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.

| 0 | Microsoft OneDrive | CneDrive |
|-------|----------------------------------------------------|--------------------------------|
| | Set Up OneDrive | Confice 365 |
| Put y | our files in OneDrive to get them from any device. | Microsoft |
| | | amccloskey@bartlettschools.org |
| | | Enter password |
| | | |
| | | Forgot my password |
| | | Sign in |
| amccl | loskey@bartlettschools.org | |
| [| Create Account Sign In | Transition - Provide and the |
| | | terms or use Privily a couples |
| | | |
| | | |

3. Select Choose OneDrive Folder Location.

Choose OneDrive Folder Location

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

| | | Choose a location for your Or | eDrive folder | | | |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------|-------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------|--------------|
| | t | 😭 amccloskey | ٥ | Q Se | earch | |
| avorites Recents Applications Desktop Documents Downloads cations Mathematical | Applications Library System Users | A admin A amclosk Shared A this sh | ey ould be you | Dec Do Do Do Do Do Do Do Do Do Do Do Do Do | isktop ocuments ovies usic ctures iblic | 6 6 6 |
| ags Red Orange Yellow Green | | | click | here | | |
| New Folder | | | Car | ncel | Choose th | nis locatior |
| | | Cho | ose OneDrive F | Folder Loc | ation | |

5. Click Next.

| | Your OneDrive Folder |
|--------------------------|------------------------------------------------------------------------------------------|
| Add | files here so you can access them from other devices and still have them on this Mac. |
| | |
| Your /Users Change | OneDrive folder is here /amccloskey/OneDrive – Bartlett City Schools Location |

6. Select Later.

| | MICrosoft Griebrive | |
|-----------------------------|-----------------------------------------------------------------|--------|
| Ge To work on your files | et the Mobile App on the go, use OneDrive on your phone or t | ablet. |
| А | vailable for iOS and Android. | |
| | | |
| Back | Get the Mobile App | Later |

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

| ••• | Microsoft OneDrive |
|--------|-----------------------------------------|
| | Your OneDrive Is Ready for You |
| • | |
| 🗹 Open | at login so my files sync automatically |
| Back | 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)

| • • • | | | () | amcclos | skey | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|----------|---------|------------------------------------|-------------------------------------------------------------------------------------------------------|------|------|------------------------------------|-------|
| < > | | | * ~ | | | | Q Search | | | | |
| Favorites | Name | | | | ^ | Date | Modified | S | lize | | Kind |
| AirDron | Desktop | | | | | Toda | v at 11:24 AM | | | | Fold |
| (Albiop | Documents | 5 | | | | Dec | 4, 2020 at 11:39 AM | 1 | | | Folde |
| Recents | Downloads | | | | | Dec | 4, 2020 at 11:39 AM | 1 | | | Folde |
| Application | s 🕨 🛅 Movies | | | | | Dec | 9, 2020 at 12:26 PN | 4 | | | Fold |
| Desktop | Music | | | _ | | Dec | 4, 2020 at 11:39 AN | 1 | | | Folde |
| P Documents | OneDrive - | Bartlett Cit | y Schools | | | Toda | y at 11:26 AM | | | | Fold |
| O Deventerede | Pictures | | | | | Dec | 9, 2020 at 12:28 PN | 4 | | | Fold |
| O Downloads | P Public | | | | | Dec | 4, 2020 at 11-39 AN | 1 | | | Pold |
| Tel amccloske | / | | | | | | | | | | |
| ocations | | | | | | | | | | | |
| Network | | | | | | | | | | | |
| | | | | | | | | | | | |
| ags | | | | | | | | | | | |
| e Kea | | | | | | | | | | | |
| Orange | | | | | | | | | | | |
| Yellow | | | | | | | | | | | |
| Creen | | | | | | | | | | | |
| Documents Downloads Downloads amccloskey orestions OneDriv Network Drange Orange Vellow Green Blue Dure Purple | Barbett City Schools | ery actions | | | | De | | | | Folder Folder | |
| All Tags All Tags Vorites AirDrop Recents Applications | Name Downloads Downl | \$ ~ (| | amcclosk | ey ^ | Date Toda Dec Toda Dec | Q. Search Modified yr at 1:45 PM 4, 2020 at 11:39 AM yr at 1:45 PM 9, 2020 at 11:26 PM | Size | | Kind Folder Folder Folder | |
| Desktop | V Music | a daha da | | | | Dec | 4, 2020 at 11:39 AM | | | Folder | |
| Documents | OneDrive - Bartlett C Pictures | ity schools | | | | Toda | 9, 2020 at 12:28 PM | | | Folder | |
| O Downloads | Public | | | | | Dec | 4, 2020 at 11:39 AM | | | Folder | |
| amccloskey | | | | | | | | | | | |
| OneDrive | | | | | | | | | | | |
| cations | | | | | | | | | | | |
| Network | | | | | | | | | | | |
| 101 | | | | | | | | | | | |
| Red | | | | | | | | | | | |
| Orange | | | | | | | | | | | |
| Yellow | | | | | | | | | | | |
| Green | | | | | | | | | | | |
| Blue | | | | | | | | | | | |
| Durple | | | | | | | | | | | |
| Cray | | | | | | | | | | | |
| All Tana | | | | | | | | | | | |
| I All Tags | | | | | | | | | | | |

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 v 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.

| • • • | T amo | closkey | | | | | |
|----------------------|----------------------------------|-------------------------|-----------|--|--|--|--|
| < > | 📟 📰 🖽 🖷 👻 🌞 🔹 💼 🔍 🔍 Search | | | | | | |
| Favorites | Name | A Date Modified | Size Kind | | | | |
| AirDrop | Desktop | Today at 11:24 AM | Folde | | | | |
| Becente | Documents | Dec 4, 2020 at 11:39 AM | Folde | | | | |
| E Recents | Downloads | Dec 4, 2020 at 11:39 AM | Folde | | | | |
| Applications | Movies | Dec 9, 2020 at 12:26 PM | Folde | | | | |
| Desktop | In Music | Dec 4, 2020 at 11:39 AM | Folde | | | | |
| dia a | OneDrive - Bartlett City Schools | Today at 11:26 AM | Folde | | | | |
| Documents | P Dictures | Dec 9, 2020 at 12:28 PM | Folde | | | | |
| O Downloads | Public | Dec 4, 2020 at 11:39 AM | Folde | | | | |
| Locations Wetwork | | | | | | | |
| Tags | | | | | | | |
| Red | | | | | | | |
| Orange | | | | | | | |
| Yellow | | | | | | | |
| Croop | | | | | | | |