



# GETTING STARTED WITH ONEDRIVE

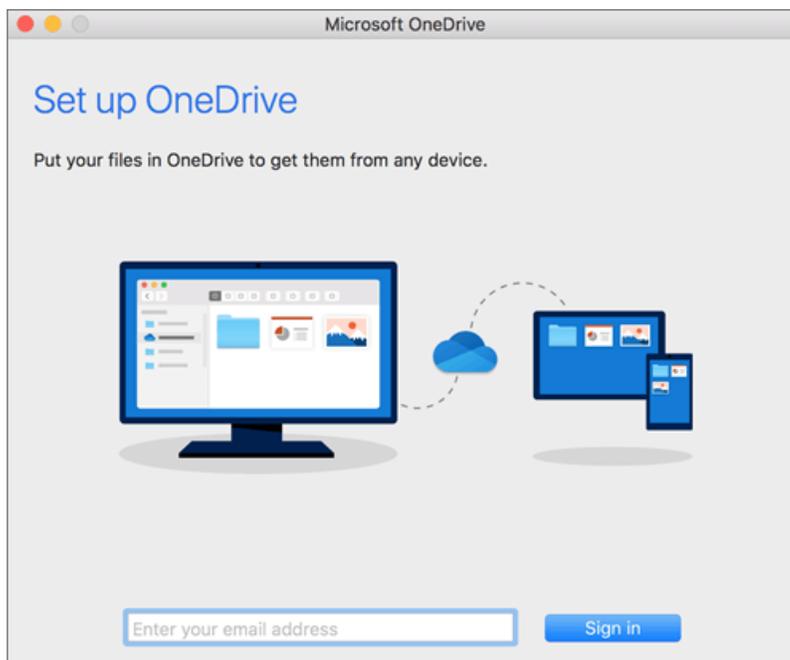
MAC OS

# GETTING STARTED WITH ONEDRIVE

1. **Download and install OneDrive Sync App for Mac OS.**  
*<https://go.microsoft.com/fwlink/?linkid=823060>*
2. **Start OneDrive** by pressing **cmd+Space** to launch a Spotlight query and type **OneDrive**.  
*This starts OneDrive Setup.*
3. Sign in by entering your **firstname.lastname@ubc.ca** email address.  
*Press the **Sign in** button to continue.*

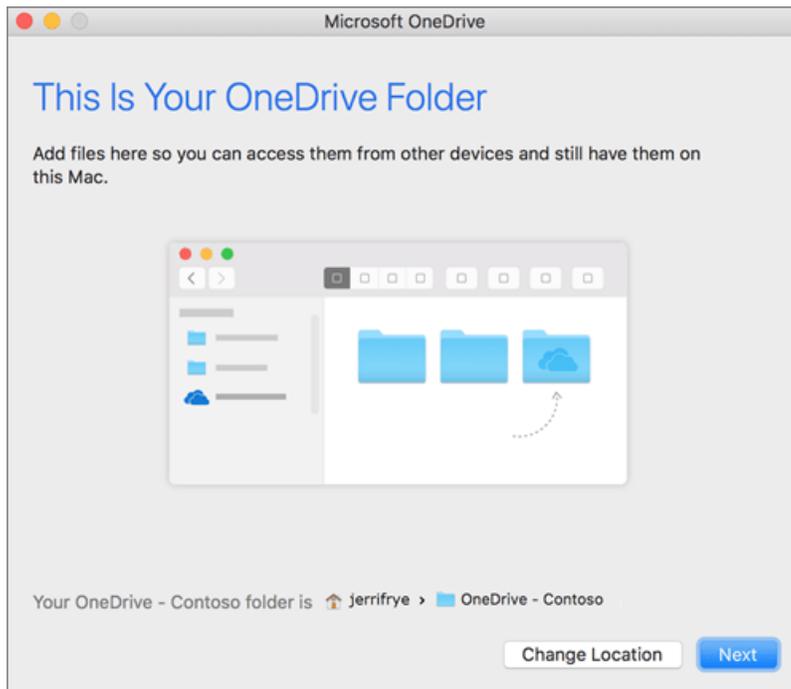
*Q: What if I do not have a [firstname.lastname@ubc.ca](mailto:firstname.lastname@ubc.ca) email address?*

*A: Please contact SBME IT to have this setup for you.*

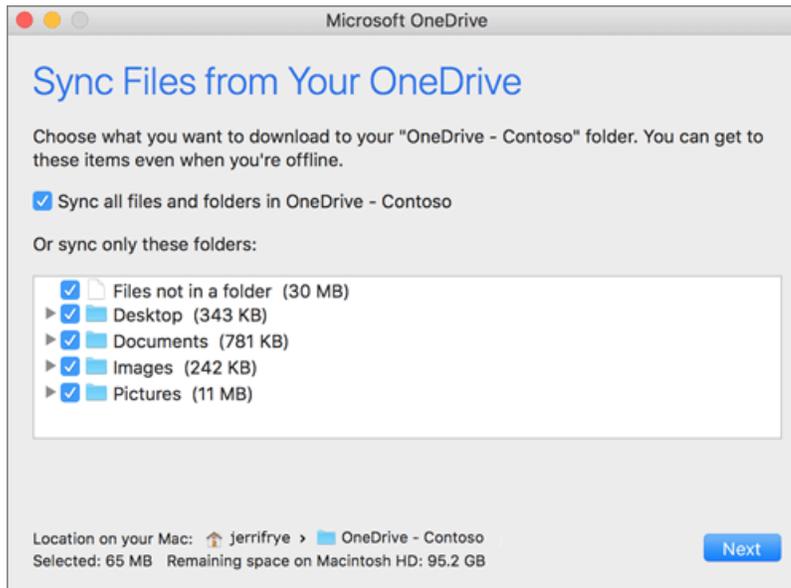


4. Select **“Work or School”**
5. Sign in with your CWL password.
6. Complete **UBC Duo Security Authentication** when prompted.

7. Press **Next** to continue with default OneDrive folder location.

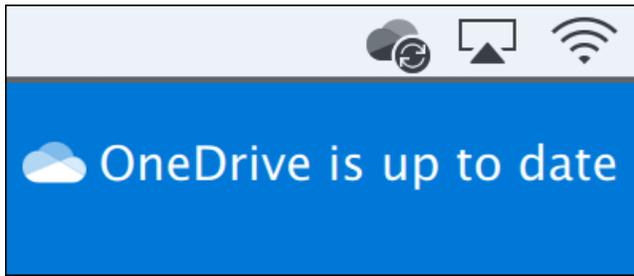


8. On the **Sync Files from Your OneDrive** screen, you can choose the folders you want to sync to your computer, and click **Next**.  
*This conserves space on your computer, and reduces bandwidth needed for the sync processes.*



9. Click **Open my OneDrive folder** to see your files sync to your folder.

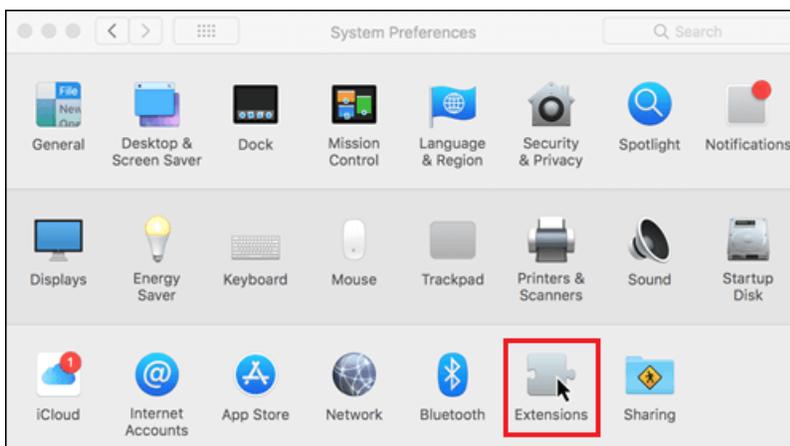
You can also find the OneDrive Sync App cloud icon up in your Menu bar.



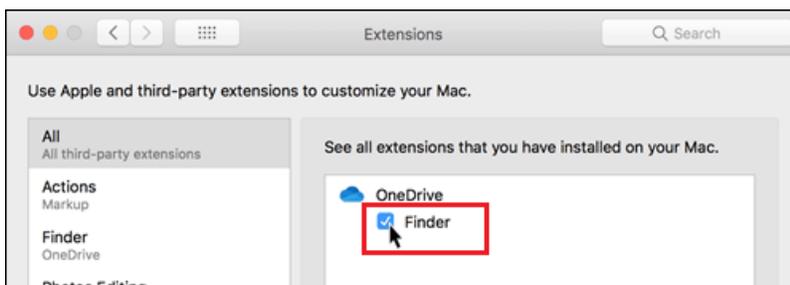
## **TURN ON FINDER INTEGRATION**

If you're on OSX 10.10 or higher, get sync status directly from Finder by enabling Finder overlays in Settings.

First, click the Apple logo in the top left corner of your Mac Desktop and select **System Preferences**, then select **Extensions** in the top-level menu (shown in the 3rd row from the top).



**Toggle** on the OneDrive **Finder Integration** to enable Finder overlays.



Open up your **OneDrive folder** in Finder to see overlays on your files and folders.

# UNDERSTANDING ONEDRIVE

## OneDrive Offers:

- One terabyte of data storage
- Secure sharing storage
- Access to your files at any time, from anywhere, on your favorite devices
- Ability to share within and outside of your organization
- Easy co-authoring
- Seamless integration with your favorite Office apps (Word, Excel, PowerPoint)
- Find files with intelligent recommendations based on what you are working on and who you are working with

## File & Folder Statuses:



### Online-only

These files don't take up space on this device, and they download as you use them.



### On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



### Always available

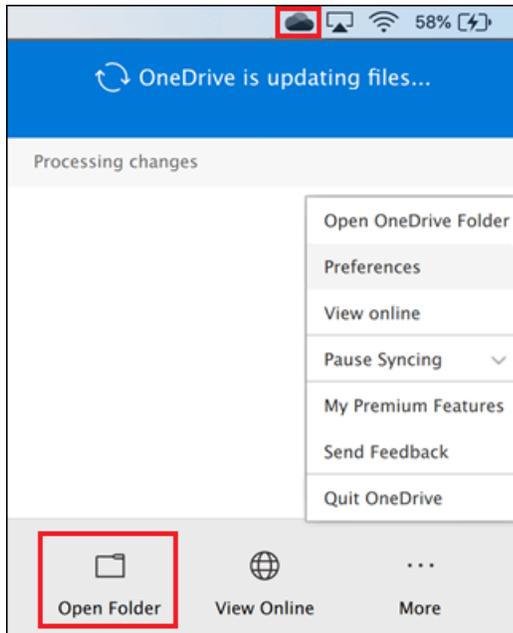
Right-click a file to make it available offline.

MAC OS

# HOW TO ACCESS ONEDRIVE ON YOUR COMPUTER

## METHOD 1: ONEDRIVE ICON IN THE MENU BAR

Click on the **OneDrive cloud icon** located in the menu bar and then “**Open Folder.**”



## METHOD 2: WEB BROWSER

**Open** a new window in your preferred **web browser**. (E.g. Safari, Chrome, or Firefox)

Navigate to [www.onedrive.com](http://www.onedrive.com)

Click on “**Sign in**” located in the top right of the OneDrive page.

Type in your **firstname.lastname@ubc.ca** email address and press **Next**.

Sign in with your **CWL password**.

Complete **UBC Duo Security Authentication** when prompted.

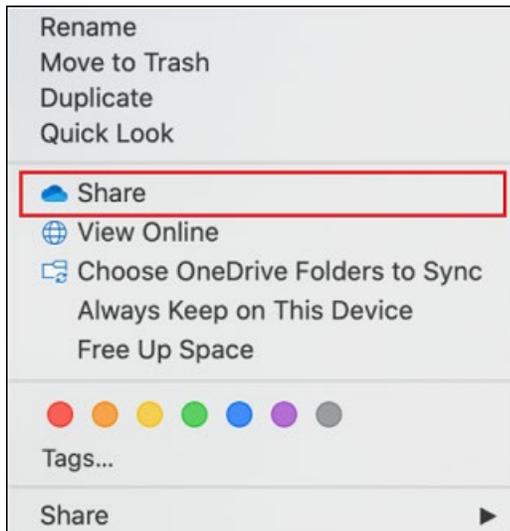
Now you are signed into your OneDrive account on your web browser.

MAC OS

## SHARING IN ONEDRIVE

Open your **OneDrive** folder.

Select and **right click** on the file or folder and choose **Share** with the OneDrive cloud icon.



Enter the **names or e-mail addresses** of the people you would like to share your file or folder in the provided field.

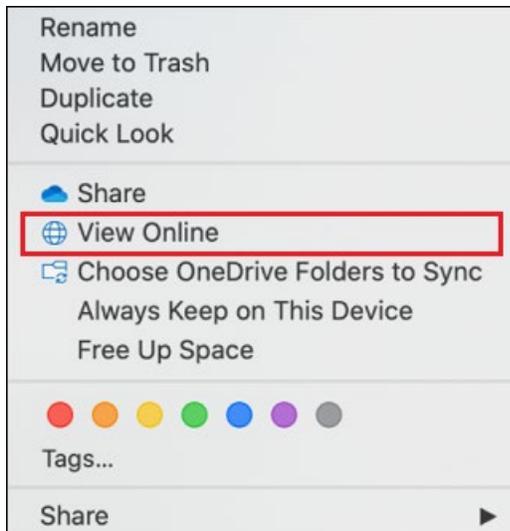
*Sharing to internal or external email address is permitted.*

In addition, file sharing can be configured through the OneDrive Web Portal and not limited to the OneDrive App.

# MANAGE YOUR SHARING PERMISSIONS

Open your **OneDrive** folder.

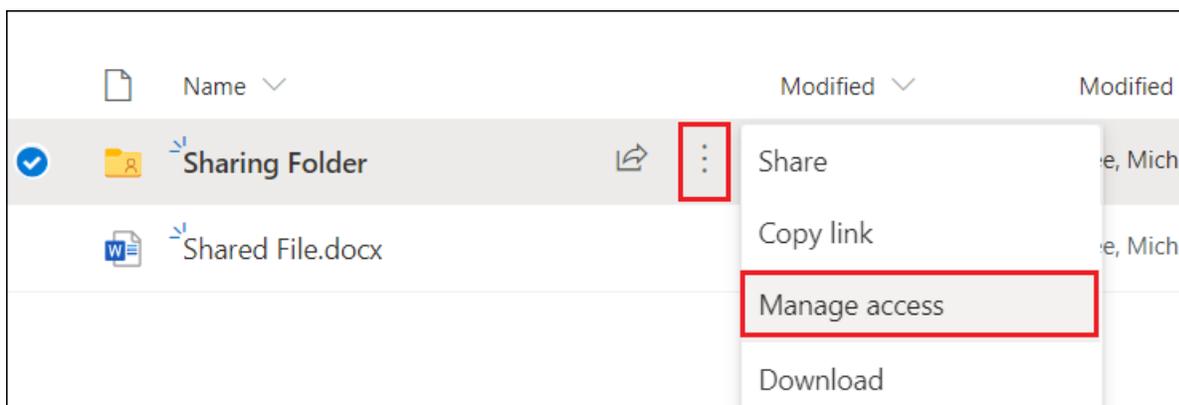
**Right click** on a **shared file or folder**.



Then **click** on **“View Online.”**

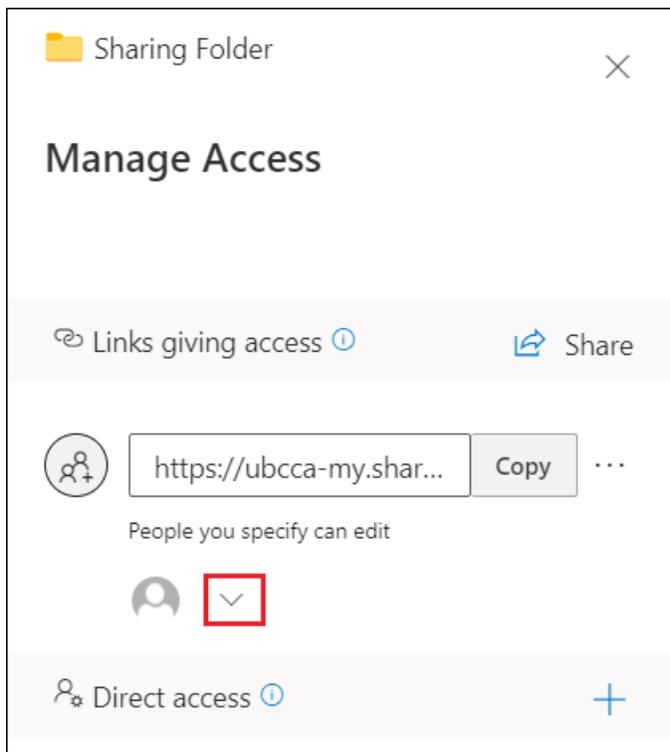
Sign into OneDrive through the web browser if required.

Locate the shared item and then **click on the 3 vertical dots** followed by **“Manage access.”**



The manage access menu will now appear on the left side of the page.

In the **Links giving access** area, a list of external people who has access to your shared item can be shown by clicking on the down arrow button. Permission changes can also be made here.



Under **Direct access** area, a list of internal UBC people who has access to your shared item is shown and sharing permission changes can be made.

# ACCESS SHARED FILES & FOLDERS FROM OTHERS

**Open** a new window in your preferred **web browser**. (E.g. Chrome, Firefox, Safari, or Edge)

Navigate to [www.onedrive.com](http://www.onedrive.com)

Click on **“Sign in”** located in the top right of the OneDrive page.

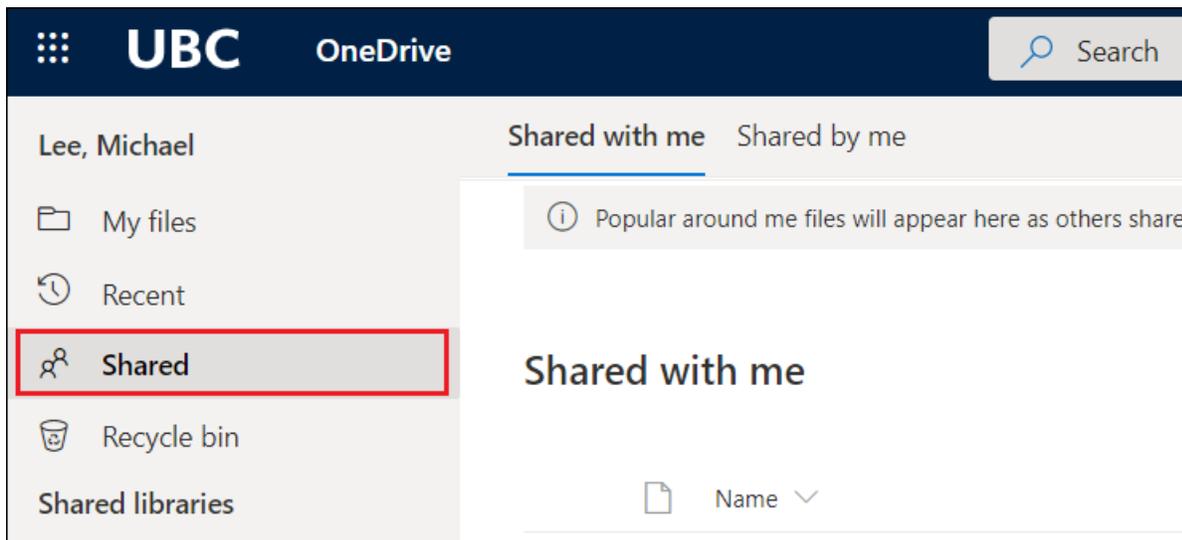
Type in your **firstname.lastname@ubc.ca** email address and press **Next**.

Sign in with your **CWL password**.

Complete **UBC Duo Security Authentication** when prompted.

Now you are signed into your OneDrive account using your web browser.

Click on **“Shared”** from the menu located on the left side.



A list of all shared with me files and folders will be shown.