

# How to Set up OneDrive Sync on Macbook

## 1. Install OneDrive for Mac.

**Important:** If you are currently using the OneDrive Mac Store app, you must first uninstall it before installing the latest build of the sync app.

## 2. If you're not signed in to OneDrive with any account, start OneDrive to connect to your ISS Account.

1. Start OneDrive by opening Finder, or Launchpad to launch **OneDrive**. This starts OneDrive Setup.

2. Enter your ISS Email & Password and then select **Sign in** to set up your account.

Screenshot of the first page of OneDrive Setup

3. When setting up your OneDrive, it has a default location set.

4. When you see the **This is your OneDrive folder** screen, you'll now see a path to the folder you selected. Click **Next** to continue.

Screenshot of This is your OneDrive folder screen after choosing a folder in the Welcome to OneDrive

On the **Sync Files from Your OneDrive** screen, you can choose the folders you want to sync to your computer, and click **Next**. This conserves space on your computer, and reduces bandwidth needed for the sync processes.

Screenshot of the OneDrive setup menu for selecting which folders or files to sync.

- You're done! Click **Open my OneDrive folder** to see your files sync to your folder.

You can find OneDrive up in your Menu bar. You'll have a cloud icon for every account you've connected to OneDrive.

Screenshot of OneDrive in the menu bar on a Mac after finishing Welcome to Onedrive

- You'll also see a folder in Finder called **OneDrive - YourName**

Screenshot of Finder integration on Mac with sync overlays for synced files