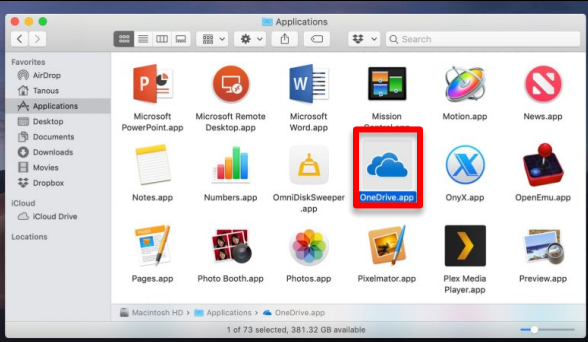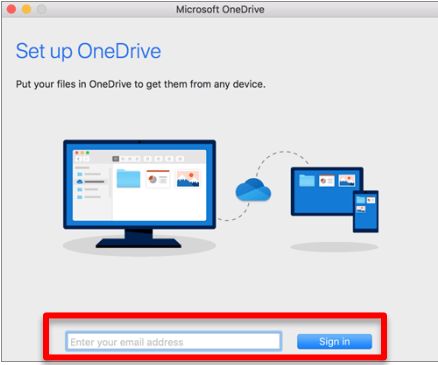# How to Log into OneDrive Using a Mac

PURPOSE: How to log in and setup OneDrive on a Mac
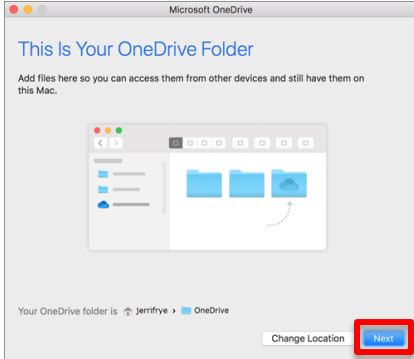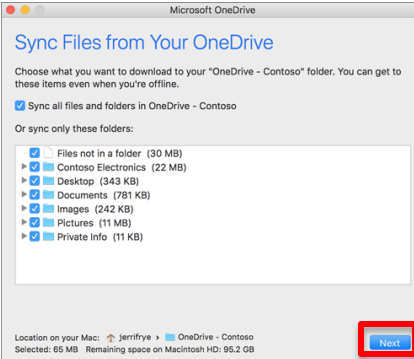
List of items they will learn:
- How to find OneDrive on a Mac
- How to sign into OneDrive

HOW TO LOG INTO ONEDRIVE ON A MAC:

Launch OneDrive using Finder on your Mac and click on the Applications tab. Don't see OneDrive? Go to the [Apple app store](Apple%20app%20store) to download.	
You will be prompted to sign into your Microsoft 365 account email account. This should be your username@cu.edu. **Note:** This is not your email address, but rather the username you use to sign into the MyCU Portal.	

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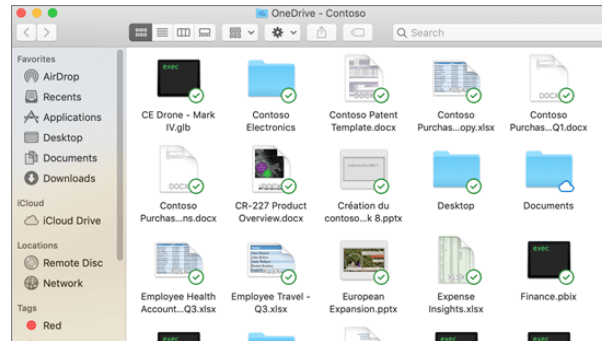
UIS SERVICE DESK

COMPUTER HELP

OneDrive will then ask you a few prompts. We recommend leaving everything to its default for easier trouble shooting in the future. Continue to press next.	
Towards the end of the setup, OneDrive will ask you what type of files you would like to back up. Select all the folders you want backed up and press next to finalize the setup.	
That will complete the setup for OneDrive, and you should now see a OneDrive icon on your menu bar that will inform you if your OneDrive is updated or not.	

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You can also view it in the Finder app. A OneDrive file should have been created.

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