Keep your files on OneDrive (Mac)

Important! If you use a Mac computer on campus, the OneDrive Sync Client has been installed on your device, but the files in your *Documents*, *Desktop*, and *Pictures* folders are NOT automatically synced to OneDrive. To sync your files to OneDrive, you must make sure you are signed in to the OneDrive client app and then manually move any files or folders to the *OneDrive - sjeccd.edu* folder.

Move existing files or folders to OneDrive

You can use the *Copy* and *Paste* commands to copy your files/folders to OneDrive. Once your files/folder have been successfully copied, they can be deleted from the original (source) location.

1. Open **Finder** and navigate to the folder where the files are stored.


2. Select the files or folders that you want to move. To select **all files** and folders within a folder, click **Select All** from the **Edit** menu (or press **Command+A**).
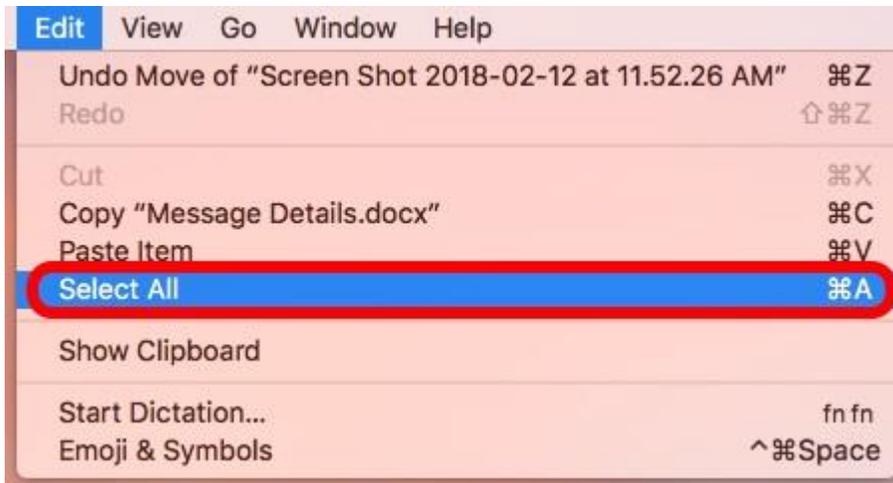
Tip! To select a number of <u>sequential</u> files or folders, click the first item, press and hold down the **Shift** key, and then click the last item. To select a number of <u>non-sequential</u> files or folders, click the first item, press and hold down the **Command** key while you click on the items that you want to select.

3. With the items selected, select **Copy** from the **Edit** menu (or press **Command+C**).
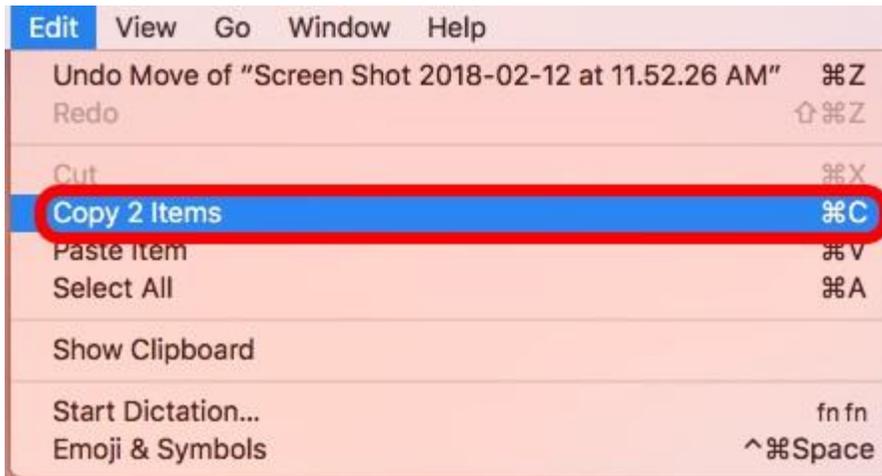
4. Navigate to the desired folder on **OneDrive** folder in **Finder**.
5. Select **Paste** from the **Edit** menu (or press **Command+V**).