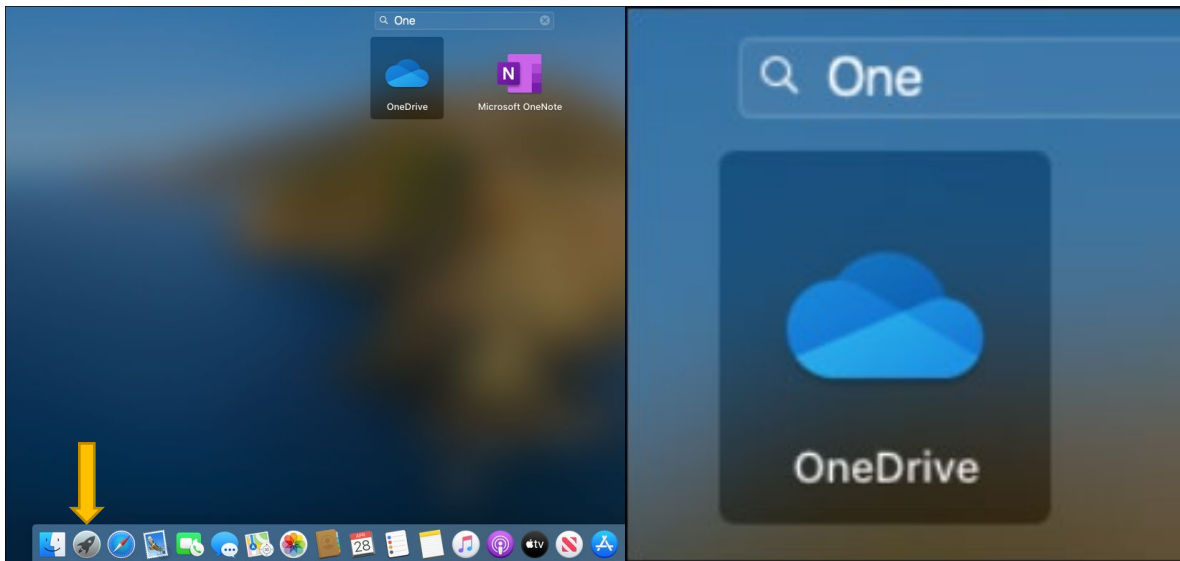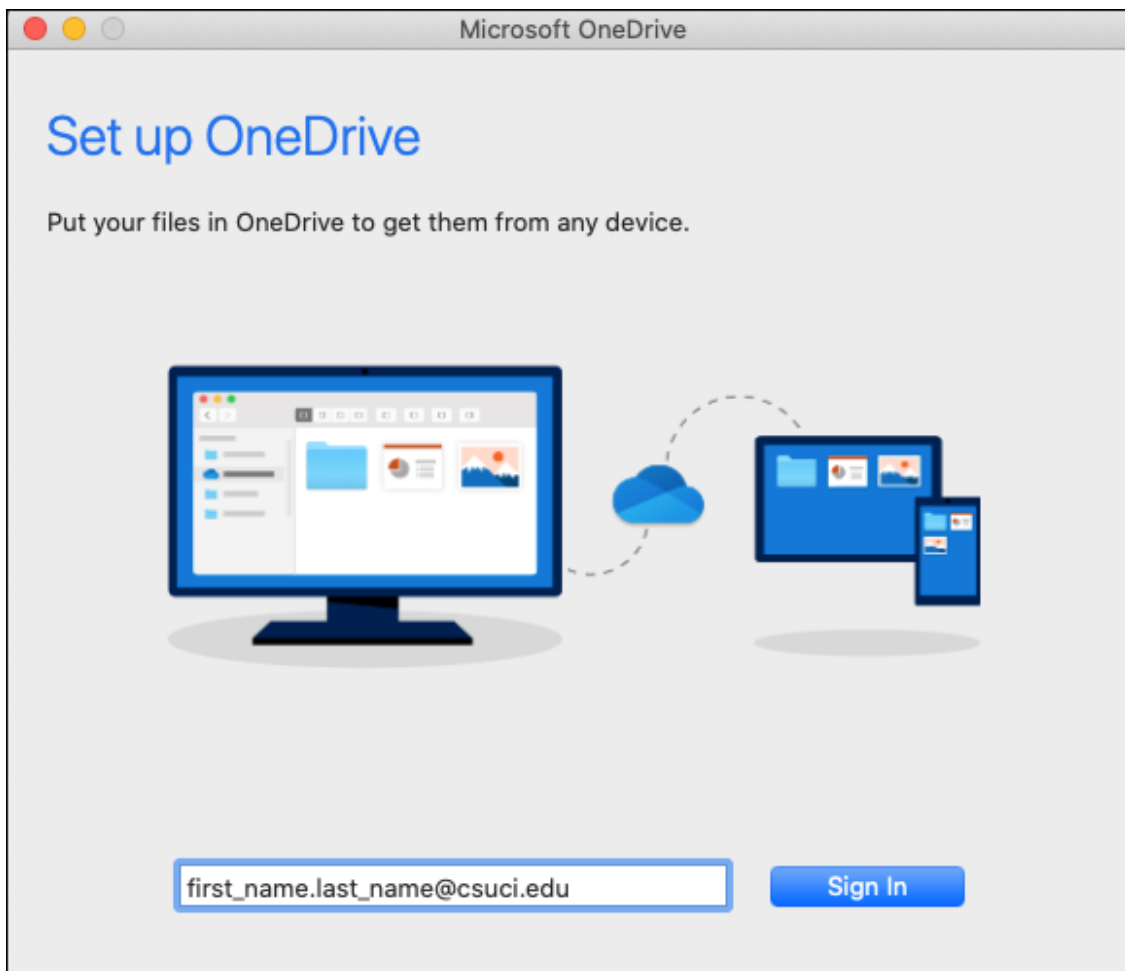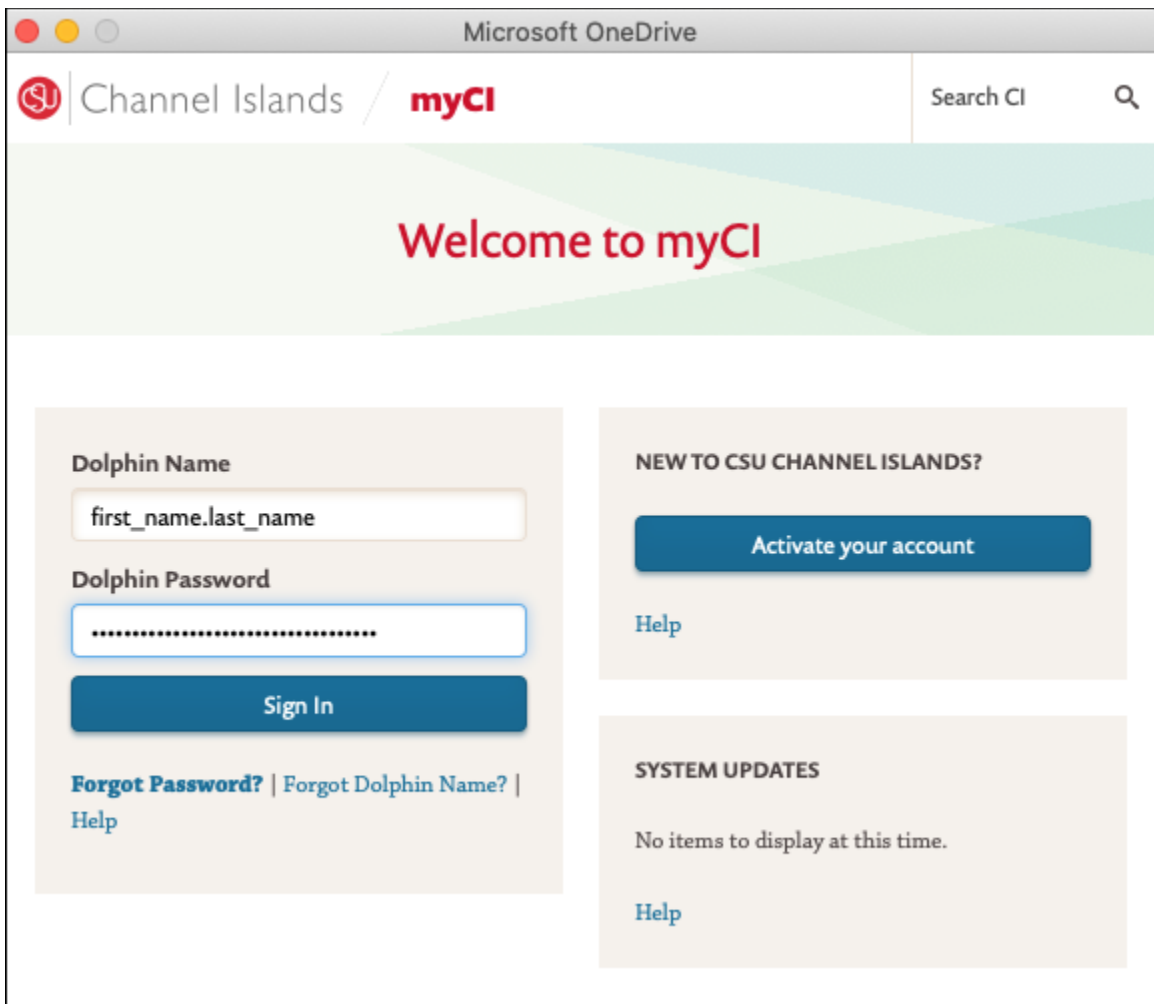**OneDrive:**
Native MAC Application

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

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 myCI email address. Then select the "Sign in" button.

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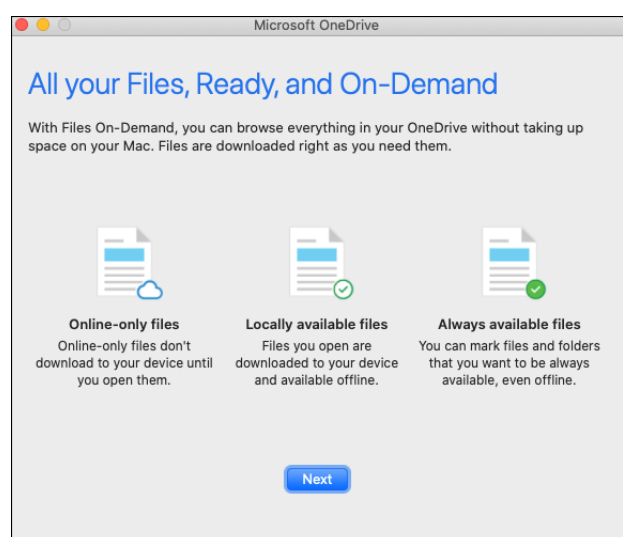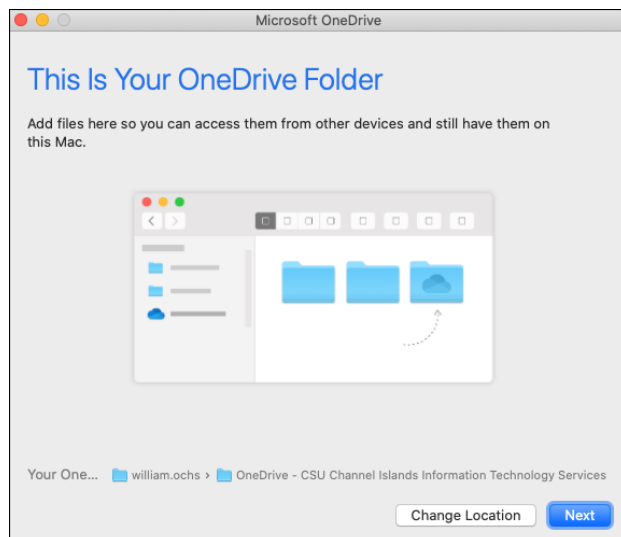

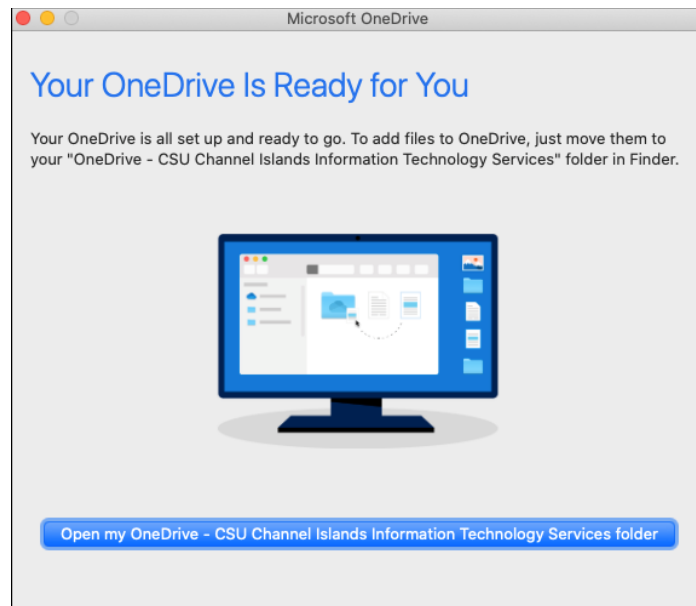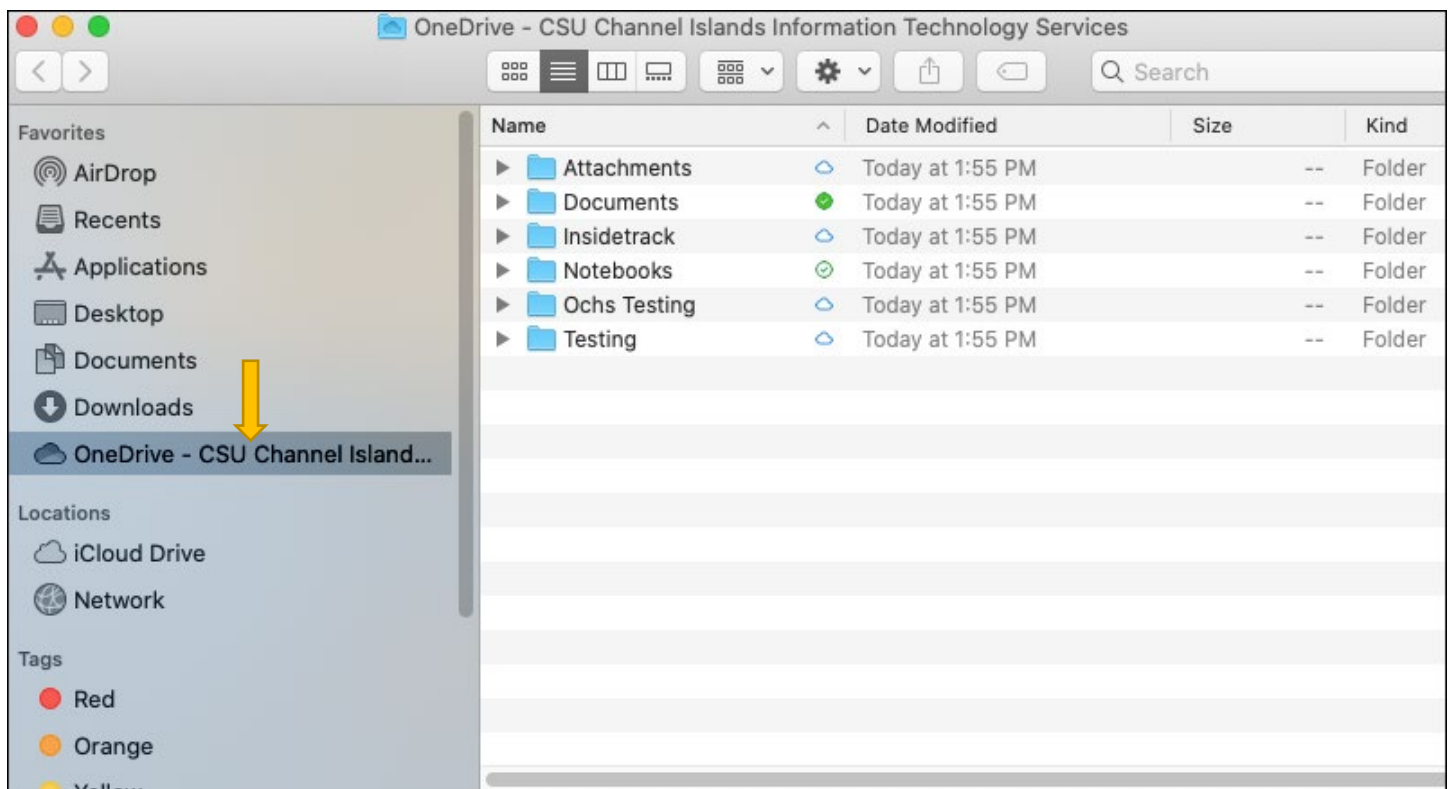Not Signed In view   Signed In view

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.

After Initial Sign in

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


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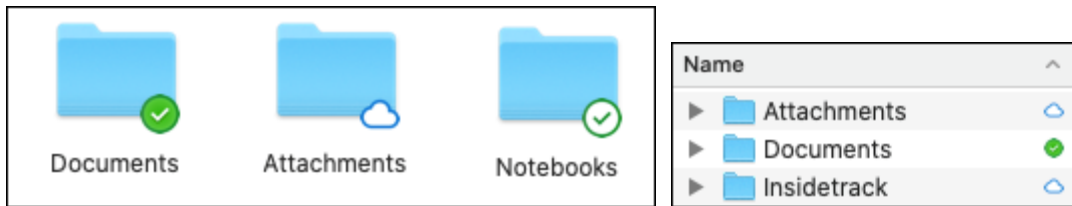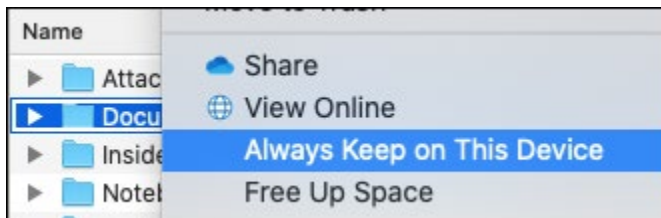
There are three main "Status" indicators for Folders and Files.

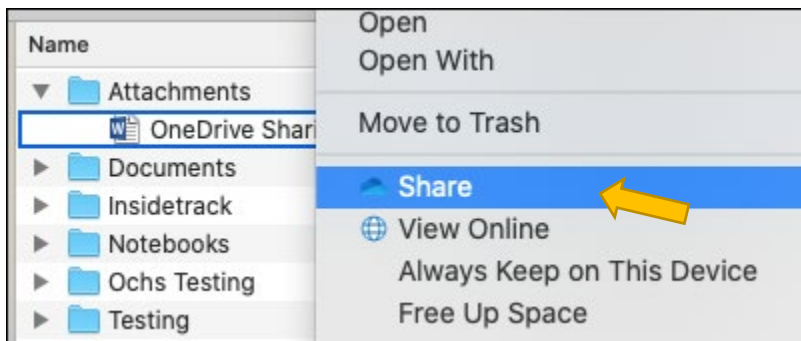 Cloud Icon = The file is available when connected to the internet.

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

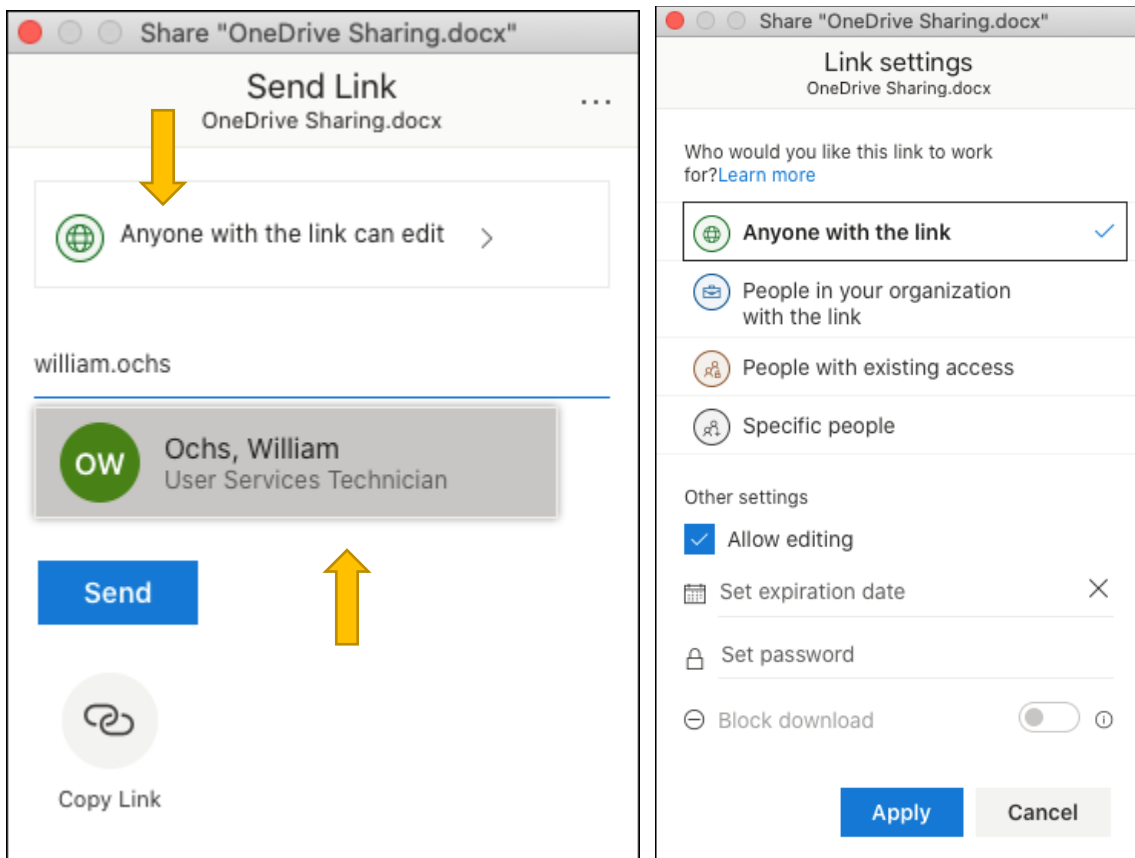 Green Checkmark with Green Circle = Always Keep on this device.

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"
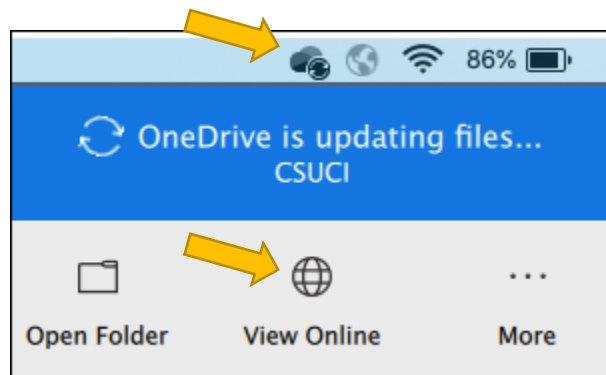
The file share permissions can now be selected, and a user or users can be added to share the file with. When done, select the "Send" button.
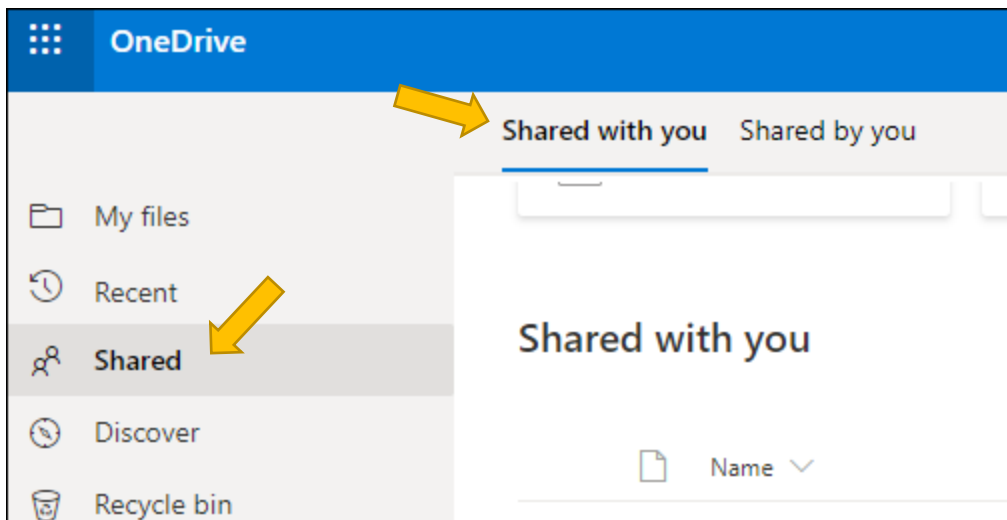
The user will receive an email invitation to access the selected shared materials.

Shared documents can now be worked on in a collaborative method.
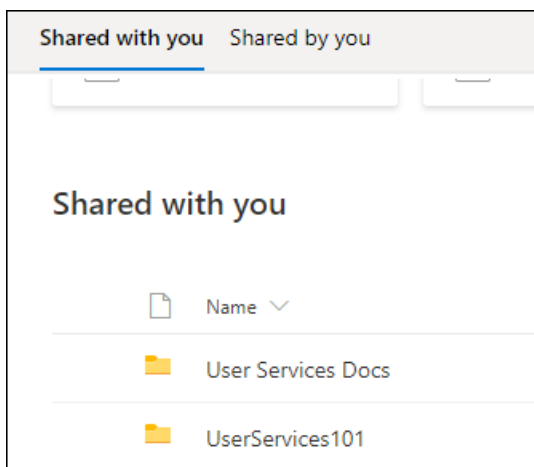
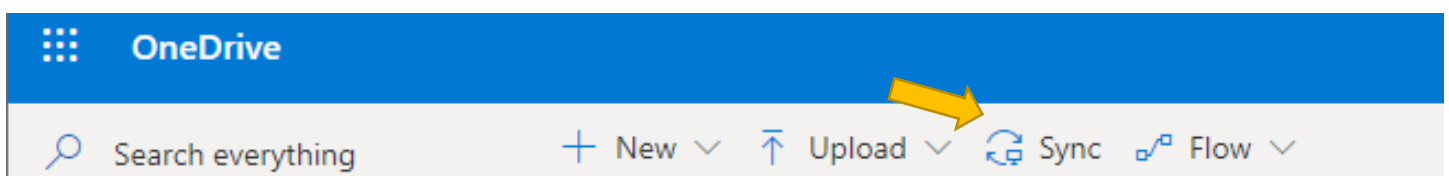**Locating OneDrive Files shared out to you. Then add them to your workstation.**

Locate and select the OneDrive icon and then click on the Icon. Then select "View online."
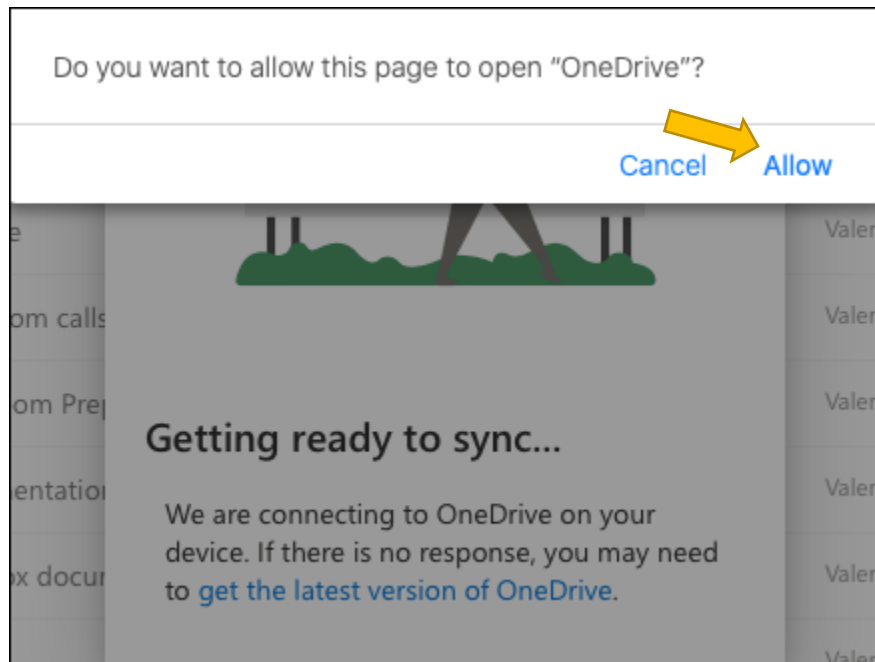
A webpage will open that will show various options. Select "Shared" then "Shared with you"
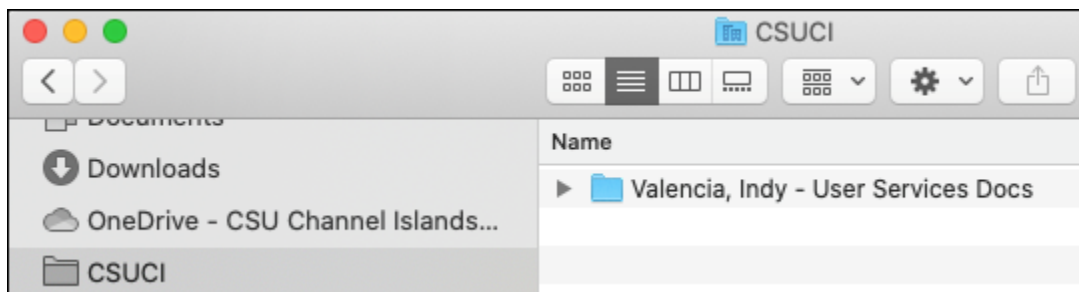

Select a folder you want to visibly see on your local workstation.

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.