Enterprise Management & Mobility

UC San Diego Health

Contents

Overview

This document describes the steps to configure Microsoft OneDrive for macOS.
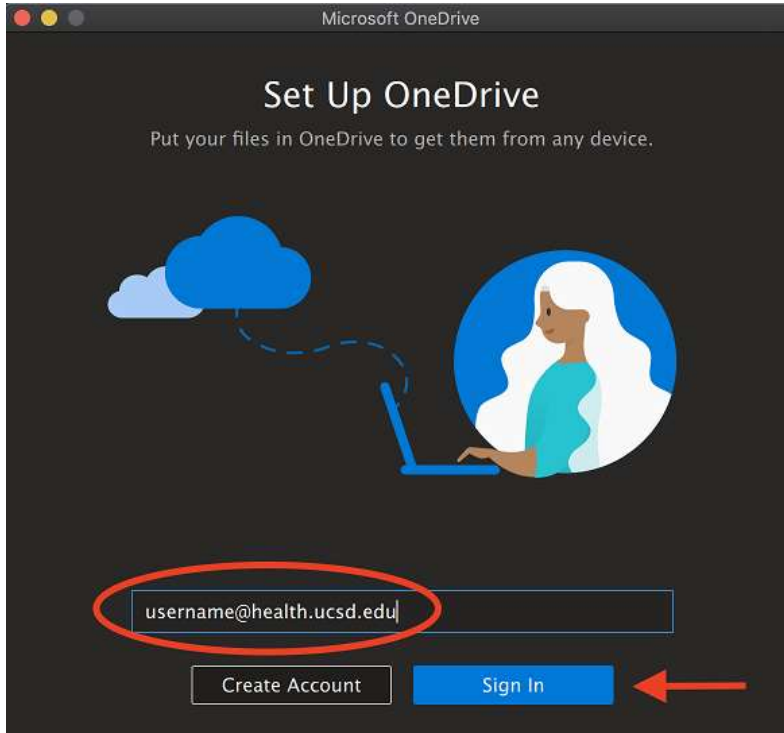
Start OneDrive
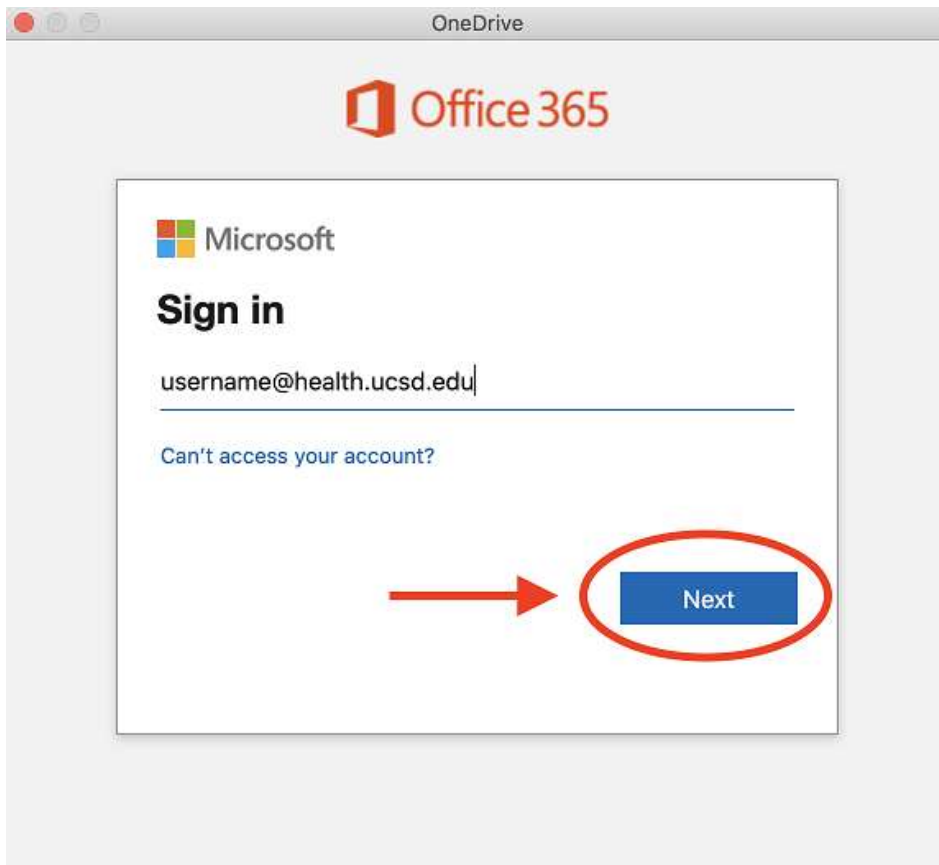
1. Click **Launchpad.**

2. Click **OneDrive.**

3. Enter your **username@health.ucsd.edu** and click **Sign In.**

4. Click **Next.**
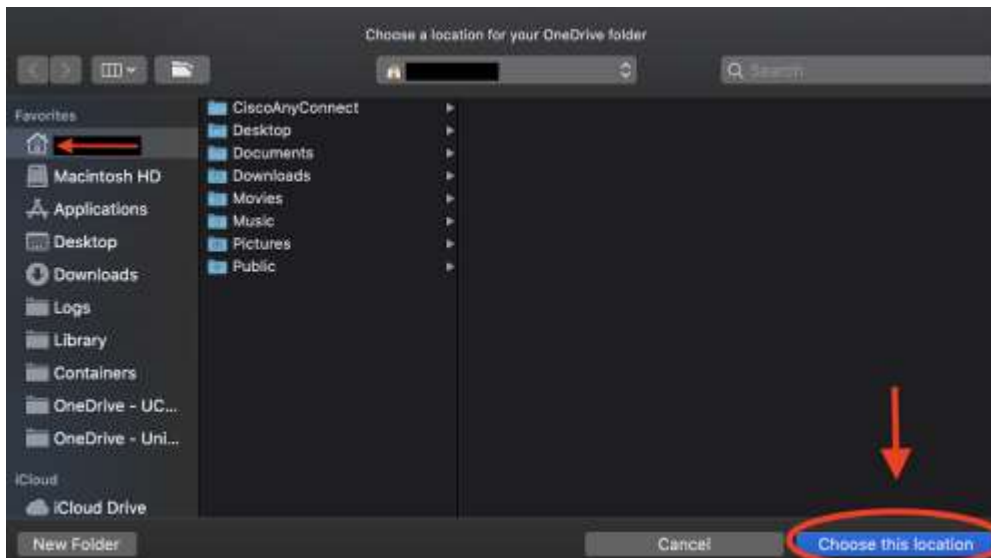
5. Enter your password and click **Sign In.**

Set Up OneDrive

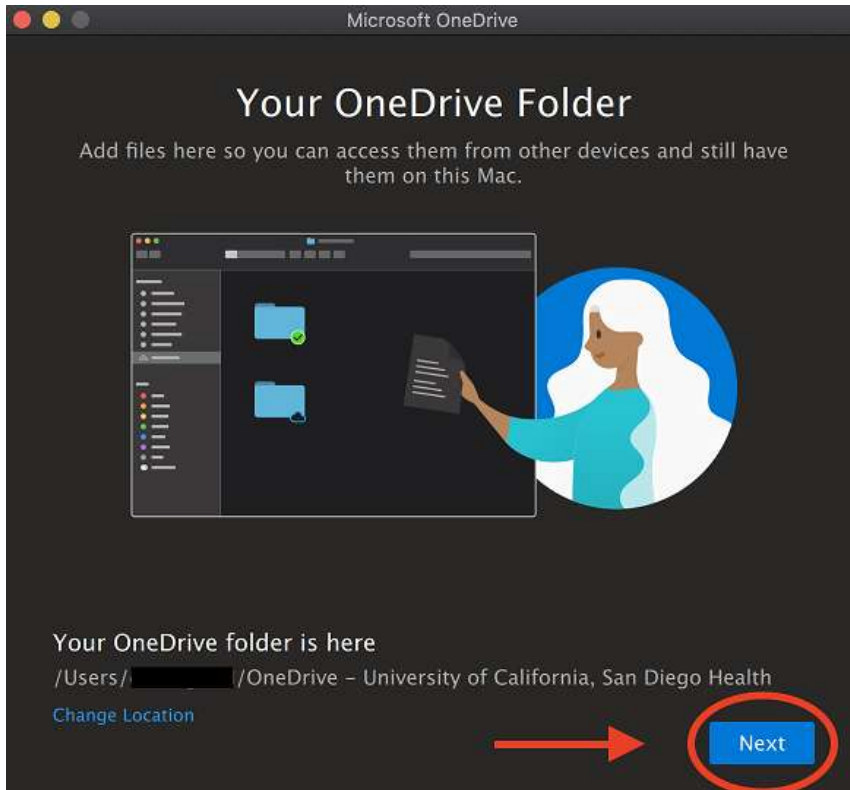1. Click **Choose OneDrive Folder Location.**
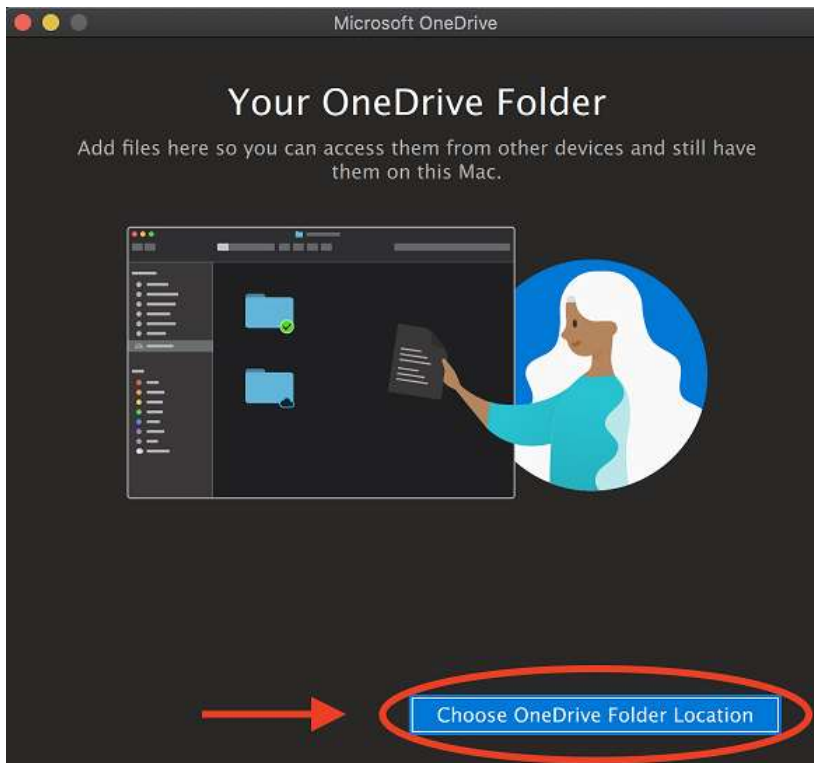
By default, it saves your OneDrive folder to your Home Directory.
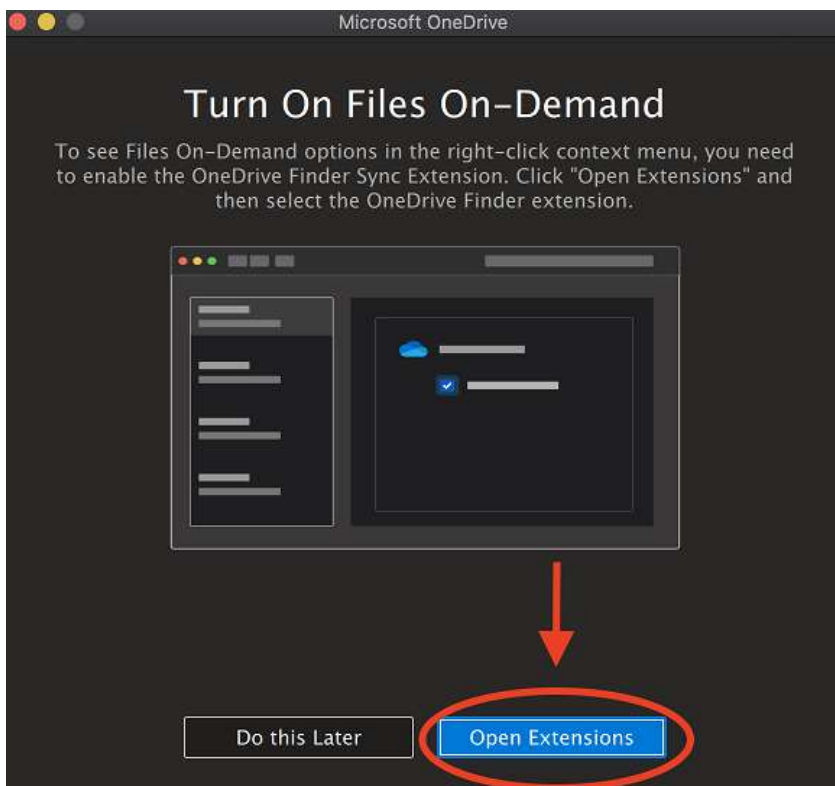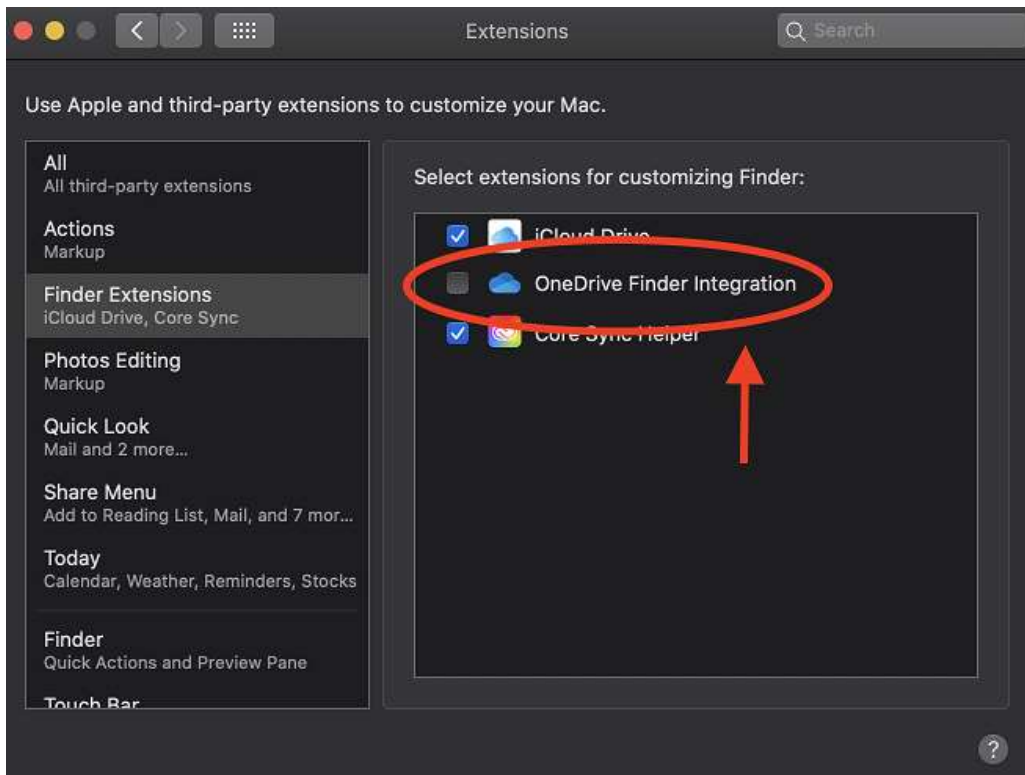
2. Click **Choose this location.**
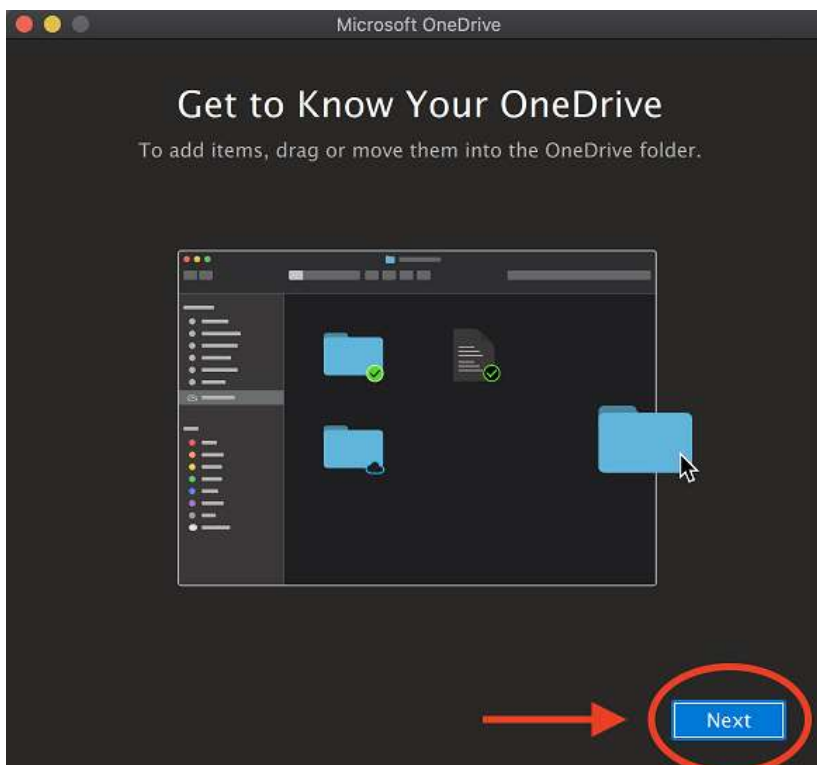
3. Confirm the location and click **Next.**

4. Turning on **Files On-Demand** helps save space on your Mac. This way you'll only download files locally that you try to access. Click **Open Extensions.**
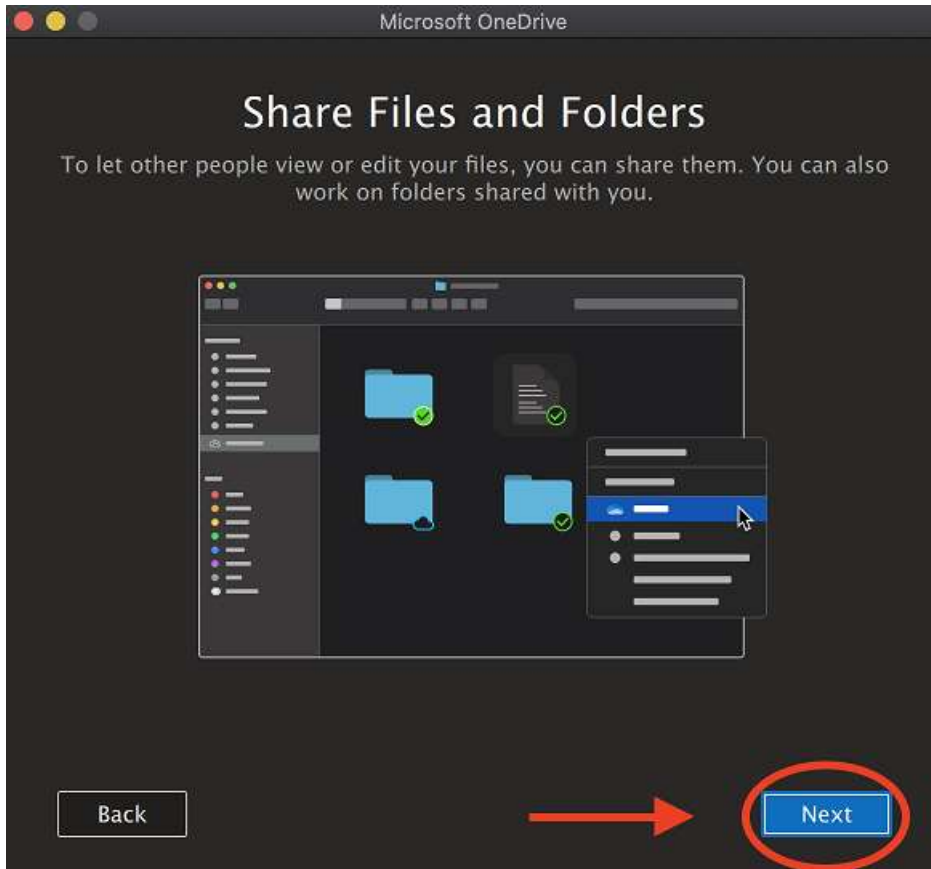
5. Select the checkbox next to **OneDrive Finder Integration**. Once selected, close the window by clicking the **red circle** (top left).
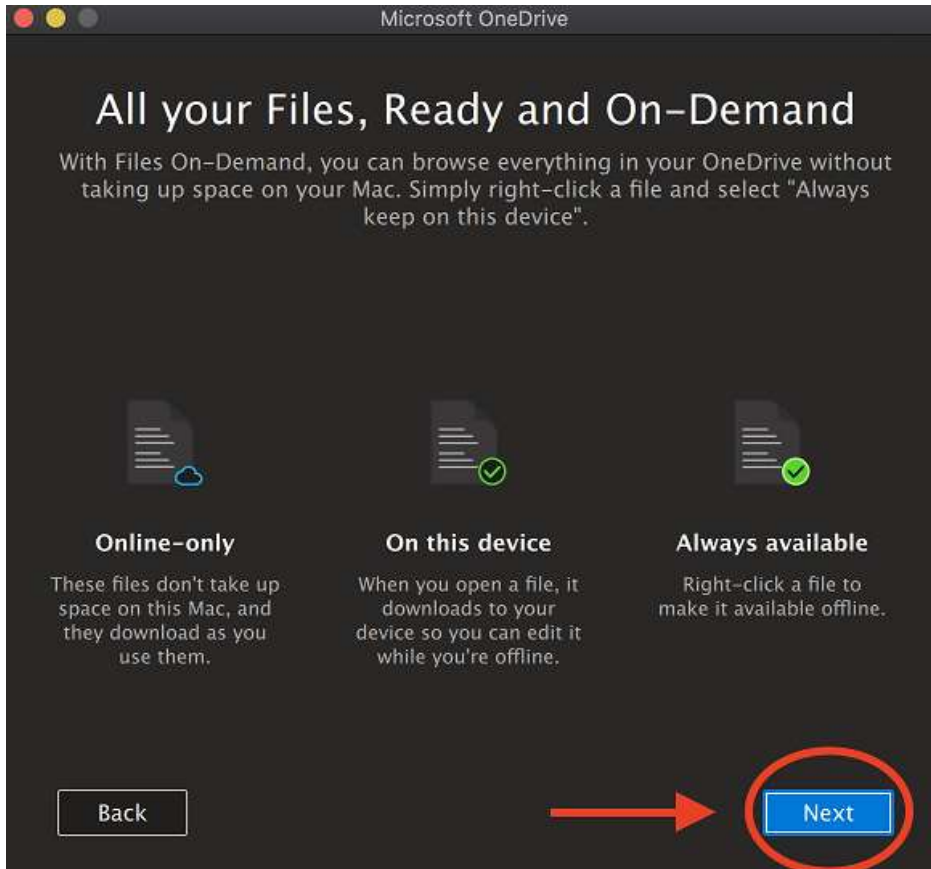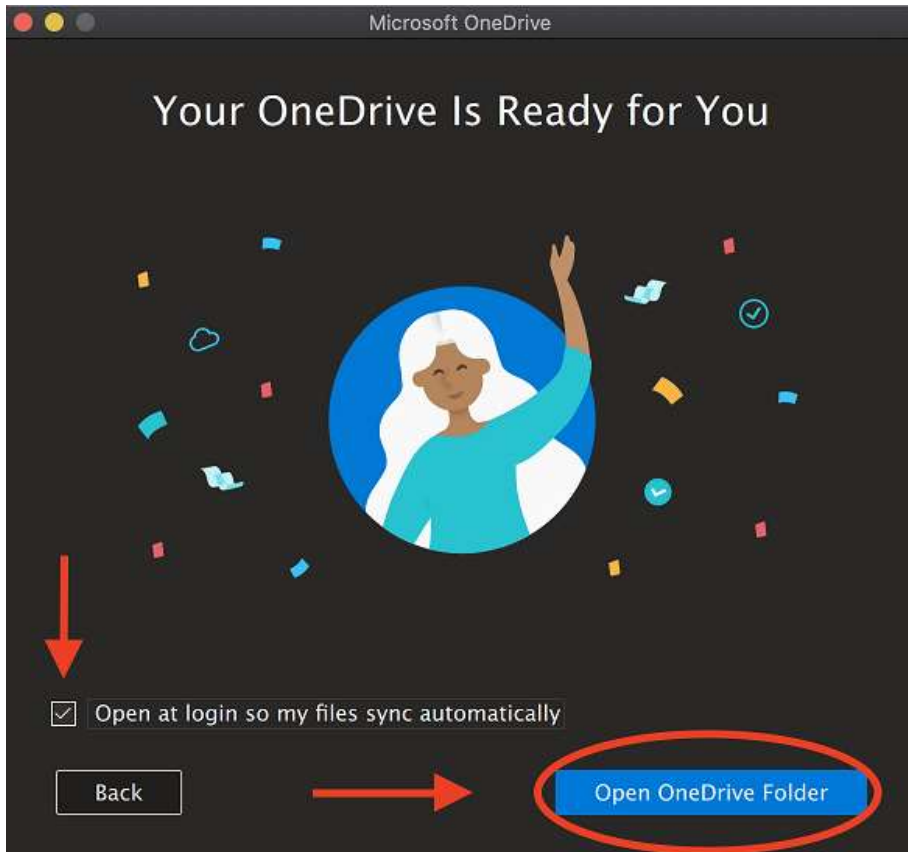

6. Click **Next.**
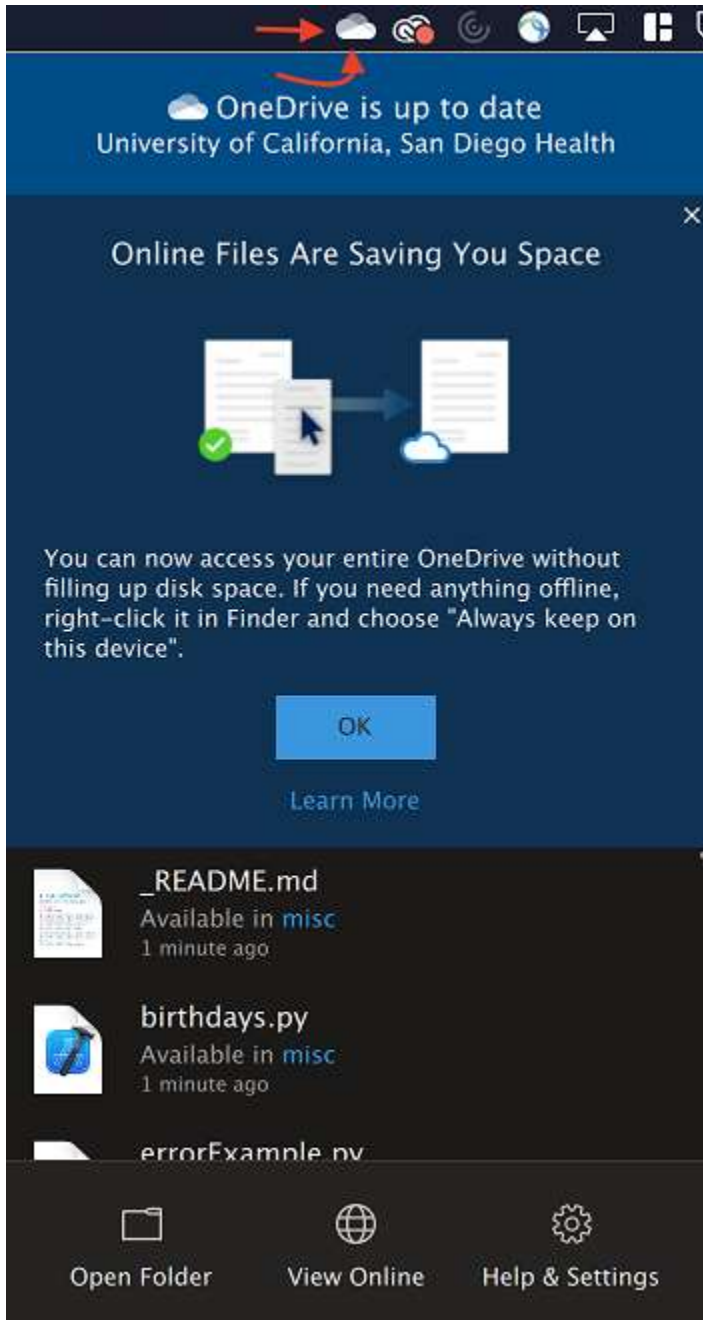
7. Click **Next.**

8. Click **Next.**

You can optionally set up the app on your smartphone. Let's skip this step for now and click **Later.**

9. Select the checkbox for **Open at login so my files sync automatically**. Then click **Open OneDrive Folder** and you're done!

You can quickly access your files using the OneDrive Cloud icon in your menu bar.

If You Need Help

If have an issue signing in to or using OneDrive, contact the Service Desk at 3HELP@health.ucsd.edu or call x3HELP.