

OneDrive for Mac

OneDrive Online

1. Go to <https://onedrive.northwestern.edu>
2. Enter your Net ID and password into the online passport page.
3. Verify your identity with DUO Mobile and remember for 30 days.
4. Select Yes on the Stay signed in Microsoft page
5. OneDrive will open to the home page where you will see your files and folders

Download OneDrive App for Mac

1. On your macOS computer, go to the App Store.
2. Search for OneDrive.
3. Find the OneDrive icon and click Get.
4. Click Install App.
5. Sign-in to your App Store account to begin the download. **If 2-step verification is enabled, you will need the device connected to your apple account to receive the verification code.**

Sign Into OneDrive

1. Go to your Applications folder and click the OneDrive icon. **Or Click Open from the app store to get started.**
2. On the Setup OneDrive screen, enter your email address as **NETID@ads.northwestern.edu** and click Sign in.
3. Click Deny on the pop-up requesting keychain password.
4. Enter your northwestern email and password and click Log in.
5. Verify your identity through **DUO Mobile**.
6. The This Is Your OneDrive Folder screen will appear. Click **Choose OneDrive Folder Location**.
7. Navigate to where you want your OneDrive folder to be installed and click Choose a location.
8. The This Is Your OneDrive Folder screen will reappear. Click Next.
9. The Sync Files from Your OneDrive screen will appear. Uncheck all the folder so your files will not sync with onedrive.
10. The Your OneDrive is Ready for You screen will appear. Check Open at login so my files sync automatically and then click Open my OneDrive – Northwestern folder.
11. Your OneDrive folder will open and you are now ready to work with OneDrive for Business on your computer.

*** To add your OneDrive folder to your Favorites in Finder, drag your OneDrive folder into Favorites.**

*** You can also access your OneDrive folder by clicking the cloud icon on the top menu bar.**

