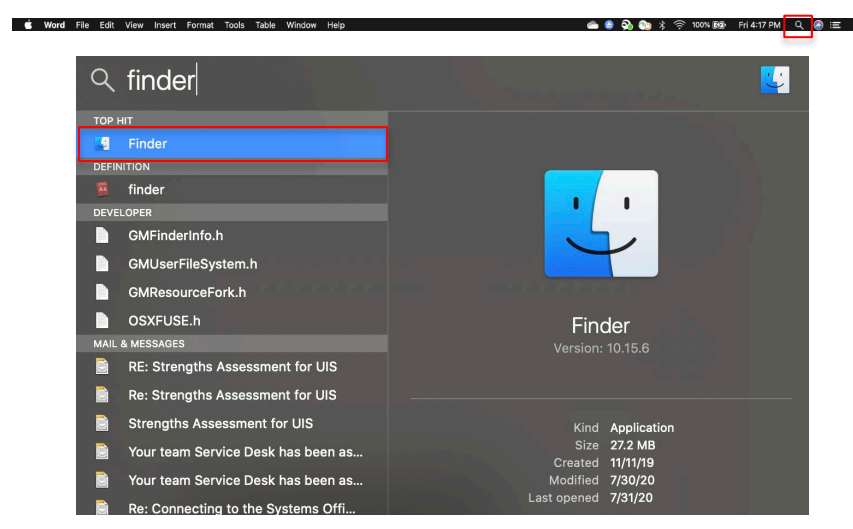# How to Copy Files over to OneDrive on a Mac

PURPOSE: To assist users in copying files over to their OneDrive on a Mac

- How to find the OneDrive folder
- How to copy and paste the files into the folder

HOW TO COPY FILES TO ONEDRIVE:

To begin, Open Finder. Click on the magnifying glass in the top right of your screen. Type in Finder and press enter.	

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Contact UIS
Call: 303-860-HELP (4357)
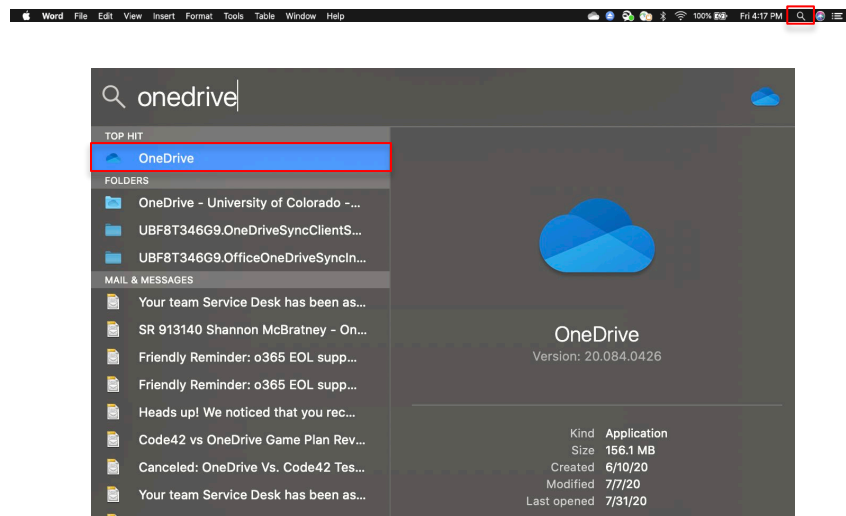Email: mailto:help@cu.edu

From Finder find the file you want to copy over to OneDrive. Select the file and press Command + C. Then click the magnifying glass in the top right of your screen. Type in OneDrive and press enter. Paste your file into the OneDrive folder by clicking into the OneDrive folder and pressing Command + V.	

Once you've pasted the file you are trying to back up, the computer will take some time to transfer the file to the folder. Your computer will then automatically upload the file to OneDrive as soon as it can.

Backing up your file to OneDrive should now be complete.

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