UNIVERSITY OF NEW HAVEN

Office of Information Technology

Setting up Office 365 OneDrive Cloud Storage:

Mac Users

1. Open the Mac App Store and download OneDrive
2. Once downloaded open the OneDrive App
3. On the first screen enter your University of New Haven email address and click "Sign In"
4. Next it will request you to select your account type, please click "Work or School"
5. You will be redirected to the University's single sign-on page, type in your password and click "Sign In"
6. The next screen will allow you to select your local OneDrive folder location. Click "choose folder location" to proceed
7. Choose where you want your folder located. The default location (in your user home folder) is recommended. Click "Choose this location"
8. Verify at the bottom of the screen the location is correct. Example: Username > OneDrive – University of New Haven. Then click "Next"
9. Change if it is necessary or leave the default location. Then click "Next"
10. On the next screen select Sync all files and folders to my OneDrive, then click "Next"
11. Select open at login so my files sync automatically and click the "Open OneDrive button"

Windows Users

12. Search your computer's programs for Microsoft OneDrive Desktop App and open it
13. On the first screen enter your University of New Haven email address and click "Sign In"
14. Next it may request you to select your account type, please click "Work or School"
15. You will be redirected to the University's single sign-on page, type in your password and click "Sign In"
16. Next you will see your local OneDrive folder location. Leave the default location and click "Next"
17. Finally, you will see a list of folders; select Sync all files and folders in my OneDrive
18. Then click "Next"

NOTE: The University of New Haven is NOT responsible for your data, nor can the University recover lost data.