How to Sync Files and Folders from OneDrive on Mac

PURPOSE: A guide to restoring deleted files and folders in OneDrive.
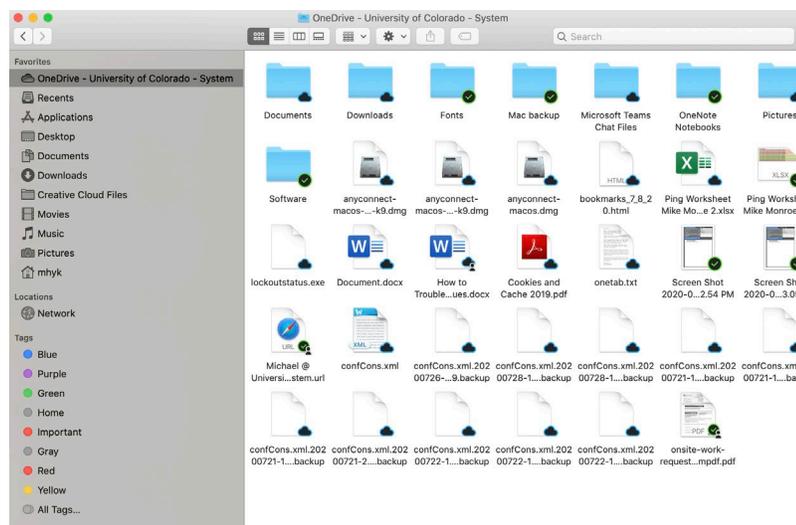
List of items they will learn:
- How to sign into and setup OneDrive
- How to sync files and folders.

VERSION SUPPORTED: OneDrive For Business, Windows 10

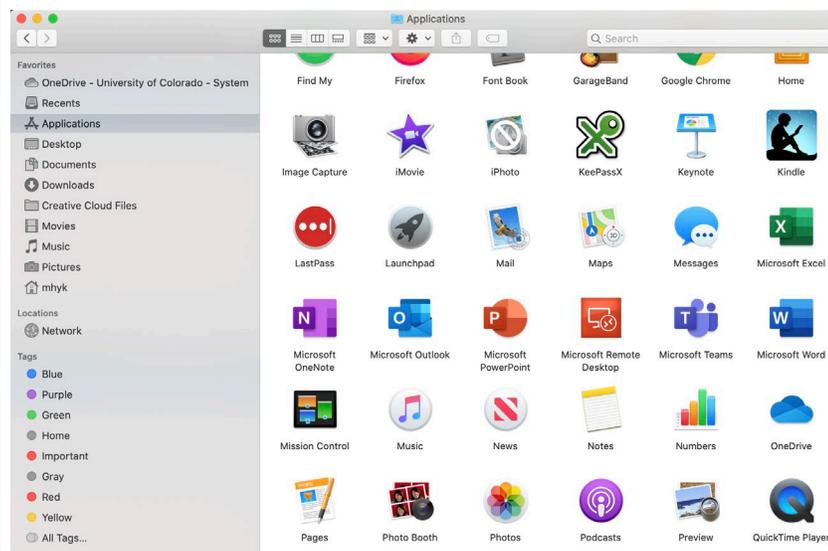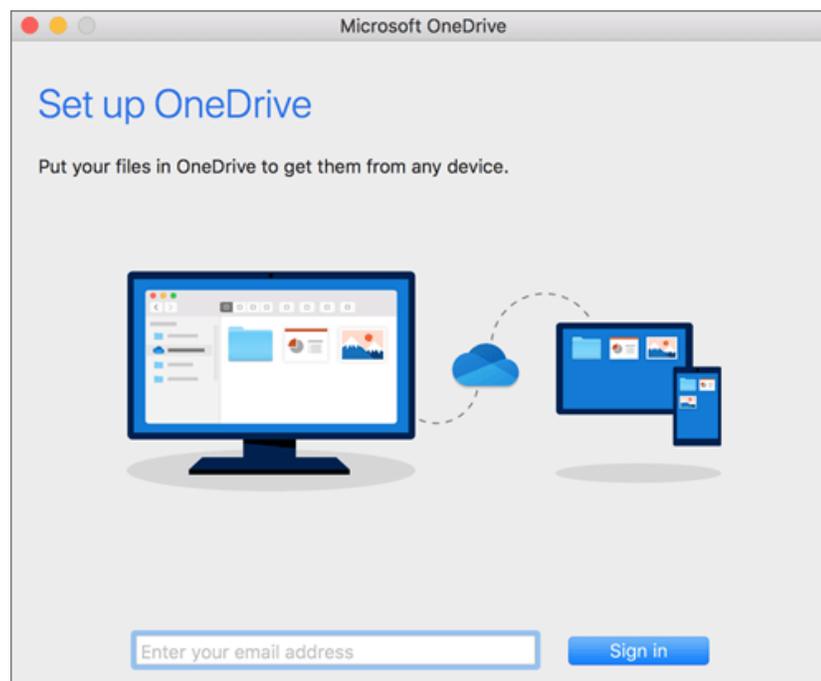|	
In macOS, the OneDrive folder acts as a local folder that is being regularly uploaded to the cloud. Files placed in this folder will be copied to your account's online storage. This way they're accessible anywhere you can access OneDrive.	

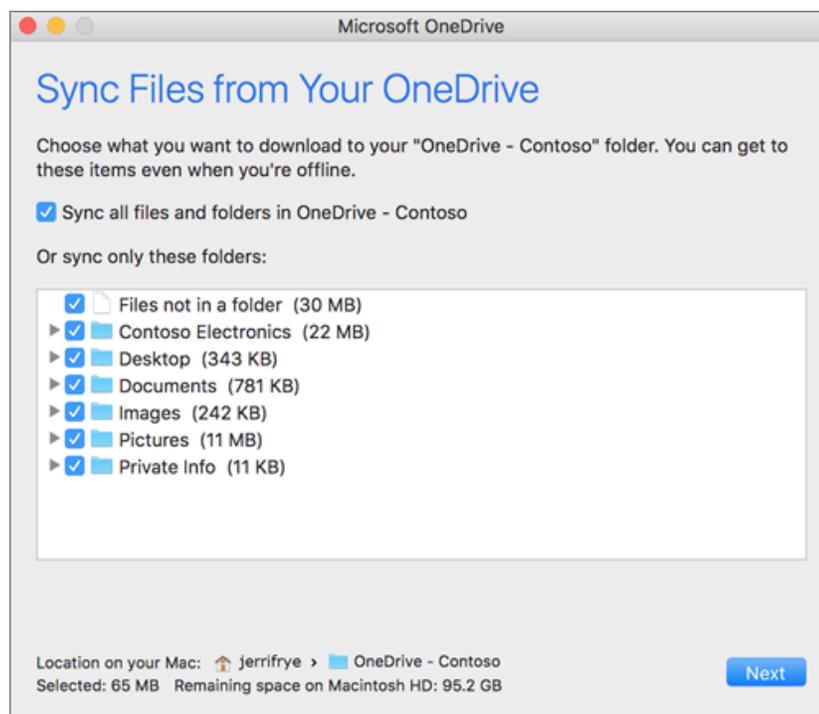|	
Open OneDrive by clicking on its icon in the Applications folder or from your dock.	
If you have not yet done so, sign in using your username@cu.edu, and your regular password.	

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Contact UIS
Call: 303.860.4357
Email: help@cu.edu

Select the folders you want to sync, then click Next. All files within the selected folders will begin to sync.

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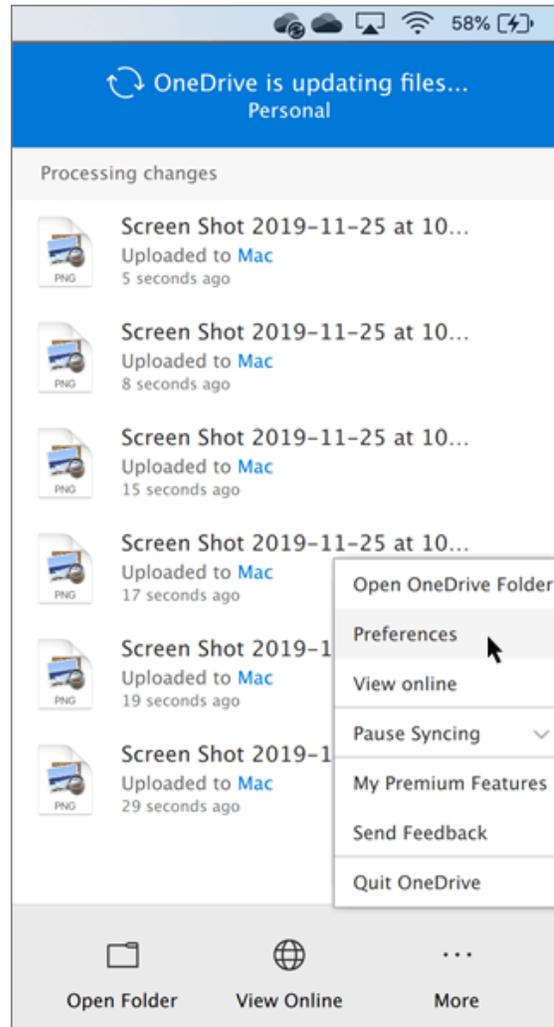Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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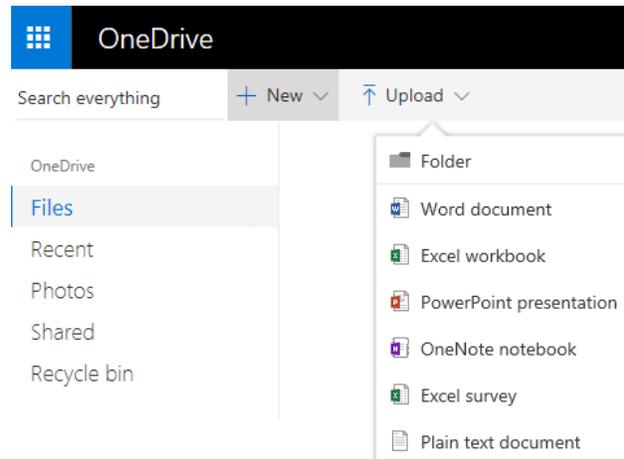
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Once you have signed into and setup OneDrive click the cloud icon in the upper menu bar to check recent file syncs, as well as change settings and preferences.

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If you need additional verification that a folder or file has synced, or if you need to access folders and files from a different device, sign into OneDrive online at office.com using your CU credentials (username@cu.edu, and password).

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