

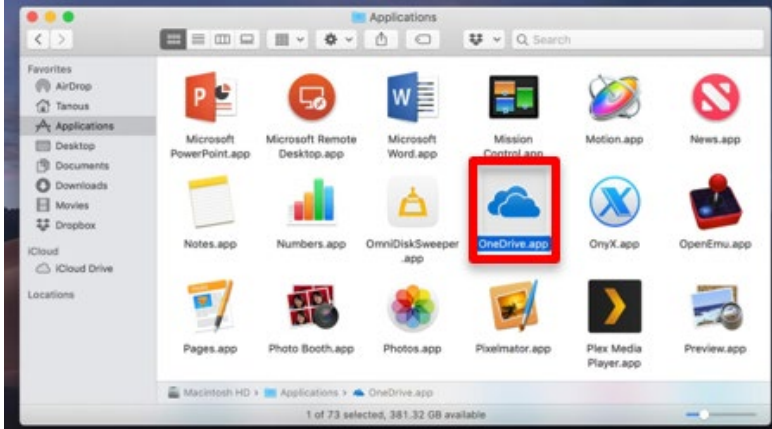
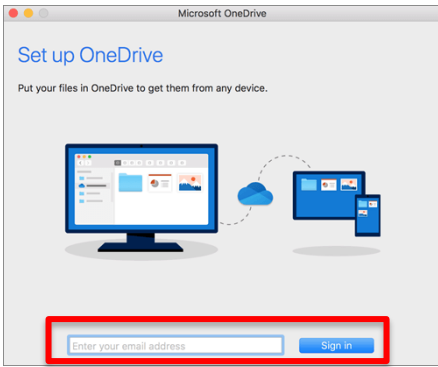
### How to Log into OneDrive Using a Mac

**PURPOSE:** How to log in and setup OneDrive on a Mac

List of items they will learn:

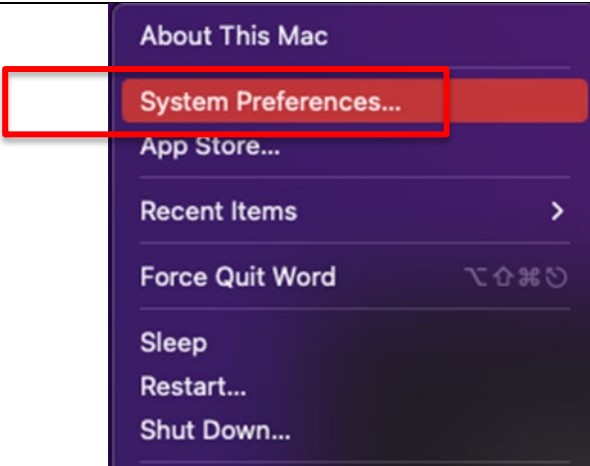
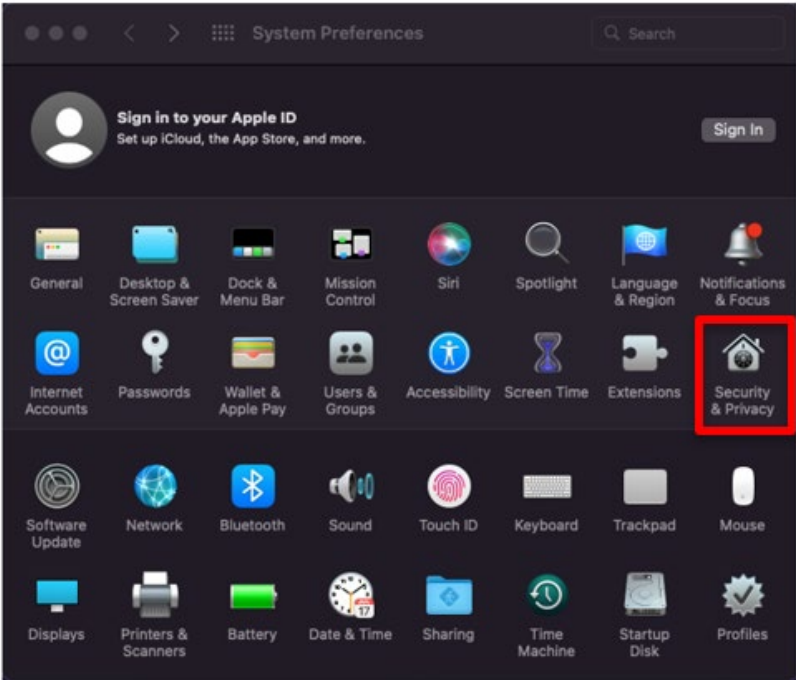
- How to find OneDrive on a Mac
- How to sign into OneDrive

#### HOW TO LOG INTO ONEDRIVE ON A MAC:

<p>Launch OneDrive using Finder on your Mac and click on the Applications tab.</p> <p>Don't see OneDrive? Go to the <a href="#">Apple app store</a> to download.</p>	
<p>You will be prompted to sign into your Microsoft 365 account email account. This should be your username@cu.edu.</p>	

# UIS SERVICE DESK

## COMPUTER HELP

<p>Next, click the Apple icon and select <b>System Preferences</b>.</p> <p>(If you are using Ventura, you will need to click on <b>System Settings</b>.)</p>	
<p>Click the <b>Security and Privacy</b> icon.</p>	



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# UIS SERVICE DESK

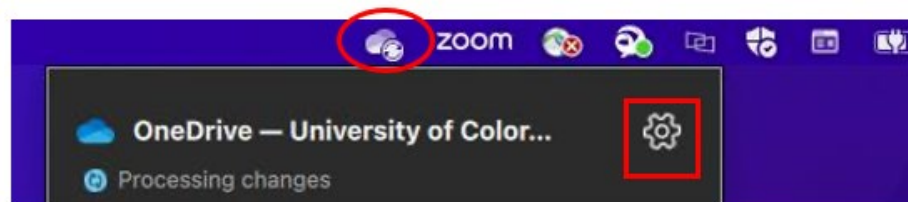
## COMPUTER HELP

Scroll down to **Files and Folders**. Click the lock to allow changes to be made.

Enter your password to unlock the settings and then click the boxes to enable OneDrive in the list.



To turn on the backup, click on the OneDrive icon at the top of the screen. Click on the gear icon to go to **Settings**.

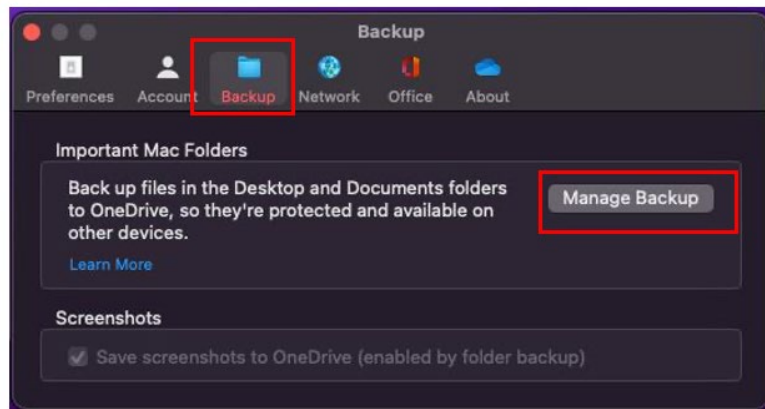


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In Settings, click on the **Backup** option. Then click **Manage Backup** and finally, **Start Backup**.



When the backup is completed, it will say **Files Backed Up**.

