

# Microsoft One Drive on Mac Computers

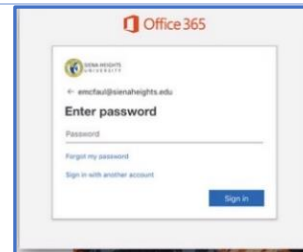
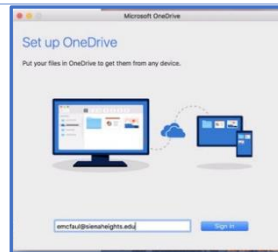


## Location of OneDrive on the Mac

The **Microsoft OneDrive** app will appear on the **left side** of the dock. Double click on the **Microsoft One Drive dual cloud icon**, to setup your account.



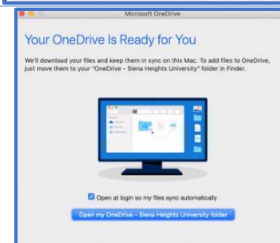
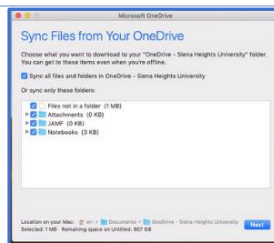
Log on the **OneDrive setup** menu using [yourname@sienaheights.edu](mailto:yourname@sienaheights.edu), follow by typing your password, which is your **sienanet password**, and then click on the **sign in button**.



Your **OneDrive folder** menu will appear, click on the **next button**. Message will appear that your **OneDrive** is ready to use.



A menu will appear to sync your files from your **OneDrive**, select the **next button**, message your **Onedrive** is ready for you. Click on the **Open my OneDrive-Siena Heights University folder**.



## Storing files to OneDrive

The **OneDrive folder** will mount on the desktop, and remain on the dock. From this window, you can drag the **Onedrive folder** under the **favorites menu (to the left sidebar)**.



Selecting your **Onedrive** from the dock opens with your local home files. You will have **five Terabytes** of storage for your **Cloud storage**.

