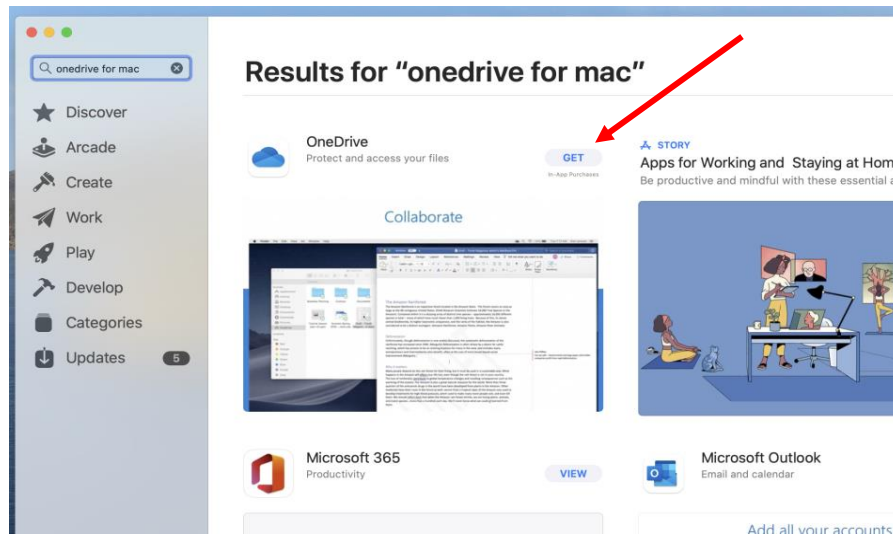


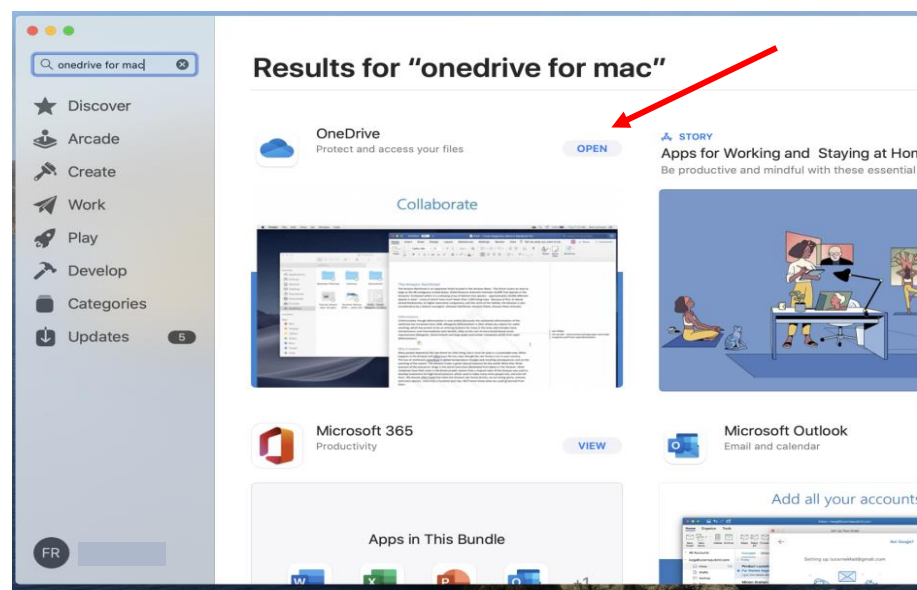
Setup the OneDrive sync client on MAC.

Your Office 365 account includes 1TB of personal online storage in OneDrive account. Files that you keep in OneDrive can be easily accessed from any device. The OneDrive sync client lets you sync files and folder on your Mac with your OneDrive account.

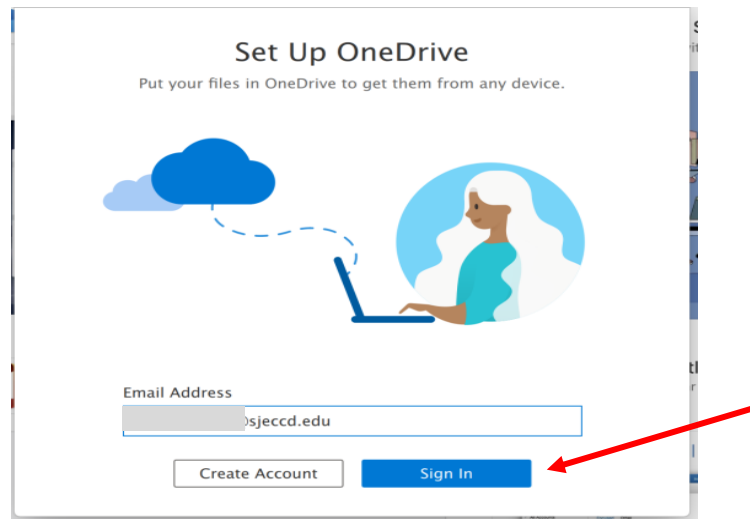
1. You must first download the OneDrive app from the Apple store to your MAC:



2. Once installed click on the "OPEN" button to continue installation:



3. The “**Set Up OneDrive**” page will appear. Now enter your school email address below and click “**Sign In**”

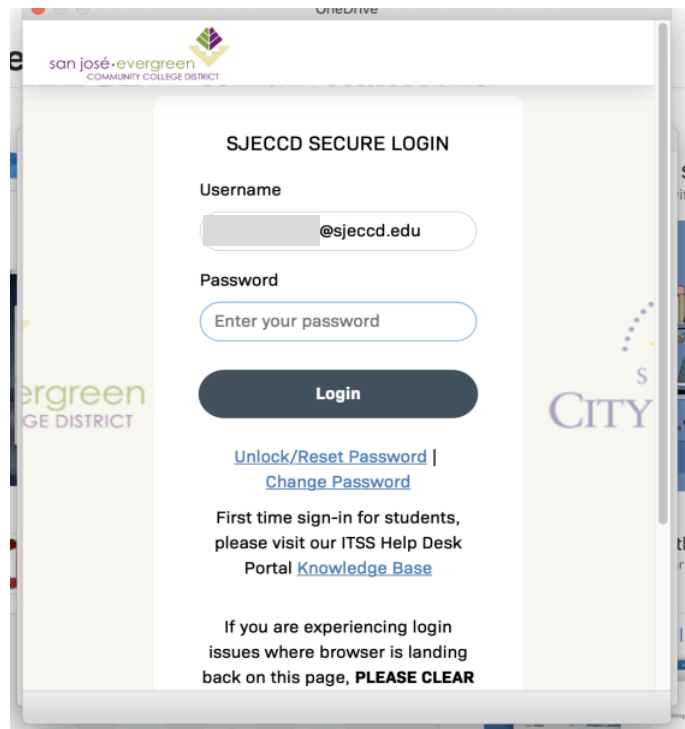


Set Up OneDrive
Put your files in OneDrive to get them from any device.

Email Address
@sjeccd.edu

Create Account Sign In

4. The **SJECED SECURE LOGIN** page will display and enter your password to continue;



SJECED SECURE LOGIN

Username
@sjeccd.edu

Password
Enter your password

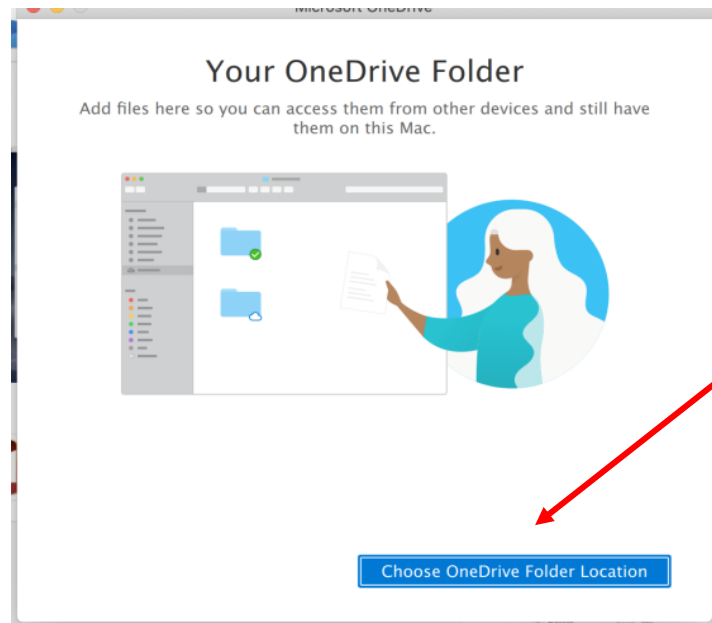
Login

[Unlock/Reset Password](#) | [Change Password](#)

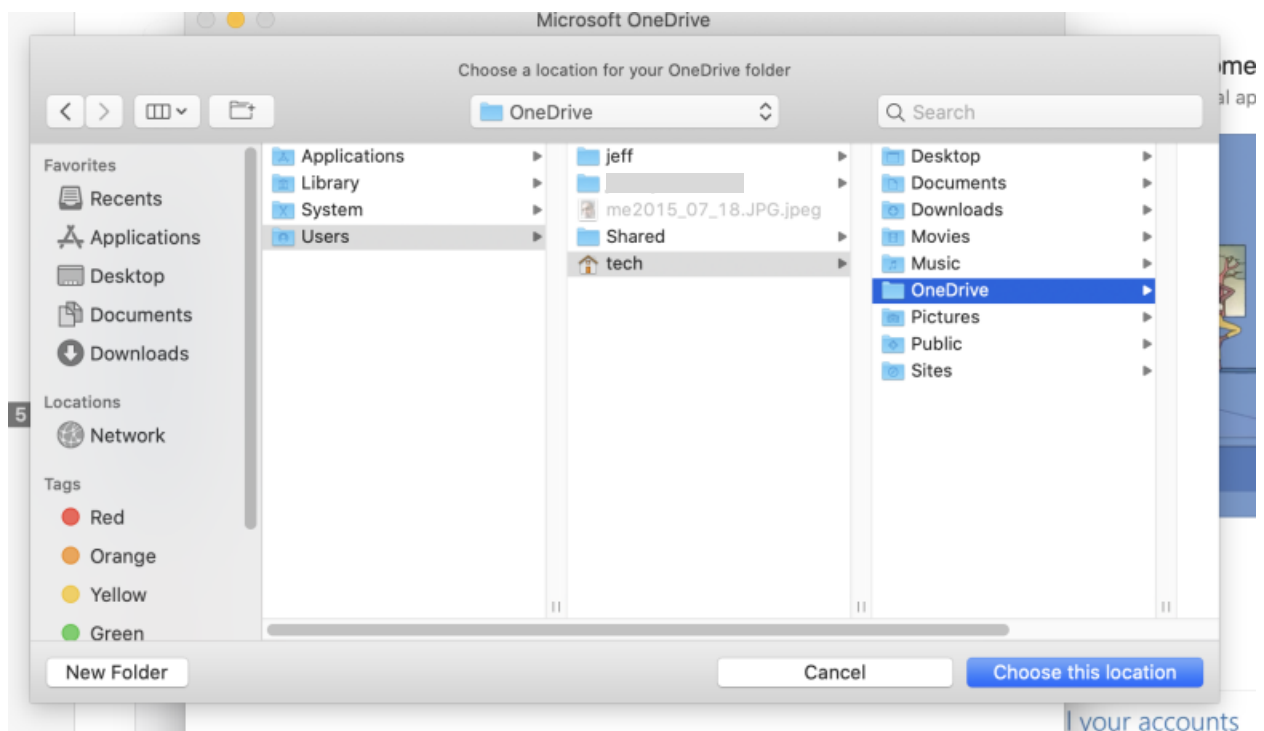
First time sign-in for students,
please visit our ITSS Help Desk
Portal [Knowledge Base](#)

If you are experiencing login
issues where browser is landing
back on this page, **PLEASE CLEAR**

- Click on **“Choose OneDrive Folder Location”** to designate an OneDrive folder on your MAC.

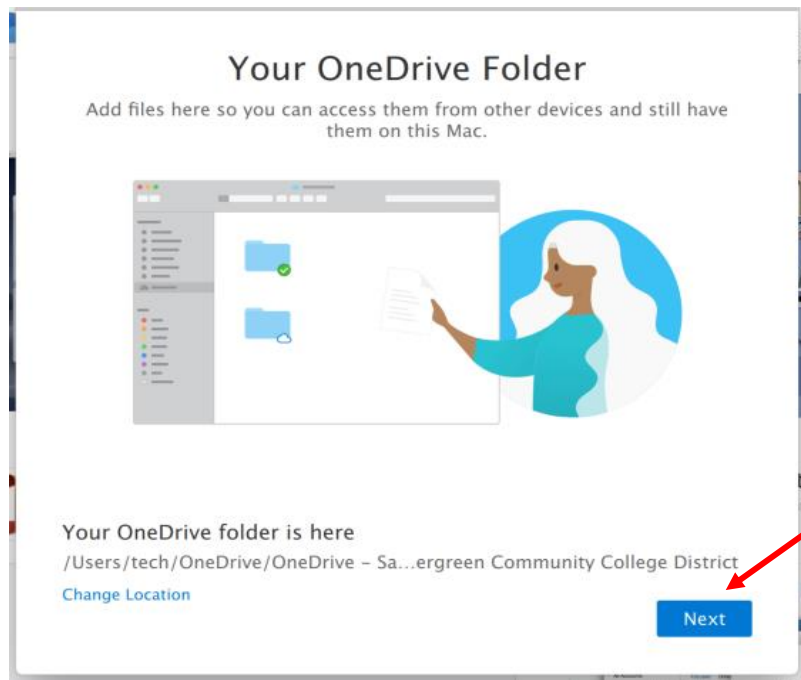


- The window to select your OneDrive folder will appear. You can create a **“New folder”** and name it **“OneDrive”** or select any other folder for your selection:

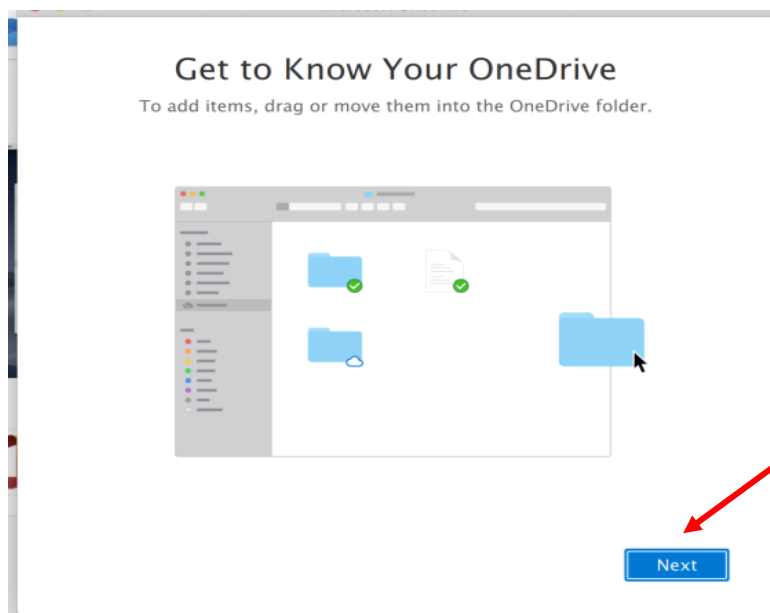


A **“OneDrive”** folder was created, and selected. Now click on **“Choose this location”** to continue.

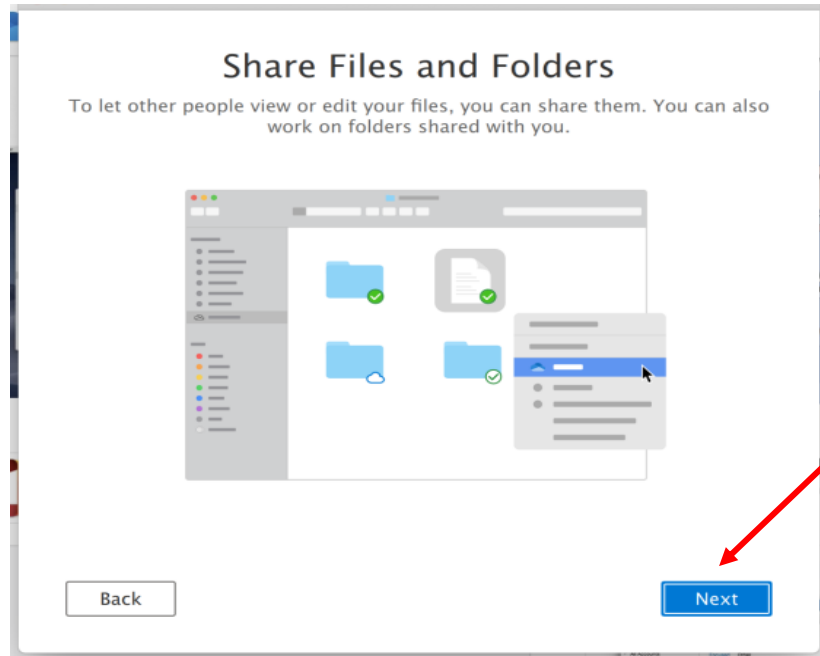
7. **"Your OneDrive Folder"** page will appear displaying your location. You have an option of changing it at the bottom by clicking on "Change Location". Click **"Next"** to continue.



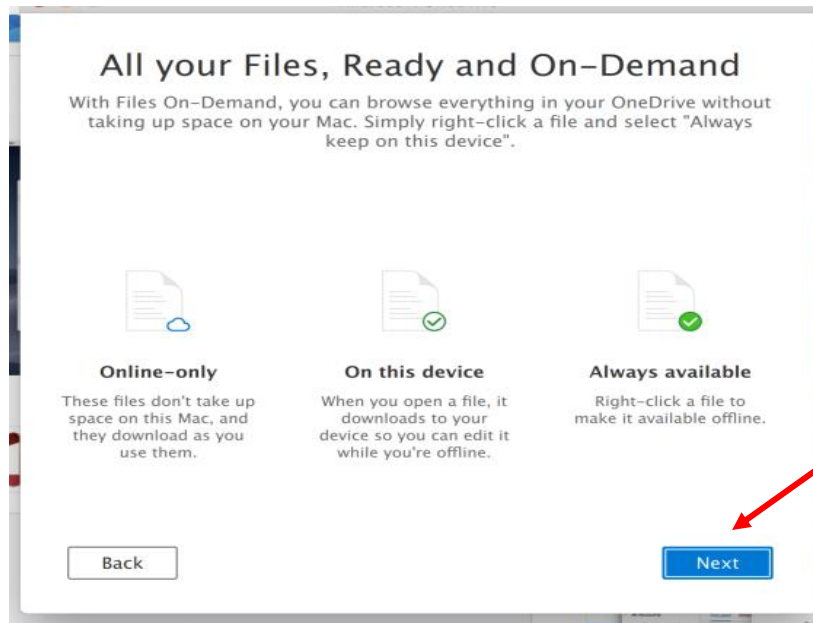
8. The **"Get to Know Your OneDrive"** page will appear. Click **"Next"** to continue.



9. Next the **"Share Files and Folders"** page is displayed. Click on **"Next"** to continue.



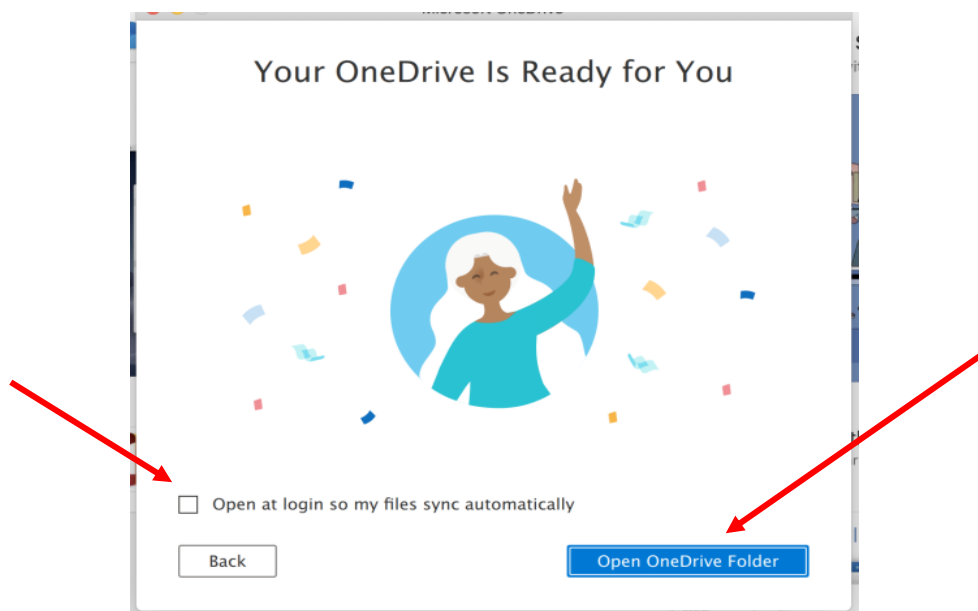
10. Finally, the **"All your Files, Ready and On-Demand"** page is displayed. Click on **"Next"** to continue



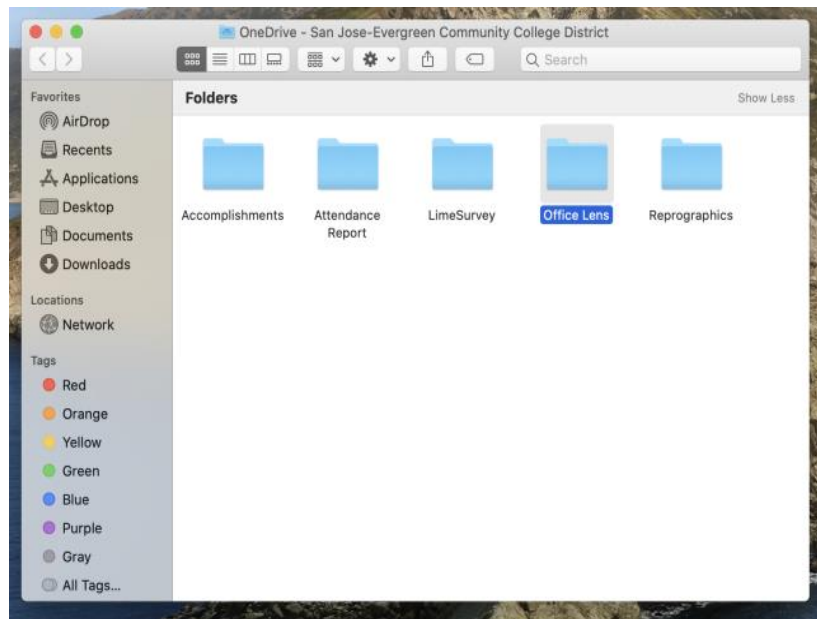
11. Next **“Get the Mobile App”** is displayed. You can click the **“Get the Mobile App”** to follow directions to load the Mobile app, but for now just click on **“Later”**



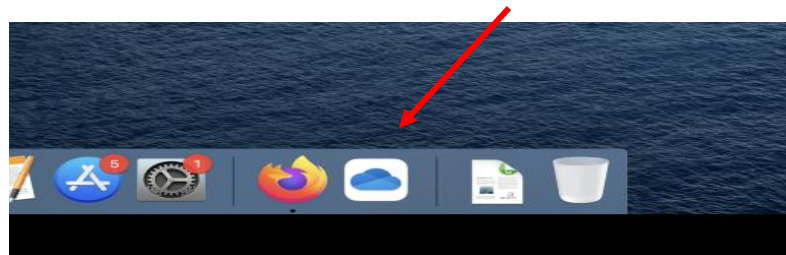
12. Last page. To have files sync automatically, check on the box **“Open at login so my files sync automatically”** then click on **“Open OneDrive Folder”** to continue.



13. Your OneDrive folder should now appear for your access.



14. You should now have a **OneDrive icon** on your menu bar. You can open your OneDrive folder at any time by clicking this icon and then clicking on the **folder** button.



*Your **OneDrive – sjeccd.edu** folder is ready to use, and you can now begin moving your files and folder to OneDrive. Any file or folders that reside within your OneDrive folder will be synced to the cloud and will be accessible from any device.*