How to install and configure Microsoft OneDrive for Mac

OneDrive is Microsoft’s cloud based storage solution similar to Dropbox and Google Drive. OneDrive allows you to securely access your files from any of your devices (desktop, laptop, home computer, and phone). You can store up to Level 3 data on your OneDrive account. Please review the mso.harvard.edu/onedrive page for additional benefits of the overall OneDrive service.

The new OneDrive sync client will provide increased stability and an enhanced user experience when synchronizing your files to OneDrive. After configuration, the application will allow you to access files stored on OneDrive through local folders on your computer.

The following directions will provide information on how to install and configure OneDrive on your HUIT managed computer. If you are unsure if you have OneDrive installed, please proceed to Step 6 to check.

- If you do not have OneDrive installed, follow Steps 1 through 5 to complete the self-service installation.
- If you already have OneDrive installed, follow Steps 6 through 17 to configure the application.

Please note that your machine has to be running MacOS 10.9 or above in order to run OneDrive. If you would like to upgrade your Operating System, please contact the Service Desk at ithelp@harvard.edu or 617-495-7777.

Step 1. Open Spotlight by pressing the “CMD” and “SPACEBAR” keys at the same time.

Step 2. Type “Self Service” in the search box (Figure 1, A).

Step 3. Click on the “Self Service” application to open (Figure 1, B).
Figure 1

Step 4. After Self Service opens, click “Microsoft” under the Categories on the right hand side of the window (Figure 2, A).

Figure 2

Step 5. Click install under “OneDrive”. The installation will automatically begin after the download completes. Please do not open OneDrive until the installation is complete (Figure 3, A). *It may take a couple minutes for the install to complete on your computer after Casper has indicated it completed. This is normal behavior.*

Figure 3

Step 6. Open Spotlight by pressing the “CMD” and “SPACEBAR” keys at the same time.

Step 7. Type “OneDrive” in the search box (Figure 4, A).
Step 8. Click on the “OneDrive” application to open (Figure 4, B).

![Figure 4]

Step 9. Sign in with your full Harvard email address (e.g., jonh.harvard@harvard.edu) (Figure 5).

![Figure 5]
Step 10. Select “Work or School” account (Figure 6).

![Figure 6](image)

Step 11. Sign in with your HarvardKey credentials (Figure 7). Which are your full email address and HarvardKey.
Step 12. Click the “Choose OneDrive Folder Location button” (Figure 8).

Step 13. Ensure that your computer username is selected by default, and then click “Choose this location” (Figure 9).
Step 14. Ensure that folder location is your computer username and then “OneDrive – Harvard University”. Then click next (Figure 10).

![Figure 10](image)

Step 15. This screen will allow you to select specific files or folders to synchronize. If you would like to sync all of your files currently on OneDrive, check the “Sync all files and folders” button, then click next (Figure 11, A).

- If you already store large files or folders on OneDrive, you may want to consider unchecking these specific files and folders (e.g., video galleries or very large file archives). This will prevent unselected files from synchronizing to your machine locally, thus saving hard drive space.

![Figure 11](image)
Step 16. Check the “Open at login so my files sync automatically” checkbox. Then click Open my OneDrive – Harvard University folder (Figure 12).

![Figure 11](image)

Step 17. Your OneDrive folder will open automatically. Please allow your OneDrive files to Sync, the length of this process depends on how much data you have on your OneDrive. You can monitor syncing progress or reopen your OneDrive folder by clicking on the cloud icon on the top right of your screen in the Apple menu bar (Figure 13).

![Figure 12](image)

![Figure 13](image)

If you run in to any issues please contact ithelp@harvard.edu (617-495-7777).