OneDrive App – How to Sync your Files

OneDrive is part of your Microsoft 365 account. You can access it on-line through the web interface or by your desktop application. You should be familiar with both ways to get to OneDrive and the differences.

On-line: if you log into any 365 application (https://outlook.office365.com/), on the left side will be nine dots: click on the dots and go to your OneDrive (see screenshot below). Use the on-line method when you are not at your own desktop. Be aware of the differences between on-line and desktop app in how it handles files, as described below. We recommend using the desktop application whenever possible.

Desktop: If you do not have the OneDrive app on your computer, go to Managed Software Center, select the "Microsoft OneDrive" Application, and download and install it.

What does the OneDrive Desktop Application folder do?

When you install the OneDrive app for Mac, a copy of your OneDrive is downloaded to your Mac and put in the OneDrive folder that it creates in your Home (little house) folder. The new folder is called "OneDrive – Yale University".

This folder is **kept in sync** with OneDrive. That is, if you add, change, or delete a file or folder on the OneDrive website, the file or folder is added, changed, or deleted in your OneDrive folder and vice versa.

> **KEY POINT:** If you DOWNLOAD documents when using ONENOTE WEB interface, you will LOSE ALL DATES and VERSION CONTROL. MS will use the date downloaded as the creation date.
> Always download documents using your desktop application. These files are synced to your account.

Tips on Using your OneDrive folder

Access this folder quickly through the OneDrive icon that is installed in your Menu Bar, at top right of screen. You will see the "Open Folder" button in the drop-down Control Panel (see screenshot at right). Or, you can create an "alias" of the folder and keep it on your desktop to make it easier to access quickly. NOTE: you do not want to *move/drag* your OneDrive older to another location.

To upload files to OneDrive automatically:
- simply copy or move the files to your OneDrive folder using the Finder
- save them in your OneDrive folder from an app

  Files you upload this way can be up to 10 GB in size.

You can also use the Finder to do the following common actions:
- rename and delete files
- create new folders
- move files around in your OneDrive folder

The changes will automatically be made in OneDrive online as well.
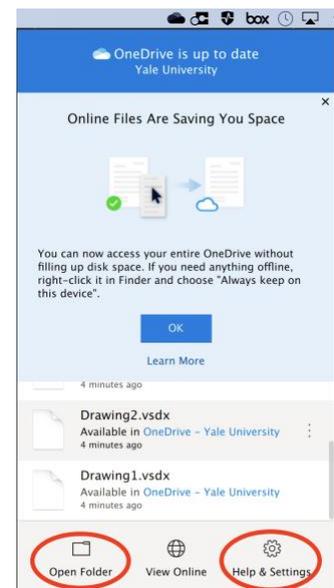
Similar to the **Box** sync app, to make your files available to you even when you are offline, right-click on the file(s) and select "Always keep on this device". You will then see the **solid green check icon** (see screenshot at left.)

Check your OneDrive Settings

Verify that **OneDrive** is set up for optimal synching:

1. Click on the menu bar **OneDrive** app icon to get App Control Panel, then click on "Help and Settings" gear icon and select "Preferences".
2. In the "Preference" panel:

    1. Verify you have "Open at Login" checked, so your files will sync automatically.
    2. Verify you have "Files On-Demand" checked (the button should read, "Turn Off Files On-Demand", indicating that it is currently turned *on*).

3. Mac System Preferences: Click the Apple logo in the top left corner of your Mac Desktop, select **System Preferences**, and select **Extensions** in the top-level menu. Verify you have Finder Extensions for OneDrive checked.
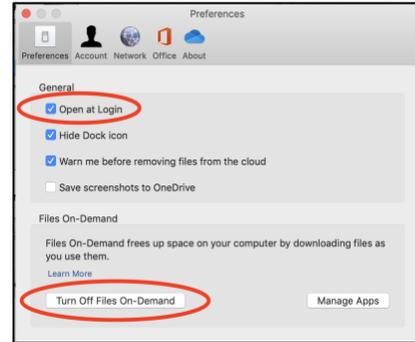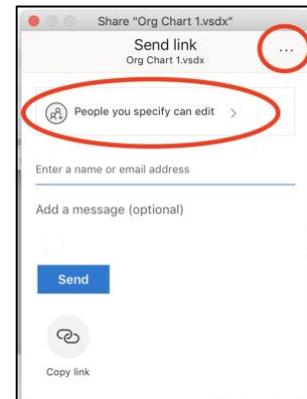
Share Files and Folders

1. To share a file or folder with someone else, right-click on the file or folder in your OneDrive folder that you want to share and select "Share" from the drop-down menu. A **Send Link** panel will appear.
    Sharing will provide the person you send the link to with access to the file online.
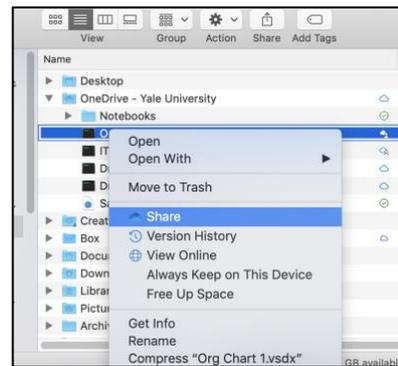
    Options:
    - In the **Send Link** panel, you can adjust settings under "People you specify can edit". The defaults are usually fine.
    - Click on the three-dots in the upper right corner of the window to "Manage Access" to the shared file or folder.

2. Enter the email address of the person, and click "Send", or create a shareable Link that you can copy.

For more information:

Microsoft instructions online:

https://support.microsoft.com/en-us/office/sync-files-with-onedrive-on-mac-os-x-d11b9f29-00bb-4172-be39-997da46f913f