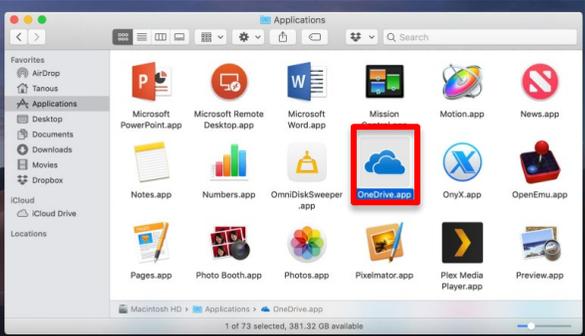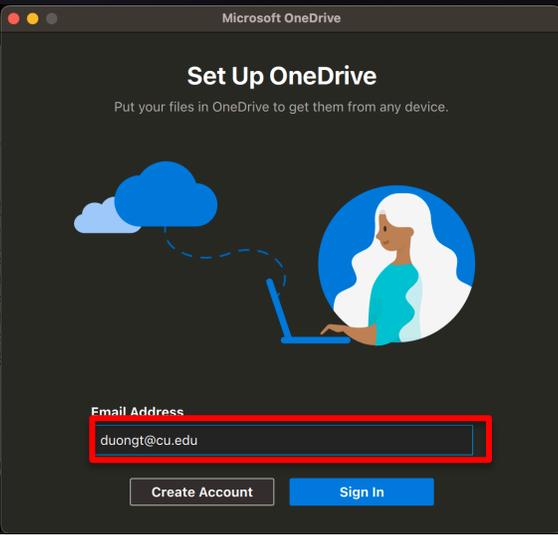# How to Log into OneDrive Using a Mac

PURPOSE: How to log in and setup OneDrive on a Mac:
- How to find OneDrive on a Mac
- How to sign into OneDrive

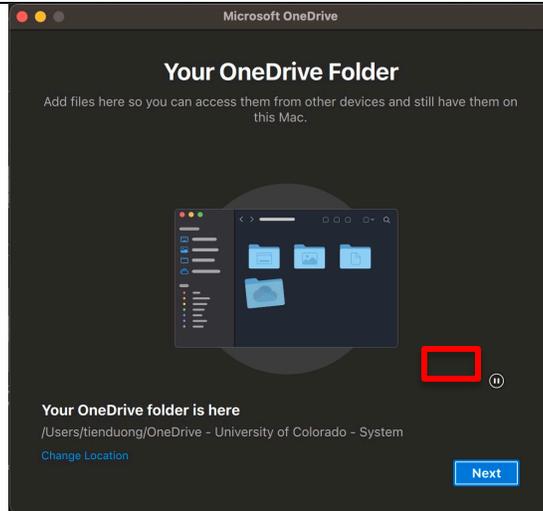|	
Launch OneDrive using **Finder** on your Mac and click on the **Applications** tab. Don't see OneDrive? Go to the Apple app store to download.	
You will be prompted to sign into your Microsoft 365 account email account. This should be your username@cu.edu. E.g. smithj@cu.edu	

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Call: 303-860-HELP (4357)
Email: mailto:help@cu.edu
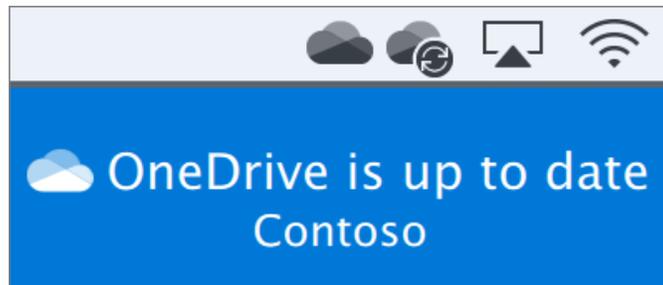
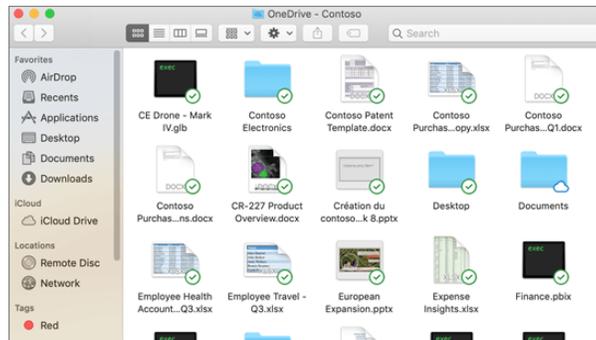|	
OneDrive will then ask you a few prompts. It is recommended to keep the default settings for easier trouble shooting in the future. Continue to press **Next** on the next few prompts.	**Microsoft OneDrive** **Your OneDrive Folder** Add files here so you can access them from other devices and still have them on this Mac. **Your OneDrive folder is here** /Users/tienduong/OneDrive - University of Colorado - System Change Location Next
That will complete the setup for OneDrive, and you will now see a OneDrive icon on your menu bar. This icon will inform you if your OneDrive is updated.	OneDrive is up to date Contoso
You can also view it in the **Finder** app. A OneDrive file should have been created.	OneDrive - Contoso

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