

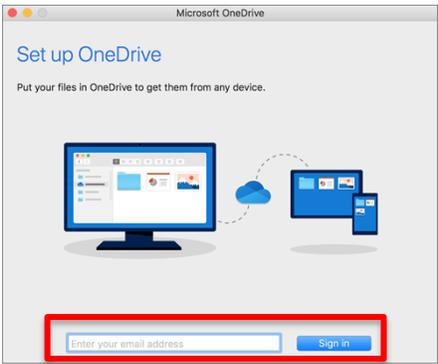
## How to Log into OneDrive Using a Mac

**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

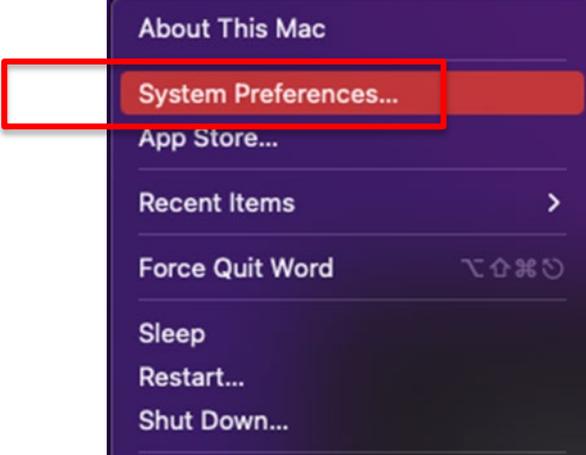
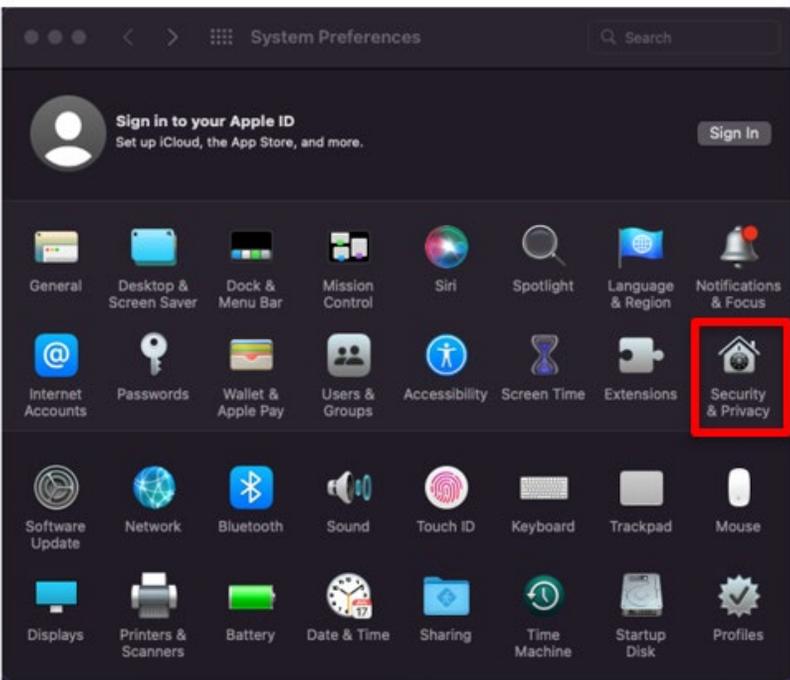
### HOW TO LOG INTO ONEDRIVE ON A MAC:

<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 address. This should be your username@cu.edu.</p>	



# UIS SERVICE DESK

## COMPUTER HELP

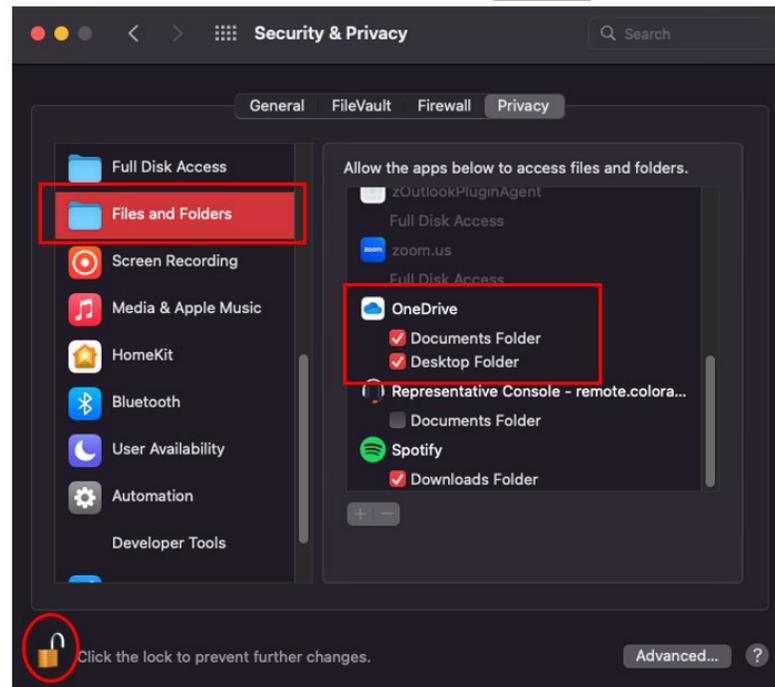
<p>Next, click the Apple icon and select <b>System Preferences</b>.</p> <p>(If you are using Ventura, you will need to click on <b>System Settings</b>.)</p>	
<p>Click the <b>Security and Privacy</b> icon.</p>	



### Contact UIS

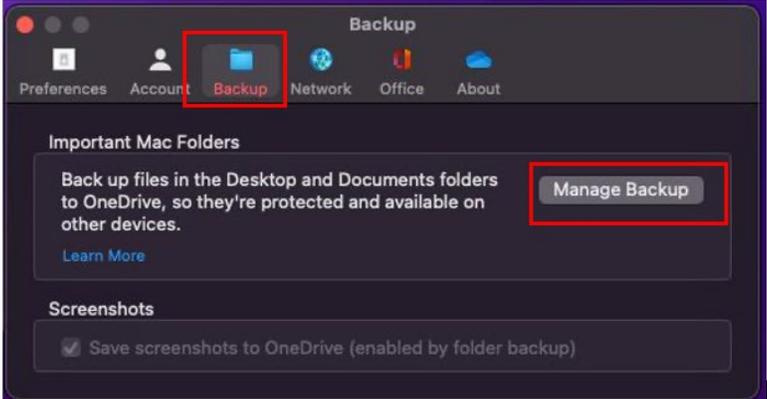
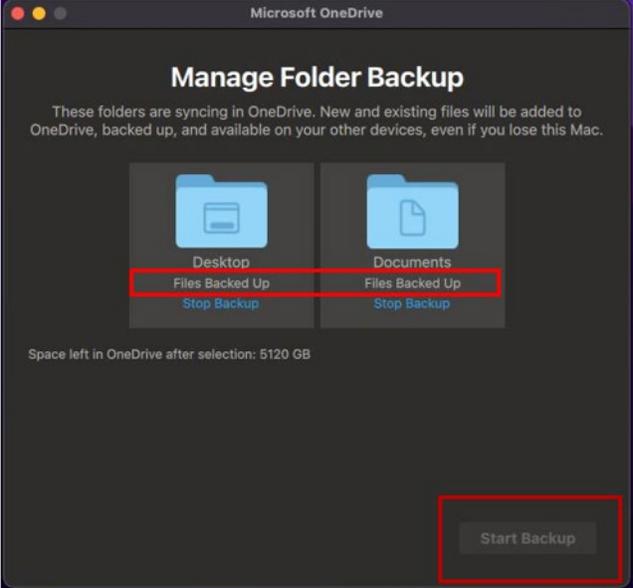
Scroll down to **Files and Folders**. Click the lock to allow changes to be made.

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**.



<p>In Settings, click on the <b>Backup</b> option. Then click <b>Manage Backup</b> and finally, <b>Start Backup</b>.</p>	 <p>The screenshot shows the macOS System Settings window with the 'Backup' pane selected. The 'Backup' tab in the top navigation bar is highlighted with a red box. Below, the 'Important Mac Folders' section contains a 'Manage Backup' button, also highlighted with a red box. The 'Screenshots' section below it has a checked checkbox for 'Save screenshots to OneDrive (enabled by folder backup)'.</p>
<p>When the backup is completed, it will say <b>Files Backed Up</b>.</p>	 <p>The screenshot shows the Microsoft OneDrive 'Manage Folder Backup' window. It displays two folders, 'Desktop' and 'Documents', each with a 'Files Backed Up' status and a 'Stop Backup' button. Both 'Files Backed Up' labels are highlighted with red boxes. At the bottom of the window, a 'Start Backup' button is also highlighted with a red box. The text 'Space left in OneDrive after selection: 5120 GB' is visible at the bottom.</p>

