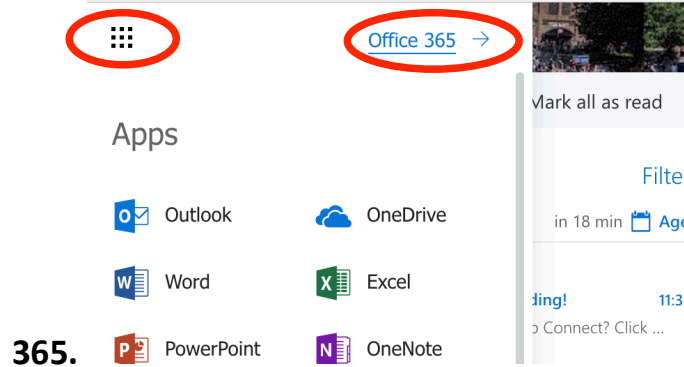


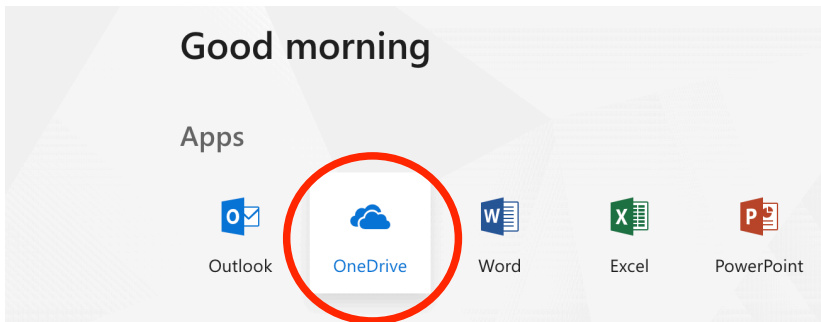
# OneDrive for Mac Setup Instructions

Navigate in your browser to <https://outlook.office365.com> and sign in with your **Ulink** username@louisville.edu , i.e. [trfayi01@louisville.edu](mailto:trfayi01@louisville.edu).

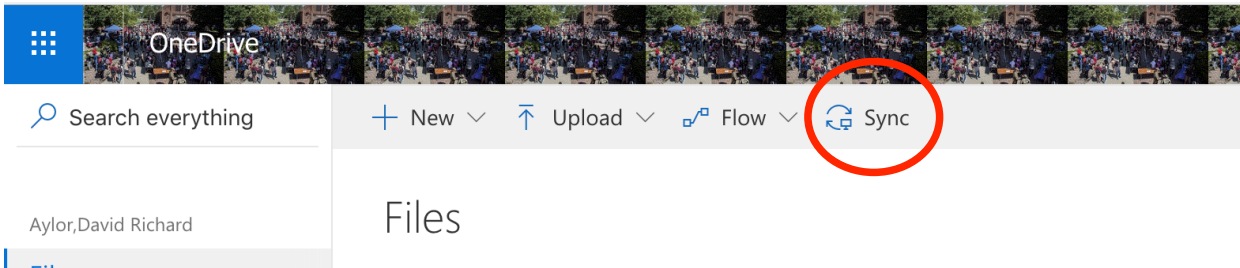
1. Click on the **square dots icon** in the upper left corner of the screen and select **Office**



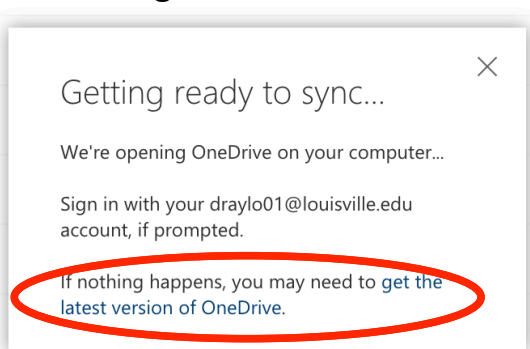
2. Click **OneDrive**



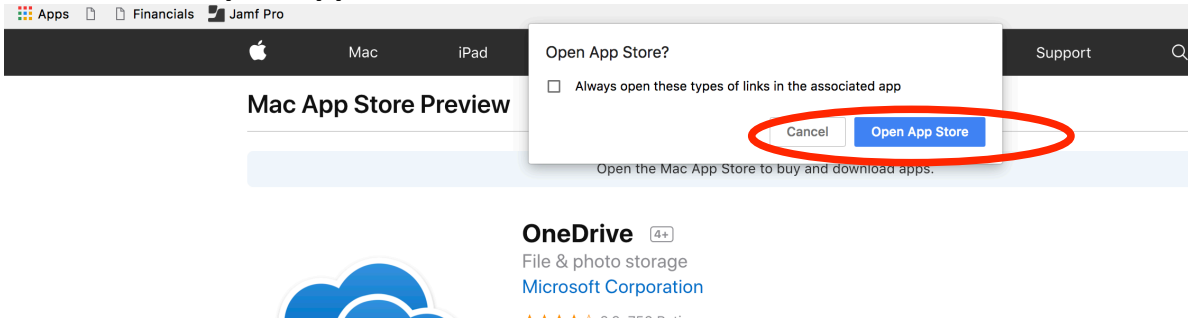
3. Select **Sync**



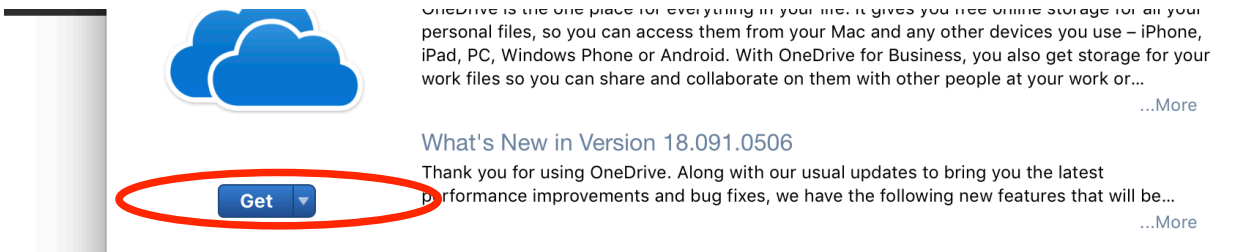
4. Click **get the latest version of OneDrive**



## 5. Select Open App Store



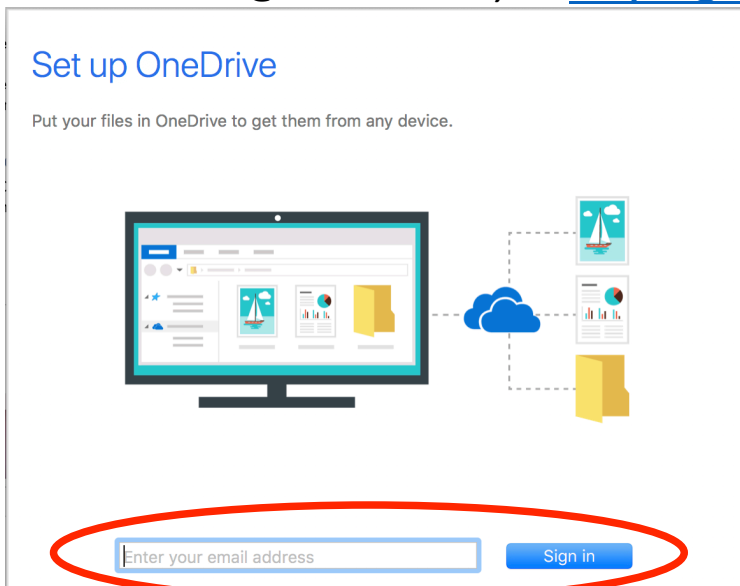
6. Click **Get** button and click **install**. You will be prompted enter your **computer password**. You may also be asked to enter your **Do so**.



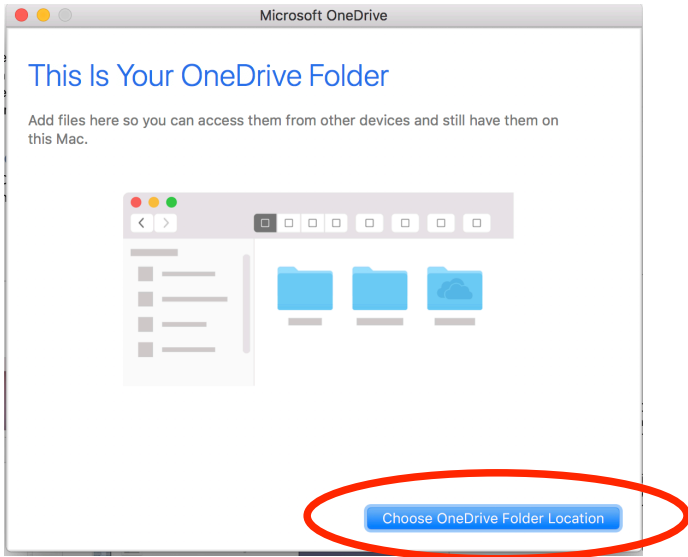
7. OneDrive will download to your **Applications folder** and appear in your **Launchpad**



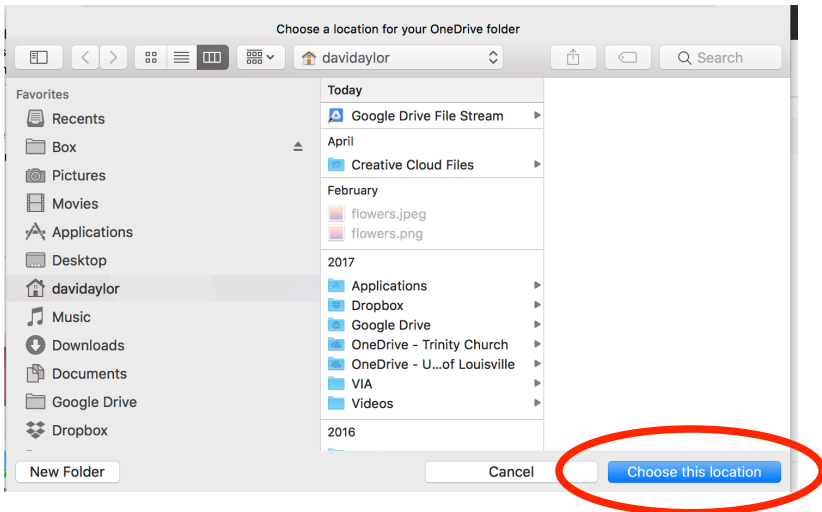
8. OneDrive will launch automatically after download. Sign in with your **Ulink** **username@louisville.edu** , i.e. [trfayi01@louisville.edu](mailto:trfayi01@louisville.edu).



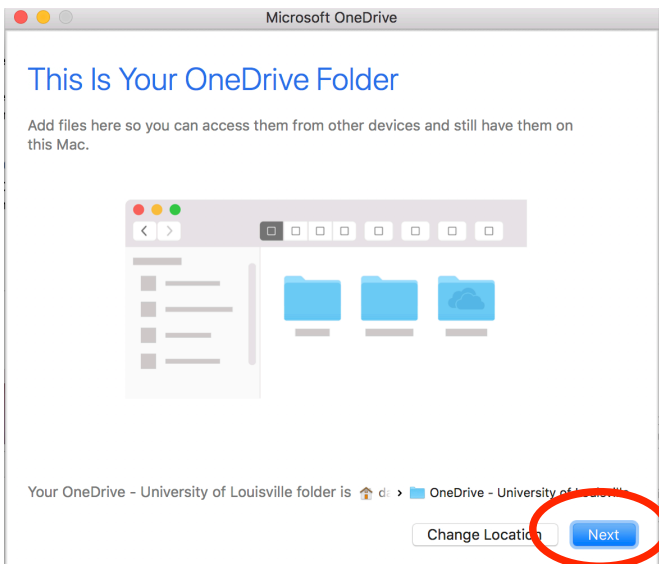
### 9. Click **Choose OneDrive Folder Location**



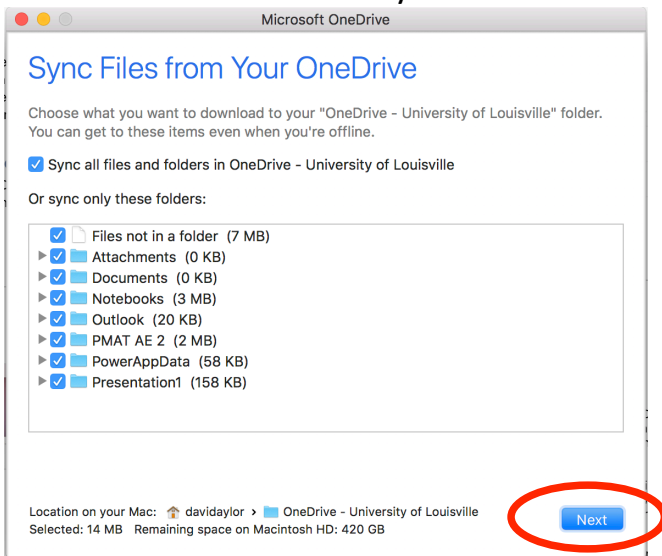
### 10. Click **Choose this location**



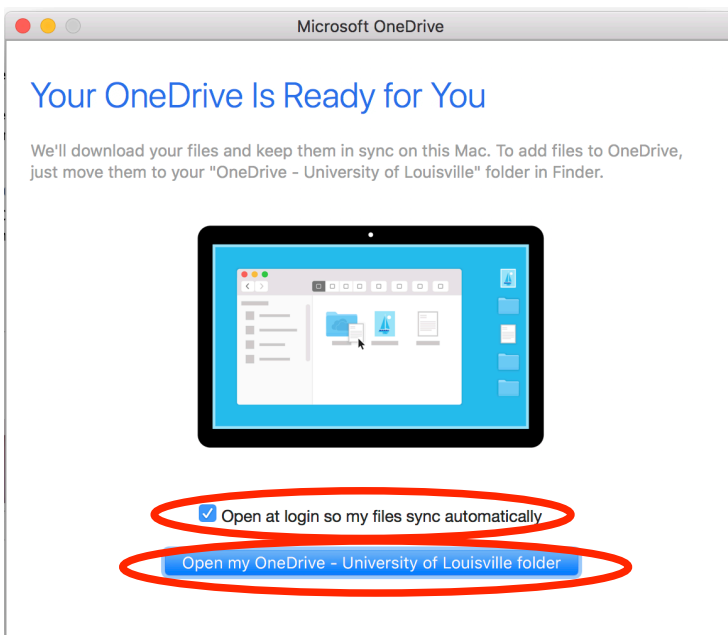
### 11. Click **Next**



12. Choose the folders you would like to sync to your desktop if you have some already.



13. Check **Open at login** so my files sync automatically. Go ahead and click **Open my OneDrive**



14. Your OneDrive directory will appear in your **Finder Favorites** column. Save files to this OneDrive folder and your files will be backed up to the Microsoft cloud automatically.

