

Sync your OneDrive Account using the OneDrive App

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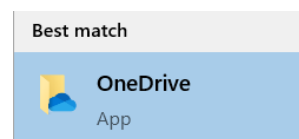
If you have access to the OneDrive for Business service, you can use the OneDrive application to synchronise your files from your OneDrive library down to your computer.

If you use Windows 10, the OneDrive application will already be installed. If you need to re-install, you can download the application [here](#). If you're on a Mac, you can also download the application from the [Mac App Store](#).

Any accounts you add will show up in File Explorer / Finder as a separate folder.

OneDrive for Windows

1. Open the **OneDrive** Application



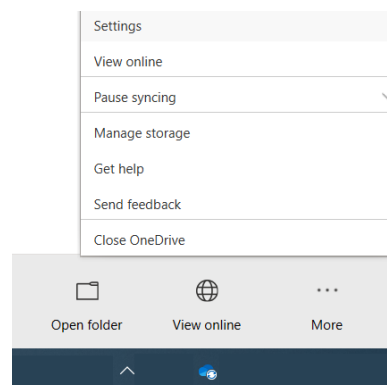
2. Click on the OneDrive notification icon

3. Select **More**

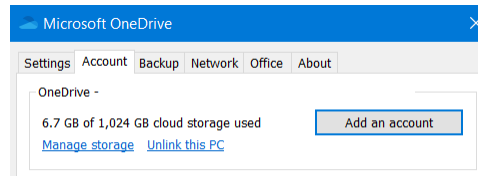
4. Select **Settings**

Note: If you have not set up an account, you will be taken to the Set Up OneDrive screen automatically.

Note: If you don't see the OneDrive notification icon, you may need to select the Upwards Arrow to show the full list.

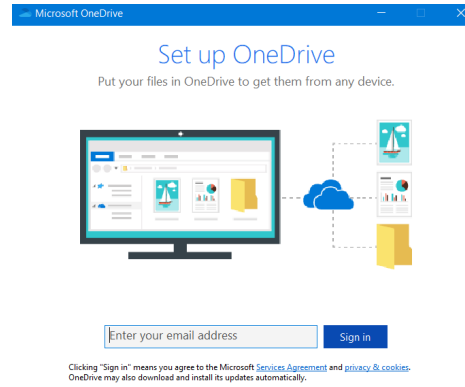


5. Select **Add an Account**



6. Enter your Office 365 Username

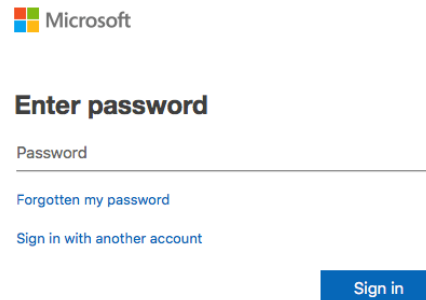
7. Press **Sign in**



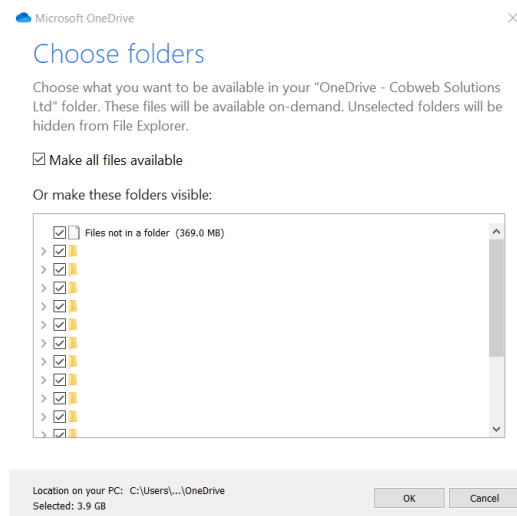
8. Enter your Office 365 Account Password

9. Press **Sign in**

10. Press **Next**



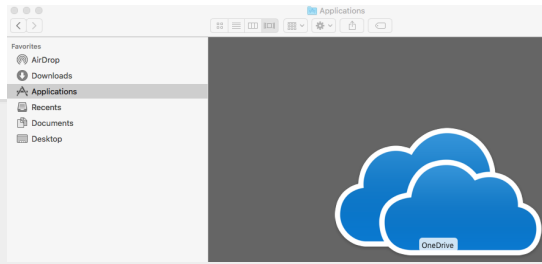
11. If prompted, select the folders you wish to sync and press **Next**



OneDrive for Mac

1. Open the **OneDrive** Application

Note: This can be found in your Applications folder or by searching “OneDrive” in Spotlight.

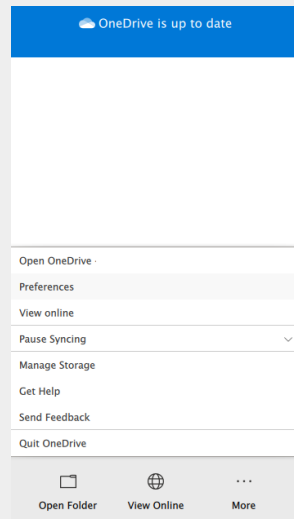


2. Click on the OneDrive notification icon in the toolbar

3. Select **More**

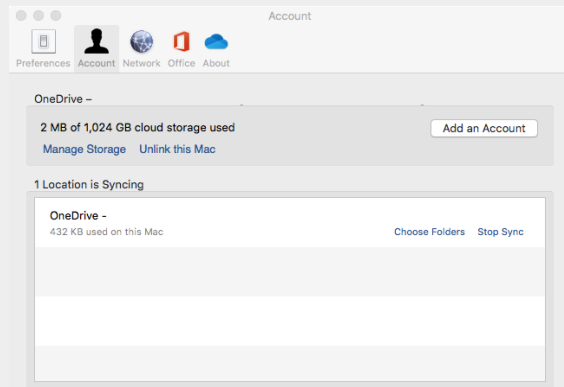
4. Select **Preferences**

Note: If you have not set up an account, you will be taken to the Set Up OneDrive screen automatically.



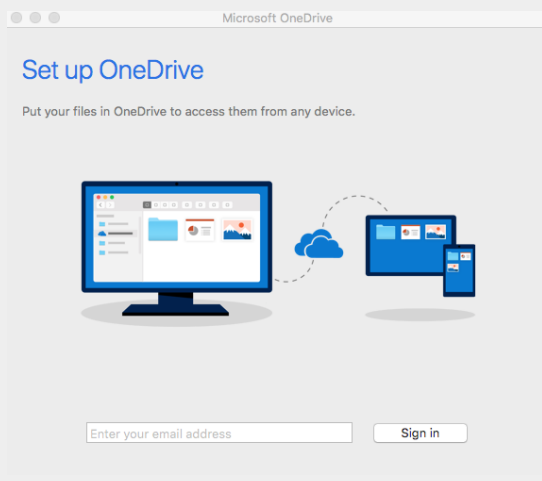
5. Select the **Account** tab

6. Select **Add an Account**



7. Enter your Office 365 Username

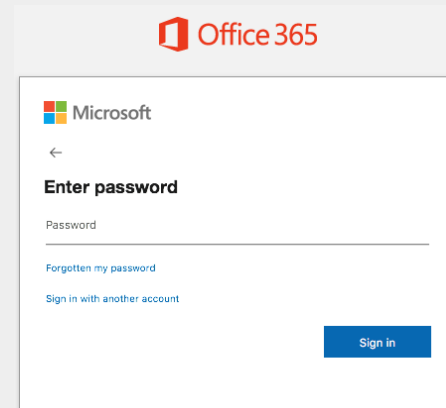
8. Press **Sign in**



9. Enter your Office 365 Account Password

10. Press **Sign in**

11. Press **Next**



12. If prompted, select the folders you wish to sync and press **Next**

Sync Files from Your OneDrive

Choose what you want to download to your " " folder. You can get to these items even when you're offline.

Sync all files and folders in OneDrive -

Or sync only these folders:

Files not in a folder (0 KB)

Location on your Mac:
Selected: 0 KB Remaining space on Untitled: 356 GB

Next

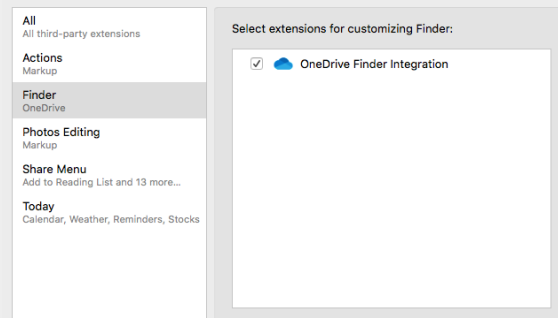
13. Open the **System Preferences** application

14. Select **Extensions**

15. Select **Finder**

16. Tick **OneDrive Finder Integration**

Use Apple and third-party extensions to customize your Mac.



Note: These last steps only need to be completed once per Mac