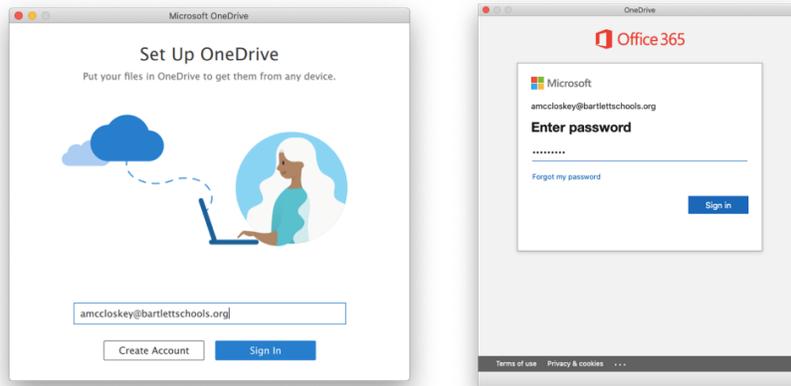


# Setting up OneDrive on your laptop

1 TB of cloud storage is available with your Microsoft account. Saving your files in the cloud means they will be available on any device that is logged into OneDrive. Files saved in the cloud will be safe in the event of any technology catastrophes that you might encounter.

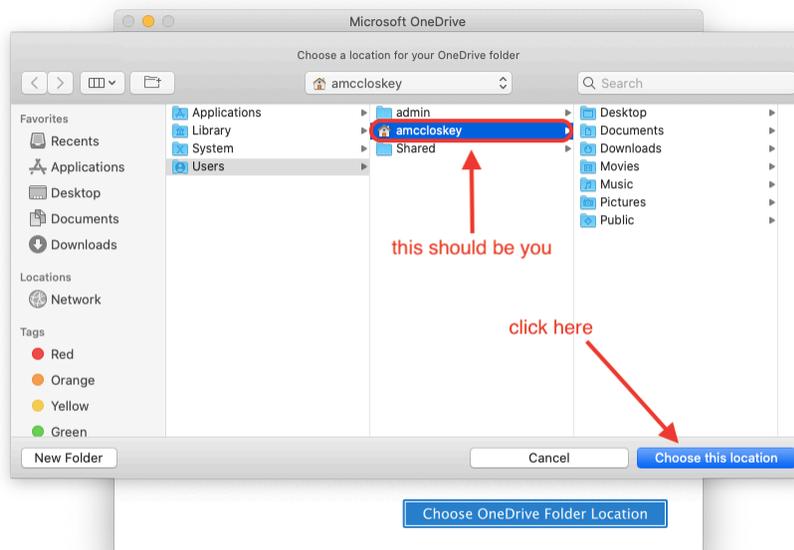
1. Open the **OneDrive app**. 

2. Log into OneDrive with your **BCS email and password**.

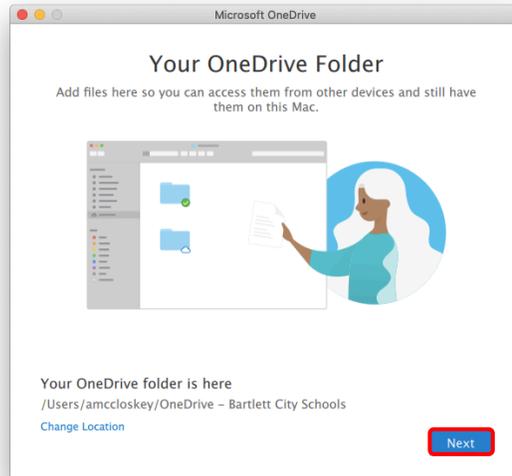


3. Select **Choose OneDrive Folder Location**. 

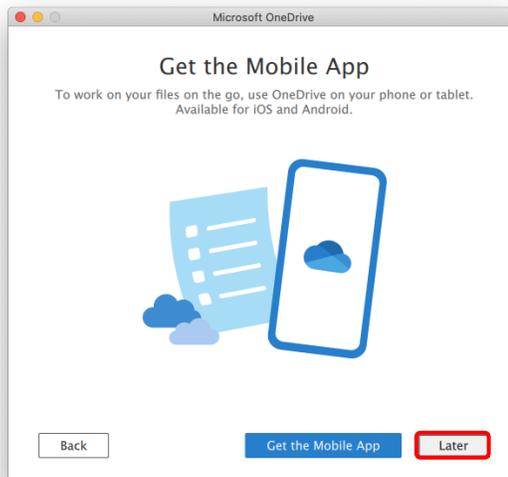
4. Verify that it's you and click **Choose this Location**.



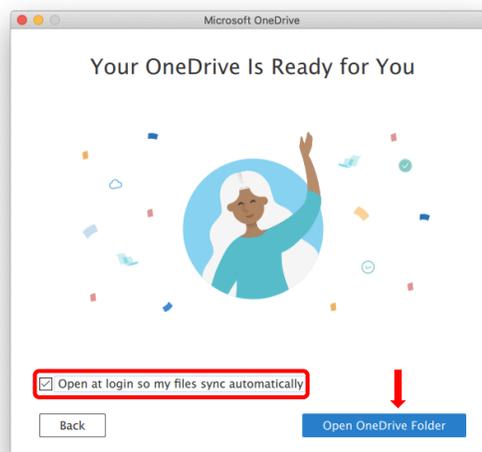
5. Click **Next**.



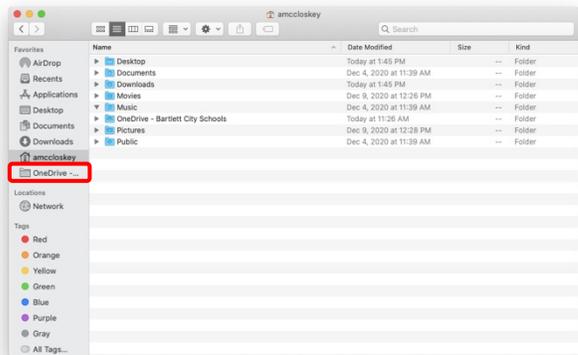
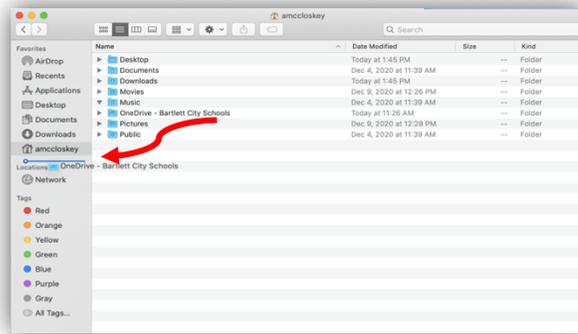
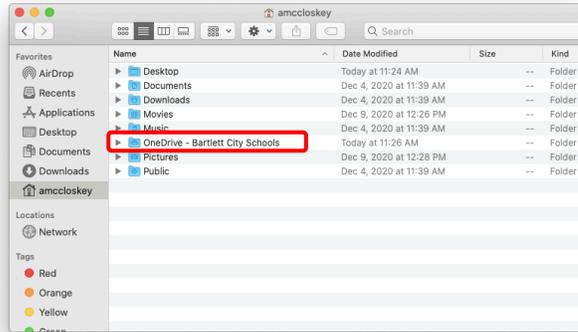
6. Select **Later**.



7.  the box that says **Open at login so my files sync automatically** and select **Open OneDrive Folder**.

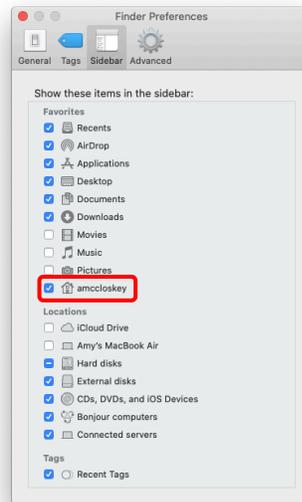


8. If your OneDrive folder opens like the image below, **click and drag** the OneDrive folder into the finder sidebar. (If your screen doesn't look like this, see step 9)



Now you can save files directly to OneDrive. These files will be accessible on all devices that are signed OneDrive AND are saved safely in the cloud.

9. If you didn't see your OneDrive folder in step 8, click on Finder → Preferences → Sidebar and  the box next to your username.



10. Your username should now be visible in the side pane. Click on it to reveal your OneDrive folder and return to step 8.

