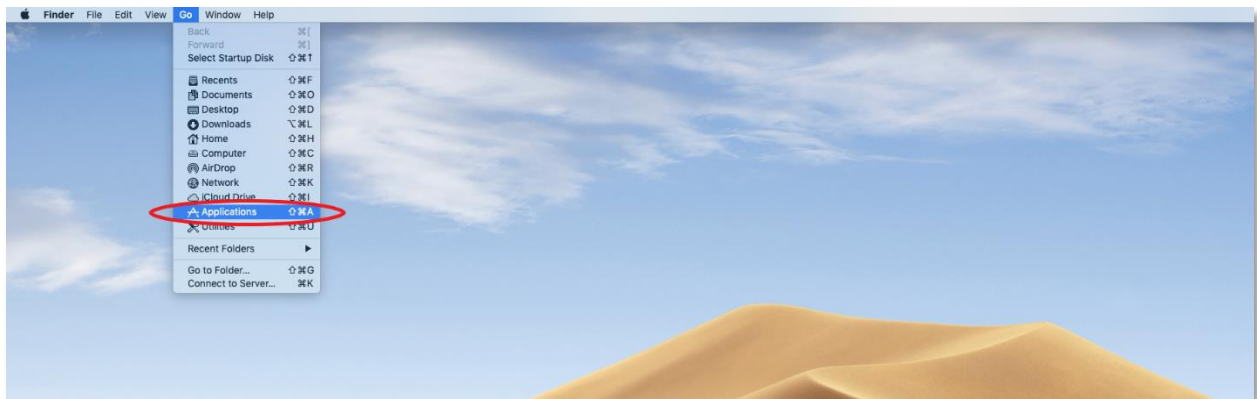

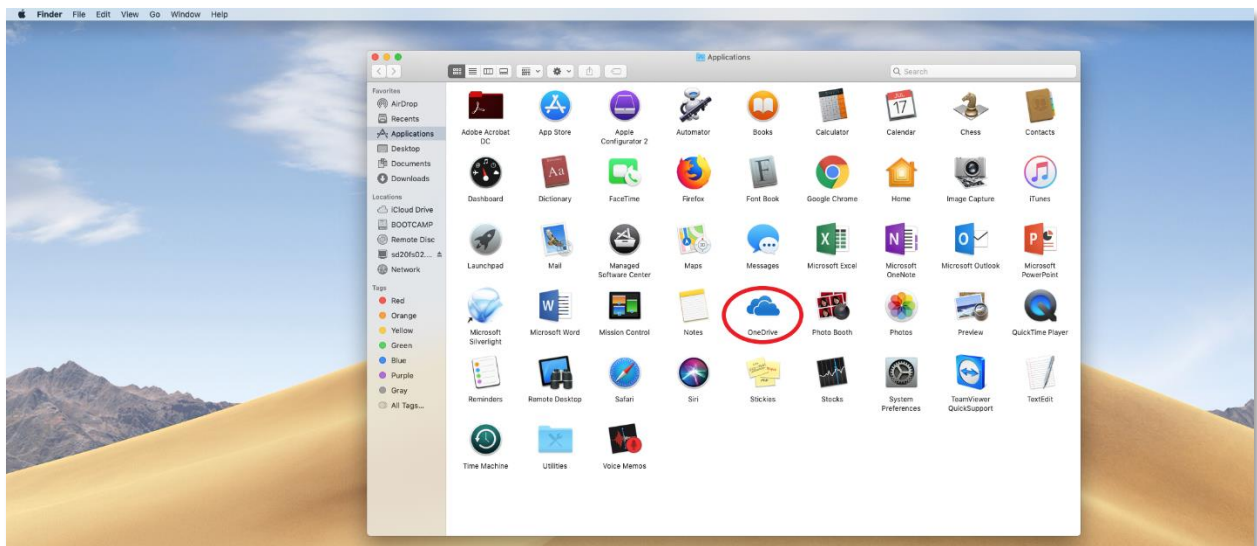


# How to access your OneDrive on MacOS

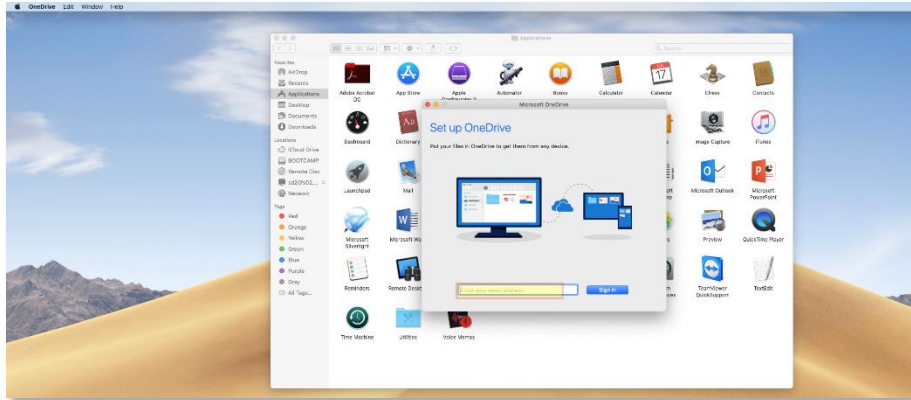
1.) Open Applications. (Top left of your Desktop, **Go > Applications**)



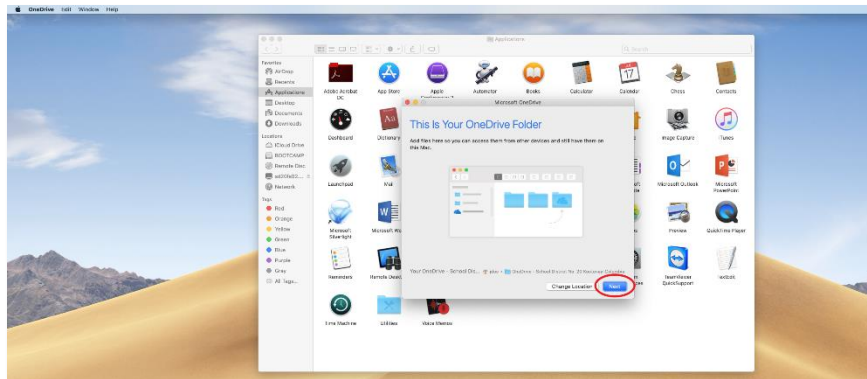
2.) Double click on the OneDrive icon. 



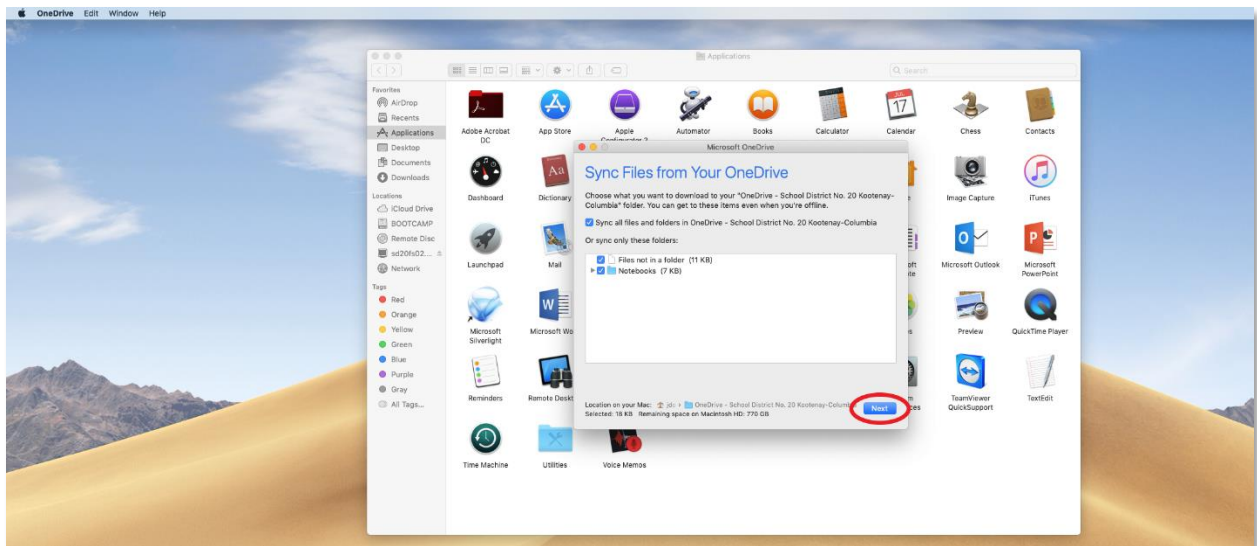
3.) This will initiate the OneDrive setup. Enter your work email address in the required field and then click "Sign in".



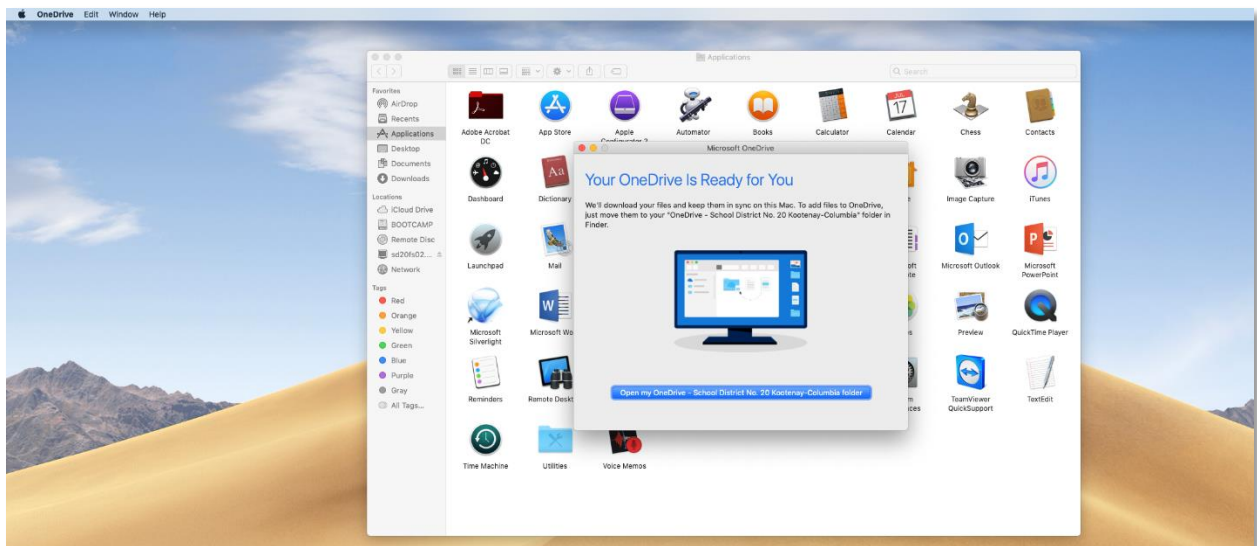
4.) On the next window click "Next". This is just to confirm the location.



5.) On the next window click "Next". This is selecting to Sync the files.



6.) On the next window click "Open my OneDrive - School District No. 20 Kootenay-Columbia folder"



7.) Your OneDrive folder has a very high storage capacity and you can access it from any computer even whether you are inside or outside of the SD20 network (As long as you have OneDrive installed). You can organize your OneDrive by creating folders within it. A good practice is to create folders that you are already familiar with like Documents, Pictures, Downloads, and Videos. You can do this while you are in your OneDrive folder by right-clicking anywhere inside your folder window and then selecting New Folder.

