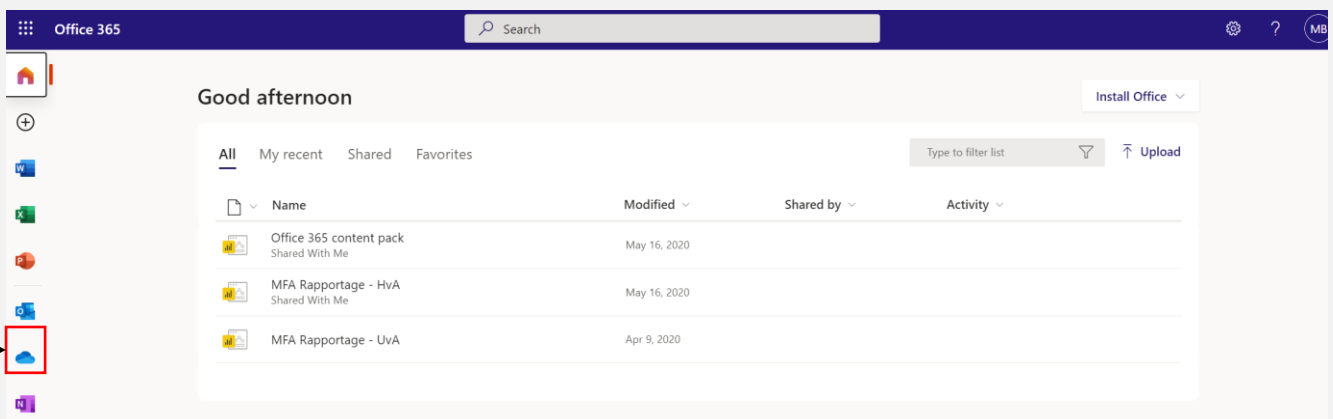
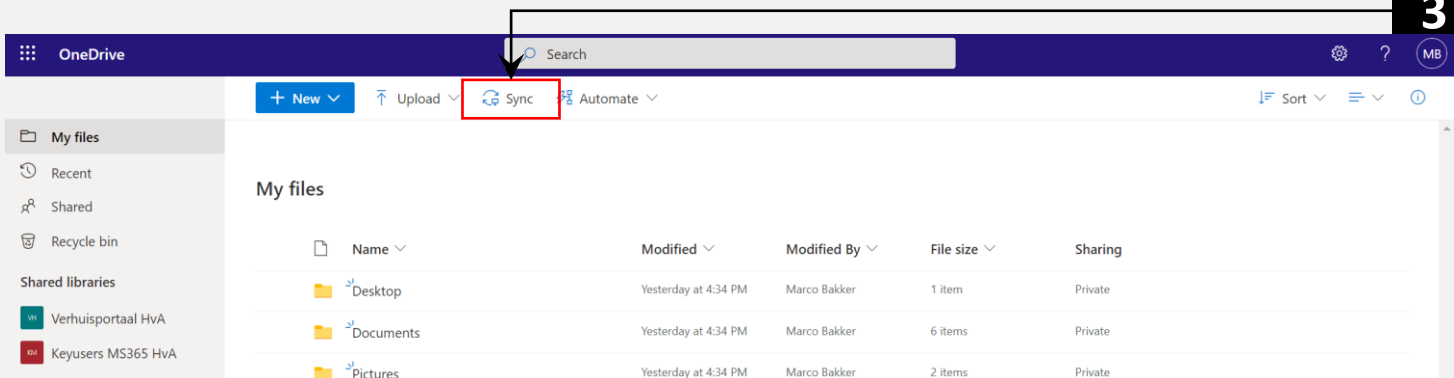


This **quick start card** gives instructions to **sync OneDrive on your Macbook**. Doing this will make it **easier** to move your files to your OneDrive.

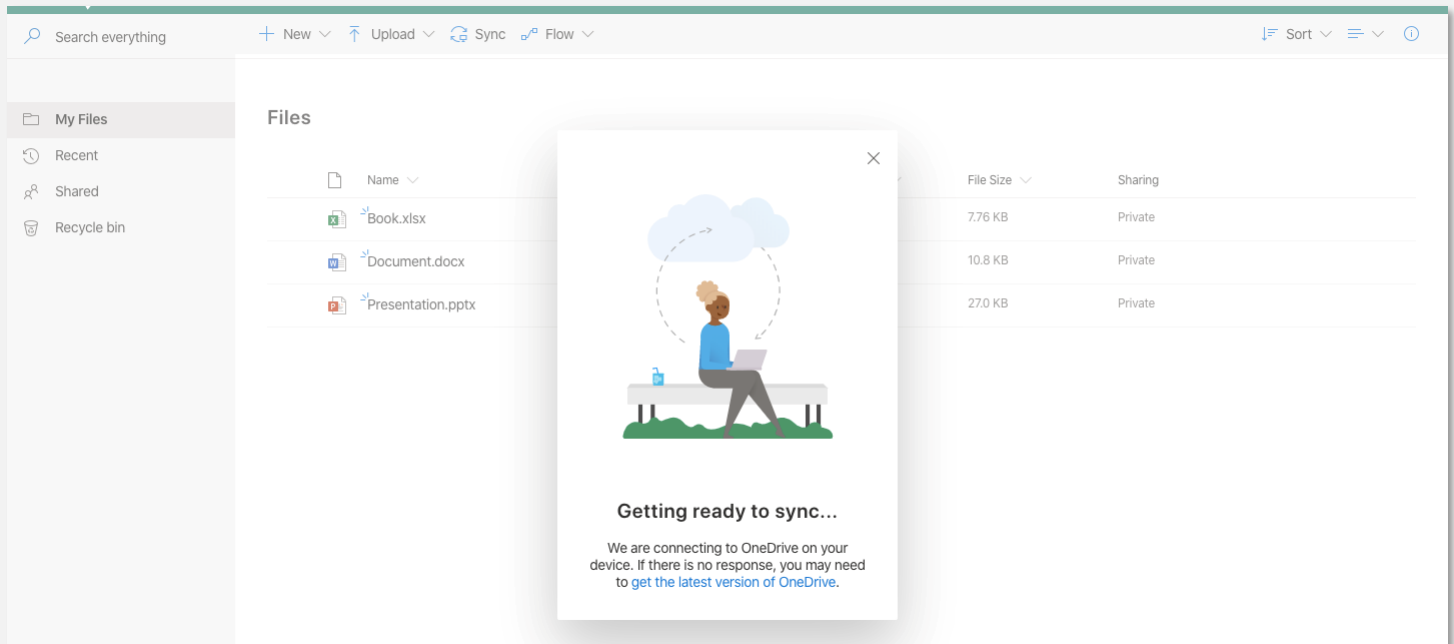
1. Open your internet browser and log in to **Office.com**
2. Open OneDrive by clicking on the application

2

3. You will see the following screen. This is **OneDrive** in the **browser**. Click on **Sync**.

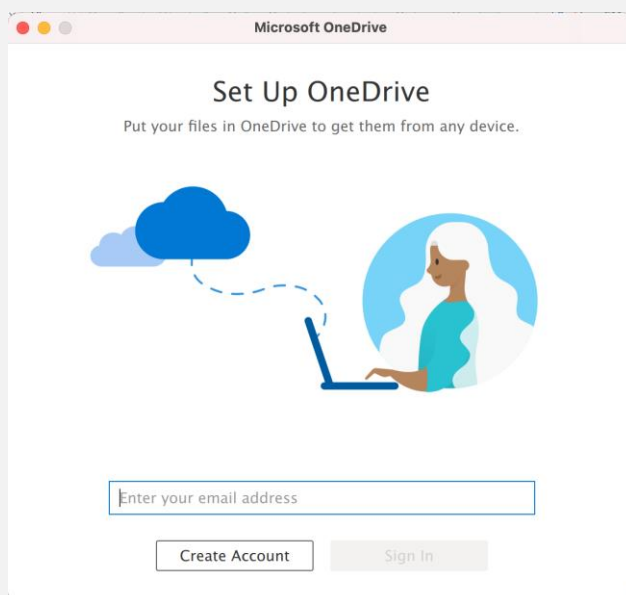
3

4. OneDrive indicates that **the sync** is being **prepared**.
5. You will receive a request to allow notifications. It is **recommended** to allow these, but not necessarily.

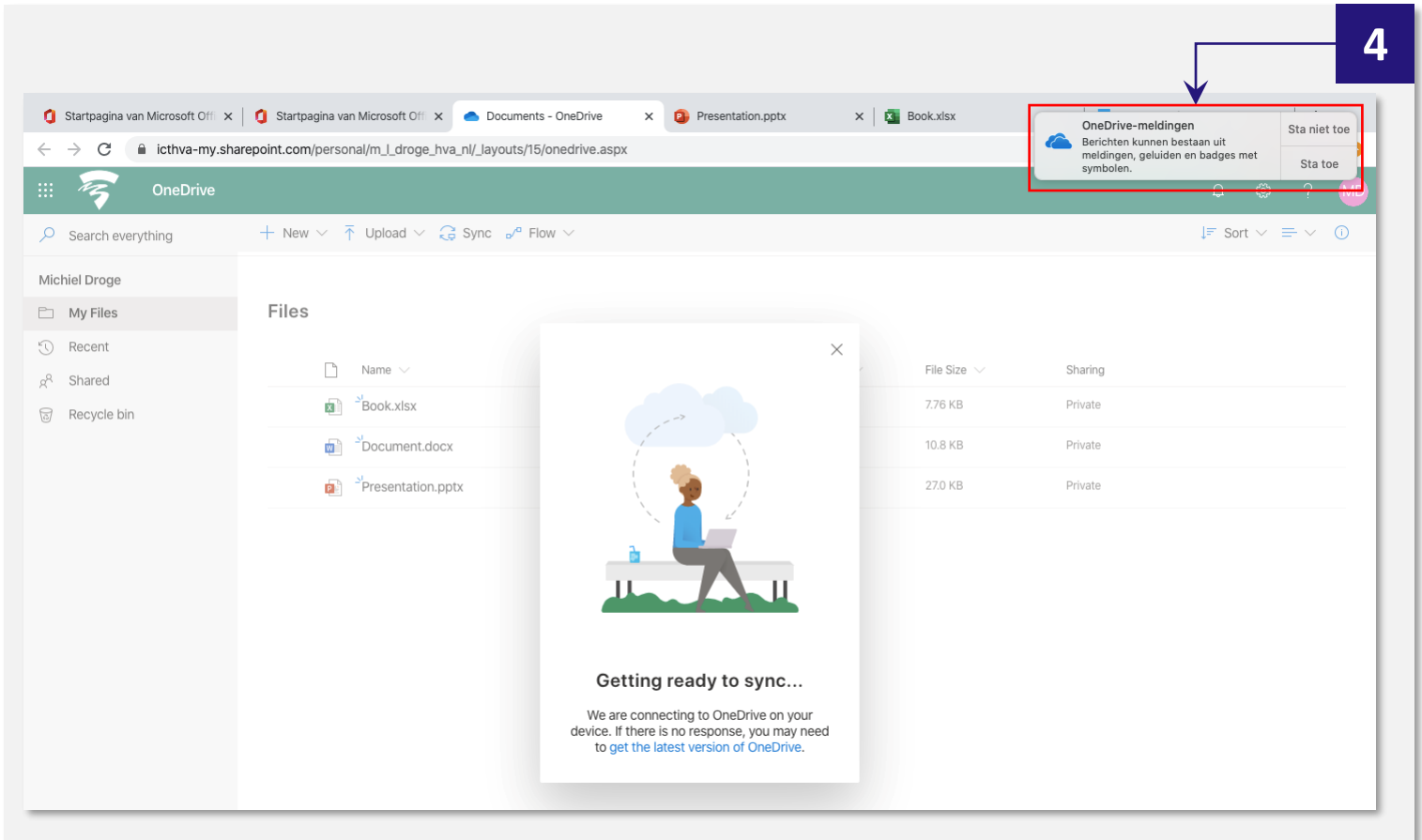


6. You will get the following **pop-up** on your **Macbook**. **Enter** your email address and press **Sign In**.

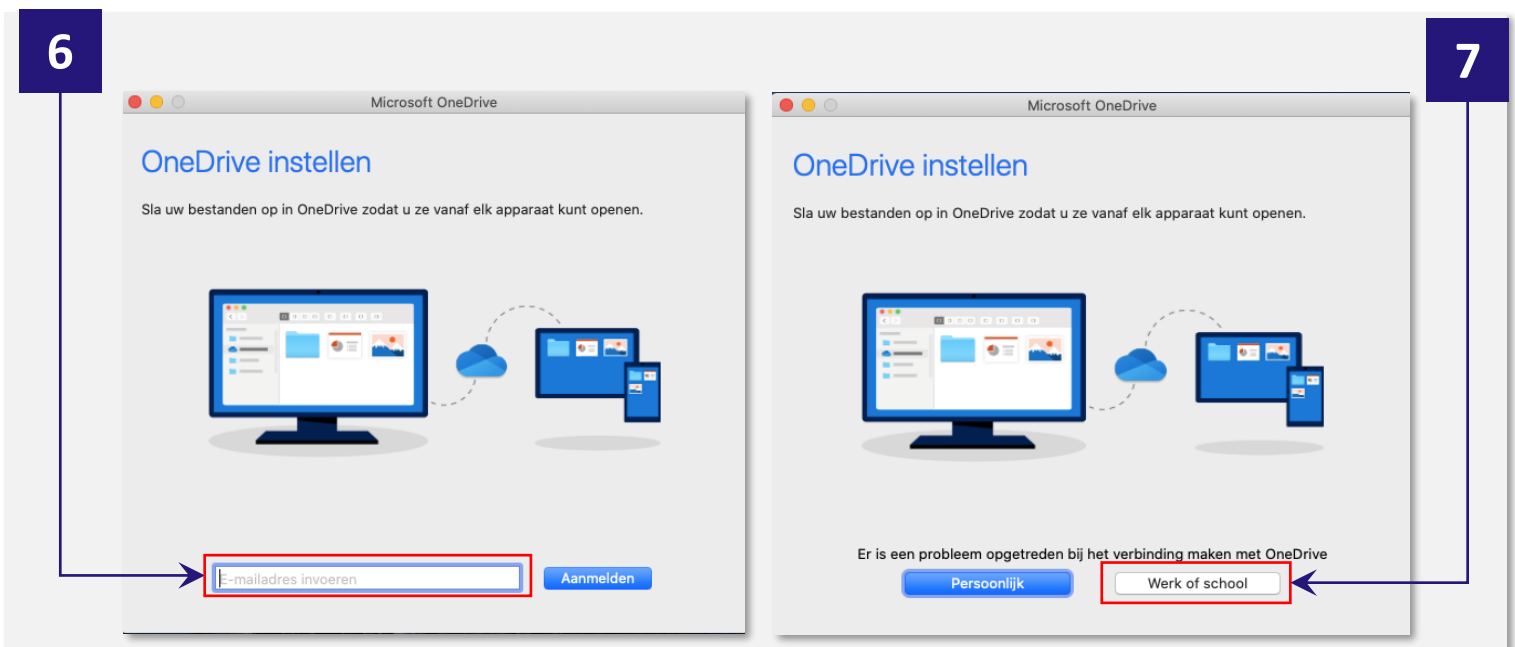
6



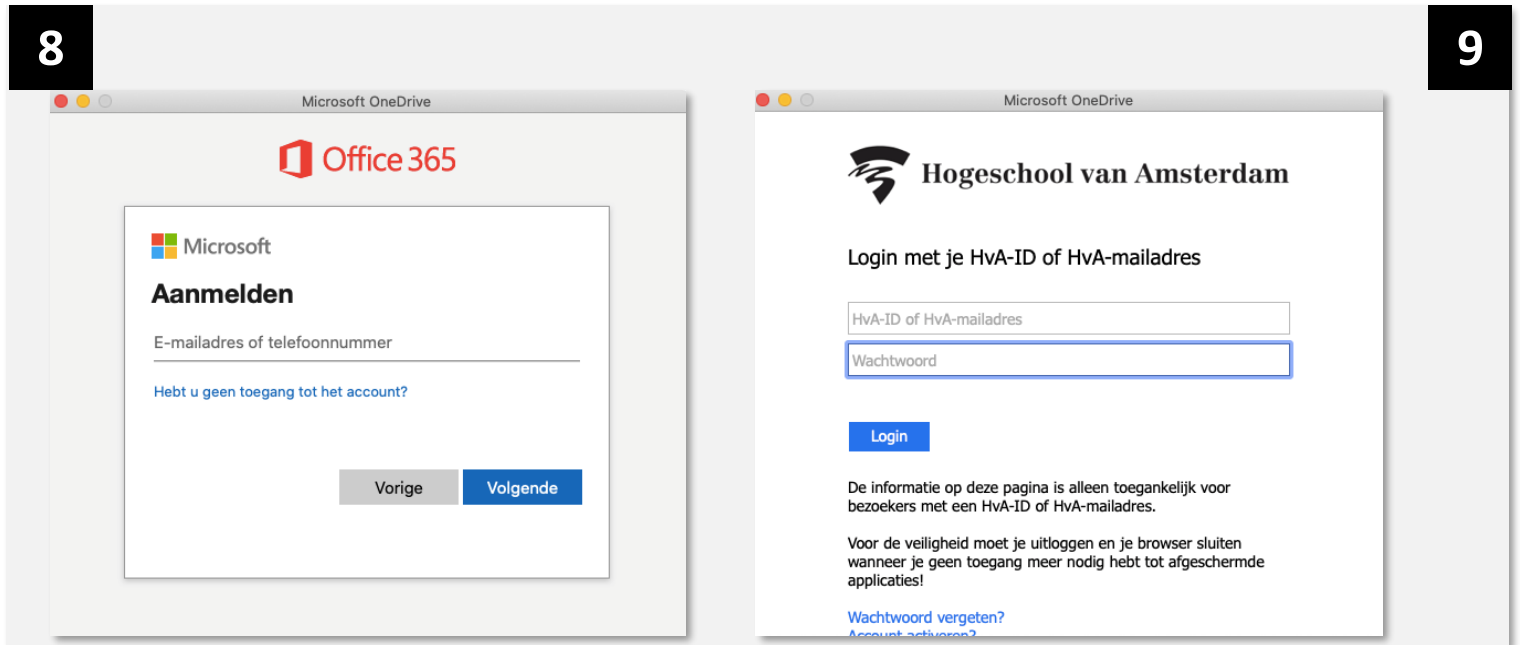
4. OneDrive requests to send notifications



- 6. Enter your HvA mail address and click next
- 7. In the next screen select **Work or School**.



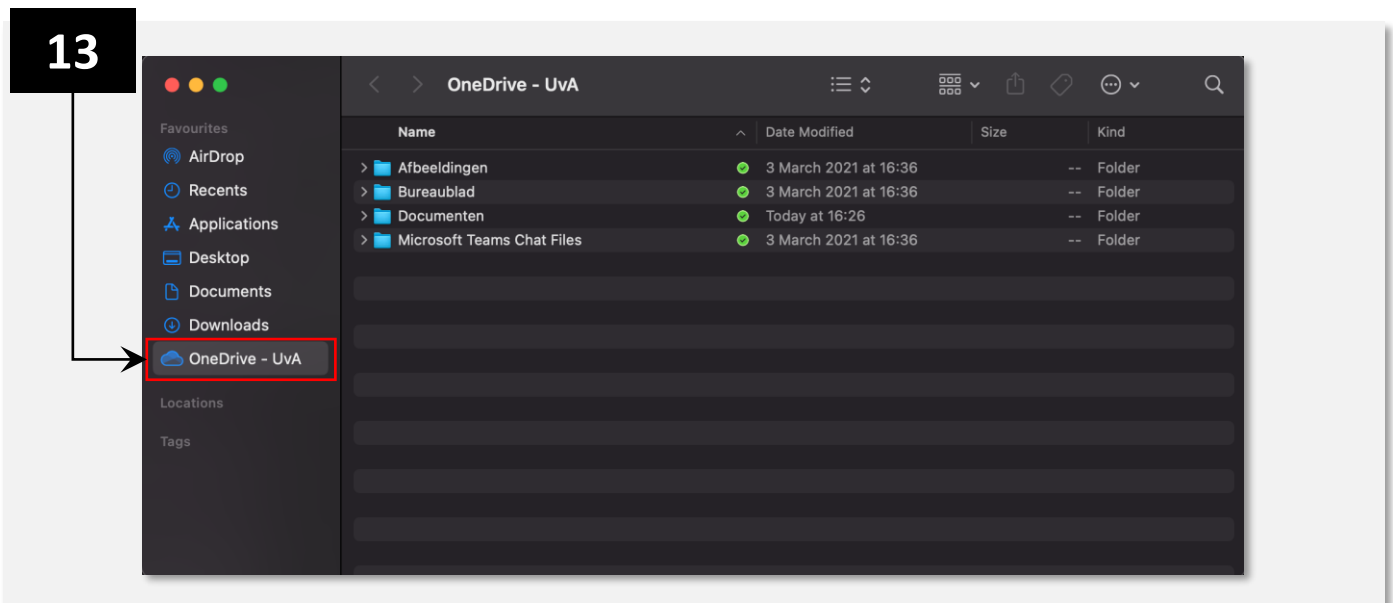
8. You will **sign in** with your **UvA account**. Enter your email address and press next.
9. Enter your **email address** and **password** and click login.



10. You will receive a number of **tips** for **using OneDrive**. Click on **Next**.
11. OneDrive is now ready for use on your Macbook. **Open your OneDrive folder**.

In your Finder you will see that OneDrive is available in your left sidebar. This is where you can now move your files from the H drive.

12. Select the files and / or folders from the H drive that you want to keep. Right-click on your selection and select copy.
13. Open your OneDrive UvA folder. Right click and select paste.



Alternatively, you can drag your selection by clicking with the left mouse button on the selection, keeping it clicked and dragging it to the OneDrive folder.

14. Do this for all your files. When you are done with this, you can now work from your own secure online file storage.