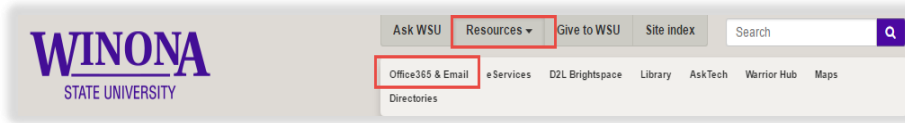





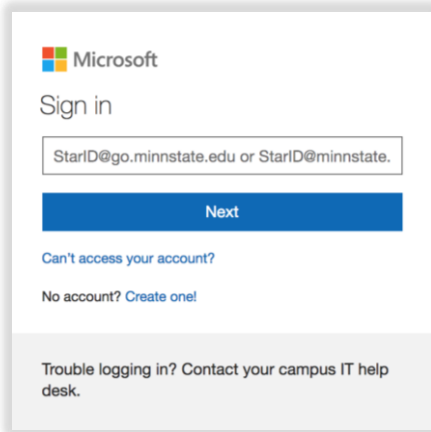
# INSTALLING ONEDRIVE SYNC (MAC)



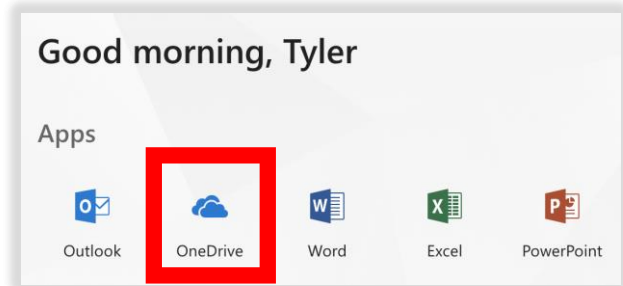
The OneDrive desktop app allows you to access your OneDrive folders and files from any device. You can add new files, edit them, and create new folders. If you are interested in installing OneDrive Desktop please follow the steps below:



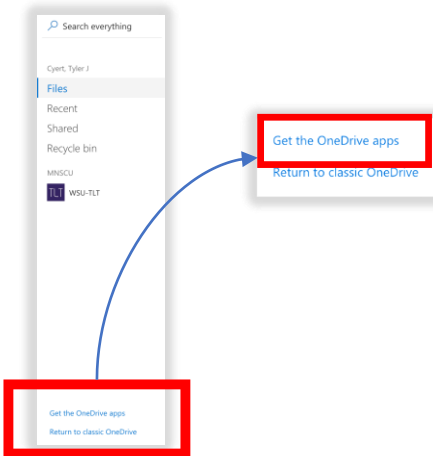
1. Open up the Chrome app (  ) from the Dock. Then, go to <https://www.winona.edu> Click on **Resources** and then **Office365 & Email**.



2. Sign in with your YourStarID@go.minnstate.edu and your StarID password.



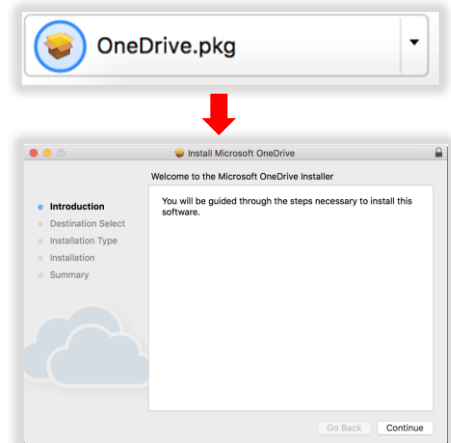
3. Click on the **“OneDrive”** tile to open your OneDrive space.



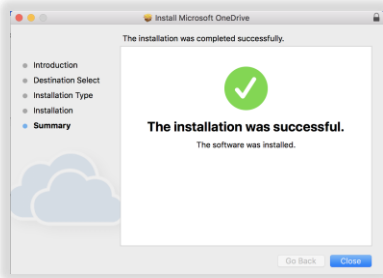
4. Click **“Get the OneDrive apps”** located in the lower left in the browser window.



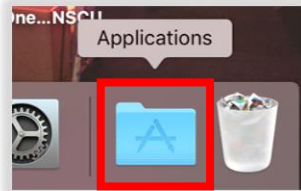
5. Now click **“Download”**. The OneDrive installer will now be downloaded.



6. Click on **“OneDrive.pkg”** at the bottom of your window to run the installer. Then, follow the on-screen prompts to install OneDrive.



**7.** Now that OneDrive is installed, it is time to open OneDrive and set up the application. **Please close or minimize all other windows before you continue.**



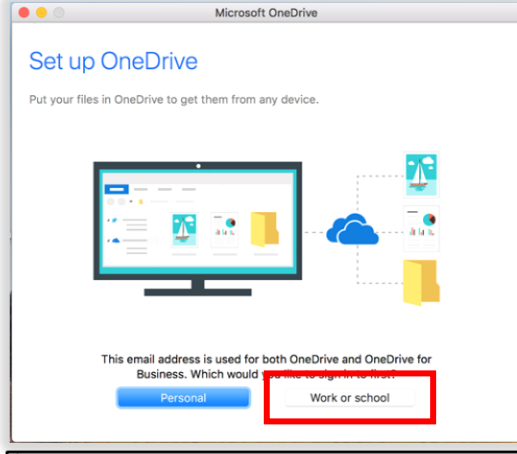
**8.** Open the "Applications" folder. This can be found in the bottom right of your screen.



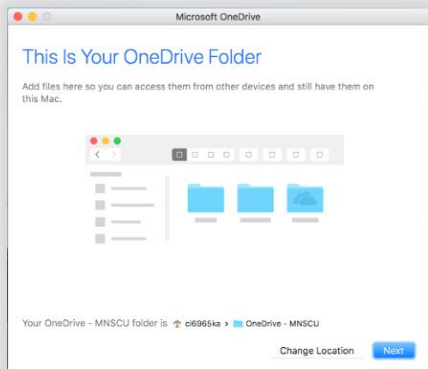
**9.** Find the "OneDrive" app and click on it to open. OneDrive may take 1 – 3 minutes to open.



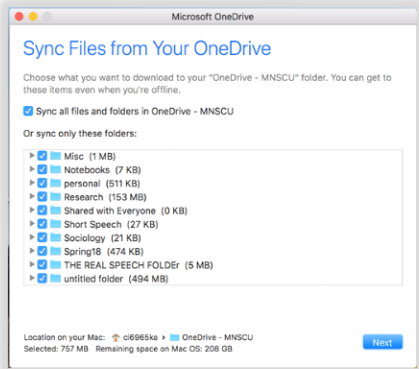
**10.** Sign in with your [StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu) email address and password.



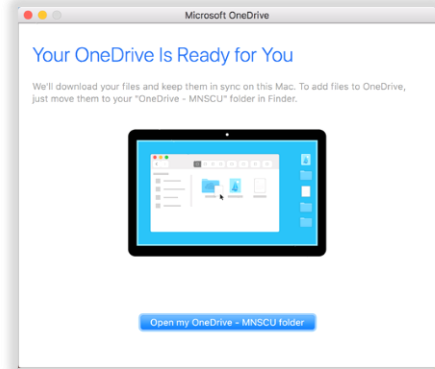
**11.** Make sure to select "Work or School" if prompted.



**12.** Now choose where you want your OneDrive sync folder to be located. **Make sure you remember this location.**



**13.** Select which folders within your OneDrive you would like to sync. If you are not sure just check "Sync all files and folders...".



**14.** Done! Click "Open my OneDrive", and your OneDrive folder will open.