

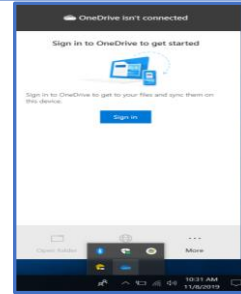


Microsoft One Drive on Windows Computers

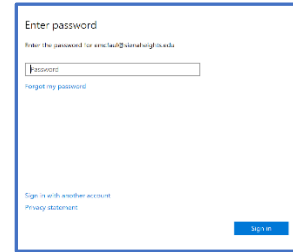
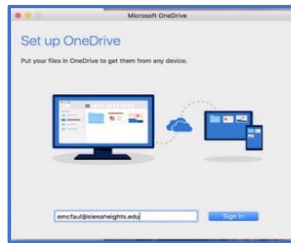
Mac One Drive

Setup the OneDrive-Siena Heights University

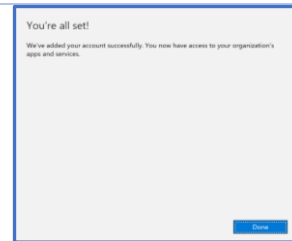
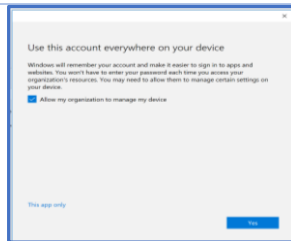
The **Microsoft OneDrive** app is located at the **lower-right bottom taskbar**. Tap on the blue cloud, from the **carrot**, and the **One drive setup menu** will appear. Click on the **blue sign in button**.



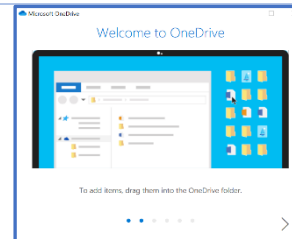
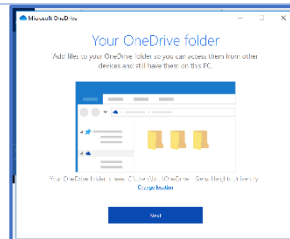
Log on the **OneDrive setup** menu, typing **yourname@sienaheights.edu**, click on the **Blue Sign in button**. Next menu appears, enter the password, type your **password** from your **sienanet account**, and then click on the **sign-in button**



Use the account everywhere on your device, and then click on the **Yes button**. Click the **done button**. Your **OneDrive folder menu** will appear, click on the **Next button**. The message will appear that your **OneDrive** is ready to use.



Your OneDrive folder menu will appear to select the blue next button. Keep selecting the **next button**, until you see the message **good to go, Open my OneDrive folder**.



Locating, storing, and syncing files to OneDrive

Select your **OneDrive icon** from the **lower-right taskbar**, carrot. The OneDrive menu allows you to view the **syncing status process**, **open folder**, **pause syncing**, **view files online**, **check storage space**, and **close your OneDrive account**. All Siena Heights accounts will have **five Terabytes** of storage for their **OneDrive-Siena Heights University Cloud storage**.

