OneDrive: Native MAC Application



Use the MAC Launchpad search bar to locate and start the OneDrive application. Click on the OneDrive application

	Microsoft OneDrive
	DneDrive n OneDrive to get them from any device.
firs	t_name.last_name@csuci.edu Sign In

This is the initial start screen. Once the OneDrive is configured the application will automatically launch when logging into the computer.

On the splash screen enter your user myCl email address. Then select the "Sign in" button.

Microsoft OneDrive				
🕙 Channel Islands / myCl			Search CI	Q
We	elcome	to myCl		
Dolphin Name first_name.last_name Dolphin Password		NEW TO CSU CHANNEL ISL	ANDS?	
		Activate your ac	count	
			counc	
		Help		
Sign In				
Forgot Password? Forgot Dolphin N	Jame?	SYSTEM UPDATES		
Help		No items to display at this ti	me.	
		Help		

The "Welcome to myCl" Screen will be seen. Log into myCl with your user credentials.



Not Signed In view

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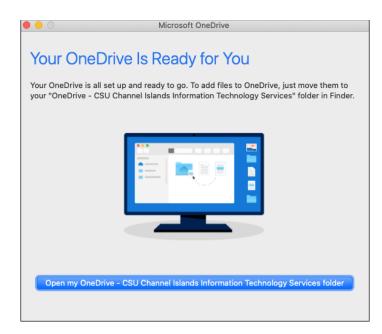
Signed In view

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Once the OneDrive application is operational, a cloud icon will appear. If the Icon has a is lightly transpartent, the application needs to be signed into.

O Microsoft OneDrive	Microsoft OneDrive
This Is Your OneDrive Folder Add files here so you can access them from other devices and still have them on this Mac.	All your Files, Ready, and On-Demand With Files On-Demand, you can browse everything in your OneDrive without taking up space on your Mac. Files are downloaded right as you need them.
	Online-only files Online-only files don't download to your device until you open them. Locally available files Files you open are formloaded to your device and available offline. Locally available offline. The you want to be always available, even offline.
Your One 🖿 william.ochs > 🖿 OneDrive - CSU Channel Islands Information Technolog Change Location	y Services Next

After Initial Sign in



Review the provided information and then, at the last screen select the "Open my OneDrive....."

$\langle \rangle$		× 🔅		2 Search	
Favorites	Name	^	Date Modified	Size	Kind
MirDrop	🕨 📄 Attachments	0	Today at 1:55 PM		Folder
Recents	Documents	0	Today at 1:55 PM		Folder
	🕨 📄 Insidetrack	0	Today at 1:55 PM		Folder
Applications	Notebooks	0	Today at 1:55 PM		Folder
Desktop	Ochs Testing	0	Today at 1:55 PM		Folder
Documents	Testing	0	Today at 1:55 PM		Folder
O Downloads					
OneDrive - CSU Channel Is	land				
Locations					
🛆 iCloud Drive					
Wetwork					
Tags					
🔴 Red					
😑 Orange					
- Valley					

The OneDrive folder will open up in Finder. The location of OneDrive can also be found by opening Finder and navigating to the desired folder.

The left plane will include the Favorites view where OneDrive can quickly be accessed. The right plane will show all exiting folders and files within the OneDrive area.

OneDrive Functionality

The navigation and functionality for accessing, creating, renaming, deleting, and moving files are identical to Finder. The OneDrive file area, however, provides additional functionally to user folders and files. The files are also backed up and maintained within the OneDrive cloud environment.



There are three main "Status" indicators for Folders and Files.

 \bigcirc Cloud Icon = The file is available when connected to the internet.

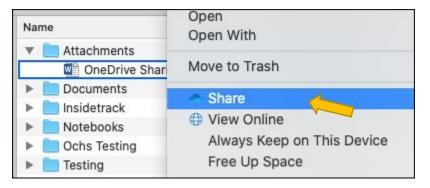
 \bigcirc Green Checkmark with White Circle = Always Available on this device.

Sreen Checkmark with Green Circle = Always Keep on this device.

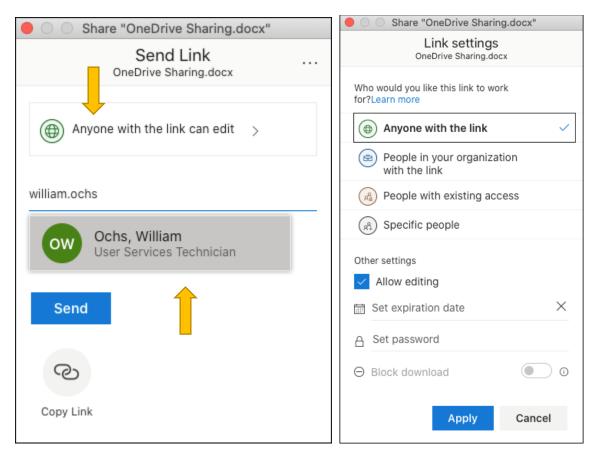
Nam	e	
	Attac	 Share
	Docu	View Online
	Inside	Always Keep on This Device
	Notel	Free Up Space

Folder and files can be right-clicked on to adjust the status to the desired setting.

Sharing Folders and Files



Secondary click / Control clickthe Folder or File to share and then select "Share"

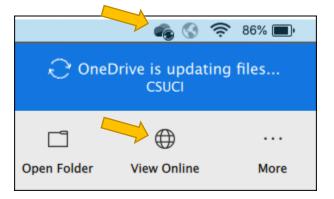


The file share permissions can now be selected, and a user or users can be added to share the file with. When done, select the "Send" button.

The user will receive an email invitation to access the selected shared materials.

Shared documents can now be worked on in a collaborative method.

Locating OneDrive Files shared out to you. Then add them to your workstation.



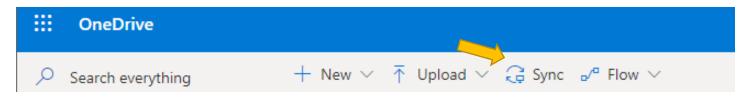
Locate and select the OneDrive icon and then click on the Icon. Then select "View online."

	OneDrive	
		Shared with you Shared by you
Ð	My files	
3	Recent	
RA	Shared	Shared with you
\odot	Discover	□ Name ∨
6	Recycle bin	

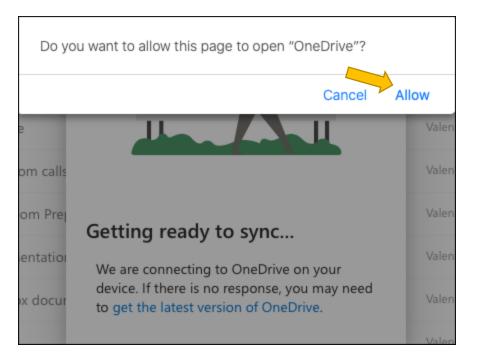
A webpage will open that will show various options. Select "Shared" then "Shared with you"

Shared with you	Shared by you
Shared with	n you
1	Name 🗸
= ι	Jser Services Docs
້ ເ	JserServices101

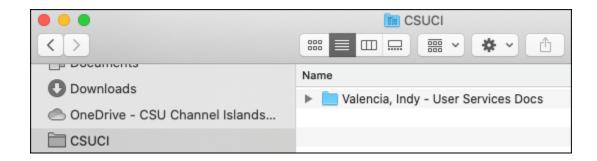
Select a folder you want to visibly see on your local workstation.



Then select the "Sync" button.



Select the "Allow" button



A new file area will be created. Then the folder that was selected to sync will be seen.