HOW-TO GUIDE

Microsoft 365: Installing OneDrive on Mac

Step 1: Download OneDrive
A. **Visit the OneDrive Download Page:**
   Go to the [OneDrive download page](#).

B. **Download OneDrive:**
   Click on the **Download** button to download the OneDrive installer.

Step 2: Install OneDrive
A. **Open the Installer:**
   1. Locate the downloaded **OneDrive.pkg** file in your Downloads folder.
   2. Double-click the **OneDrive.pkg** file to start the installation.

B. **Follow the Installation Prompts:**
   1. Click **Continue** to proceed with the installation.
   2. Read and accept the license agreement.
   3. Click **Install** to begin the installation process.

C. **Enter Your Password:**
   1. You may be prompted to enter your Mac administrator password to authorise the installation.
   2. Click **Install Software**.

Step 3: Set Up OneDrive
A. **Launch OneDrive:**
   After installation, OneDrive should start automatically. If not, you can find it in the Applications folder or search for it using Spotlight (press Command + Space and type OneDrive).

B. **Sign In:**
   1. Enter your Microsoft account email and password.
   2. Click **Sign in**.

C. **Choose your OneDrive folder location:**
   1. You can choose the default location for your OneDrive folder or select a different location.
   2. Click **Next**.

CyberGuru

D. Select folders to sync:
1. Choose which folders you want to sync to your Mac. You can sync everything or select specific folders.
2. Click **Next**.

E. Complete Setup:
1. Click Open my OneDrive folder to access your synced files.
2. You will see the OneDrive cloud icon in the menu bar, indicating that OneDrive is running.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.

CyberGuru