

How to configure OneDrive desktop app (MacOS)

Visit the [Microsoft site](#) and download OneDrive.

Once the OneDrive installer has been downloaded, go to your Downloads folder to open it and follow the installer prompts.

Once installed go to the Launchpad and double click the OneDrive app. Upon first open select to sign in using your ULCN credentials, email address: <ULCN-USERNAME>@vuw.leidenuniv.nl. Keep the suggested OneDrive folder. Confirm the standard syncing option. This will ensure that OneDrive runs at login and you always have the most up to date version of all your files.

After you enable OneDrive to open at login, click Open your OneDrive folder to see your files sync to your folder.

- You can find OneDrive in your Menu bar. You will have a cloud icon for every account you've connected to OneDrive. You will also see a folder in the Finder called OneDrive - University Leiden

Turn on Finder integration to get sync status directly from Finder in MacOS 10.12 or higher.

- Click the Apple logo in the top left corner of your Mac desktop, select System Preferences, and select Added Extensions in the top-level menu. Toggle on all OneDrive options.

Visit the following page for in-depth instructions and information about syncing your OneDrive data:
<https://support.microsoft.com/en-us/office/sync-files-with-onedrive-on-mac-os-x-d11b9f29-00bb-4172-be39-997da46f913f>

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