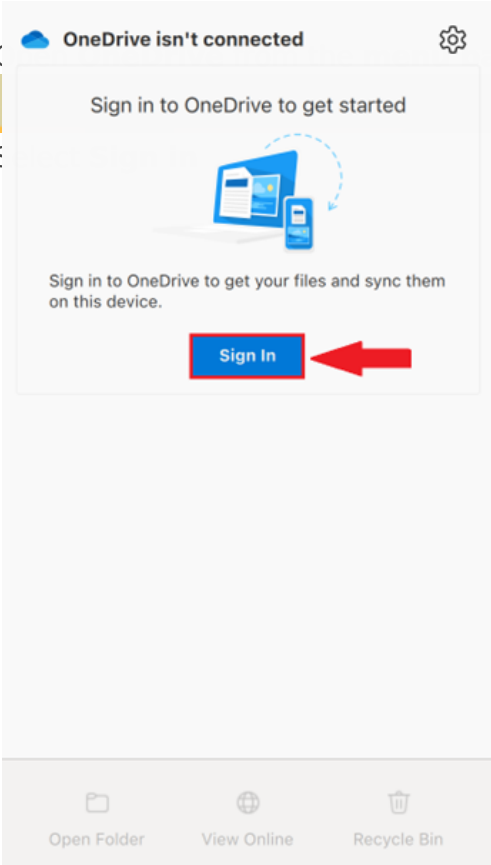


OneDrive Backup (MacOS)



1. Click on the OneDrive icon in the top left corner of the screen, located at the top of the screen

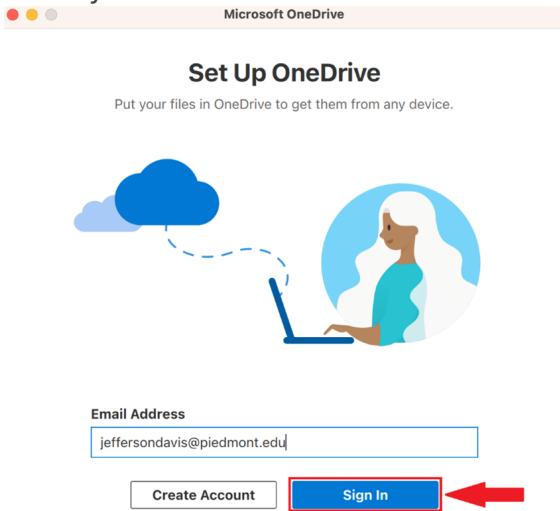
2. Sign in to OneDrive to get started



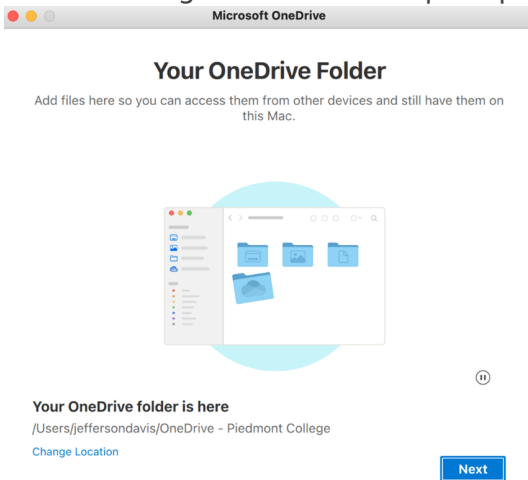
The screenshot shows the OneDrive mobile app interface. At the top, there is a status bar with the text "OneDrive isn't connected" and a gear icon. Below this, the main content area displays the text "Sign in to OneDrive to get started" followed by an illustration of a laptop and a smartphone. Below the illustration, it says "Sign in to OneDrive to get your files and sync them on this device." A blue "Sign In" button is located at the bottom of this section, with a red arrow pointing to it from the right. At the bottom of the screen, there is a navigation bar with three icons: "Open Folder", "View Online", and "Recycle Bin".

3. If you are already signed in, you do not need to proceed

4. Enter your full email address and select **Sign in**



5. Follow through the on-screen prompts to finish signing in



6. If prompted that a OneDrive folder already exists, choose **'Use this Folder'**

A OneDrive Folder Already Exists on this Mac ×

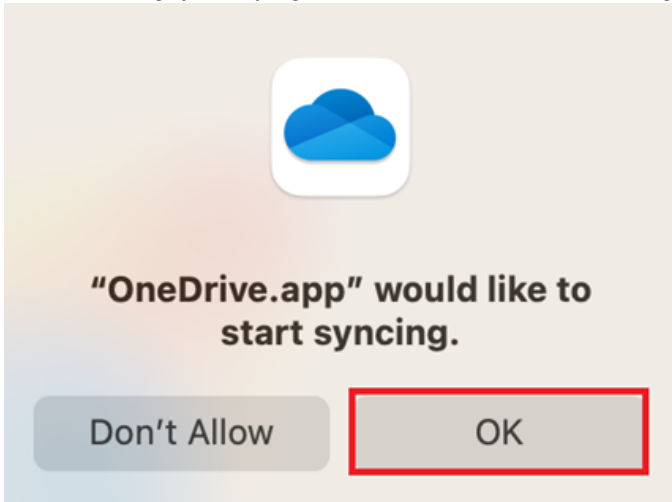
If you're connecting with the same OneDrive account as before, choose "Use this folder." Otherwise, choose a new location to avoid combining files from two accounts.



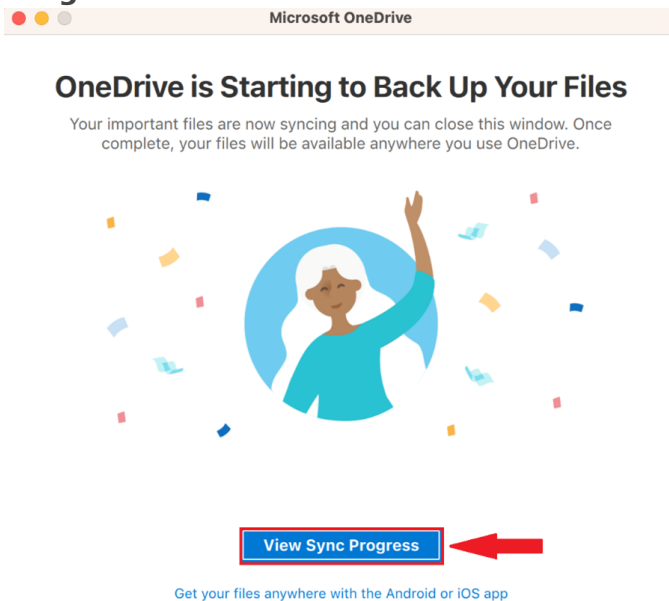
7. You will be prompted that **Your IT department wants you to back up your important folders**, choose **Start Backup**



8. MacOS may prompt you to allow OneDrive to sync, choose **OK**



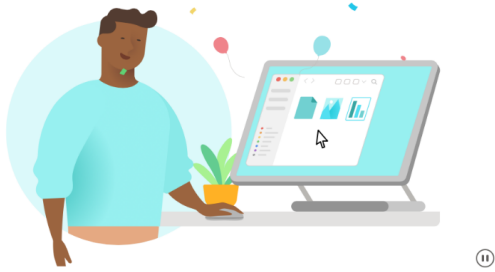
9. OneDrive will begin backing up your data, To see the progress select **View Sync Progress**



10. When OneDrive is ready you will be prompted **Your OneDrive is Ready for you**, choose **Open OneDrive folder** to view and manage your files



Your OneDrive Is Ready for You



Revision #4

Created 2025-06-18 19:03:24 UTC by Jefferson Davis

Updated 2026-04-28 18:45:31 UTC by Jefferson Davis