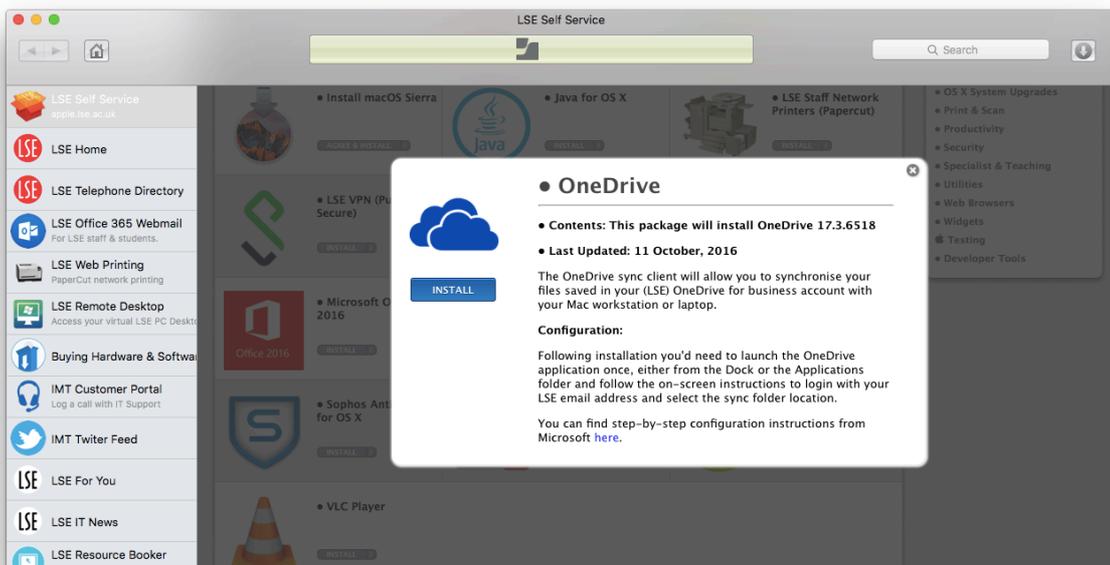
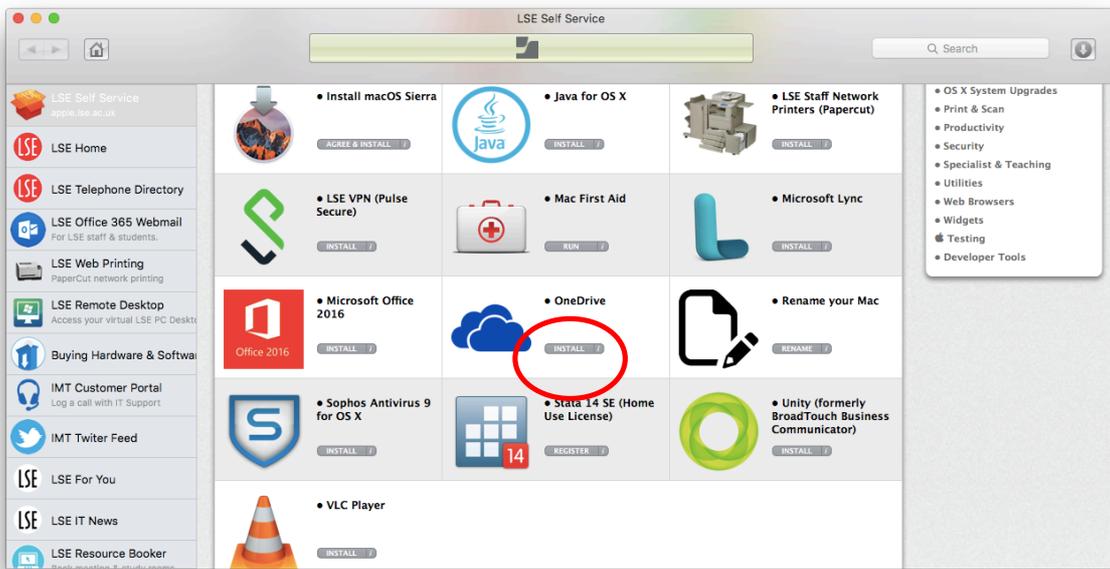


1. **Open LSE Self Service from the dock.** Alternatively LSE Self Service can be accessed via Applications in Finder



2. Find OneDrive in LSE Self Service and click **Install**



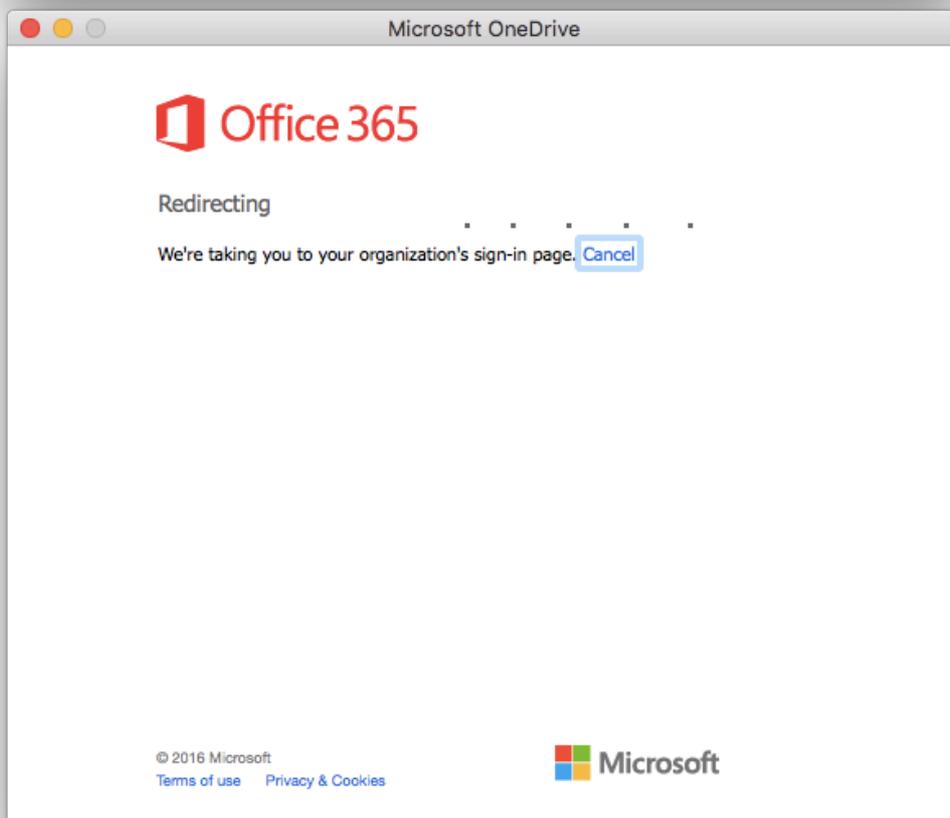
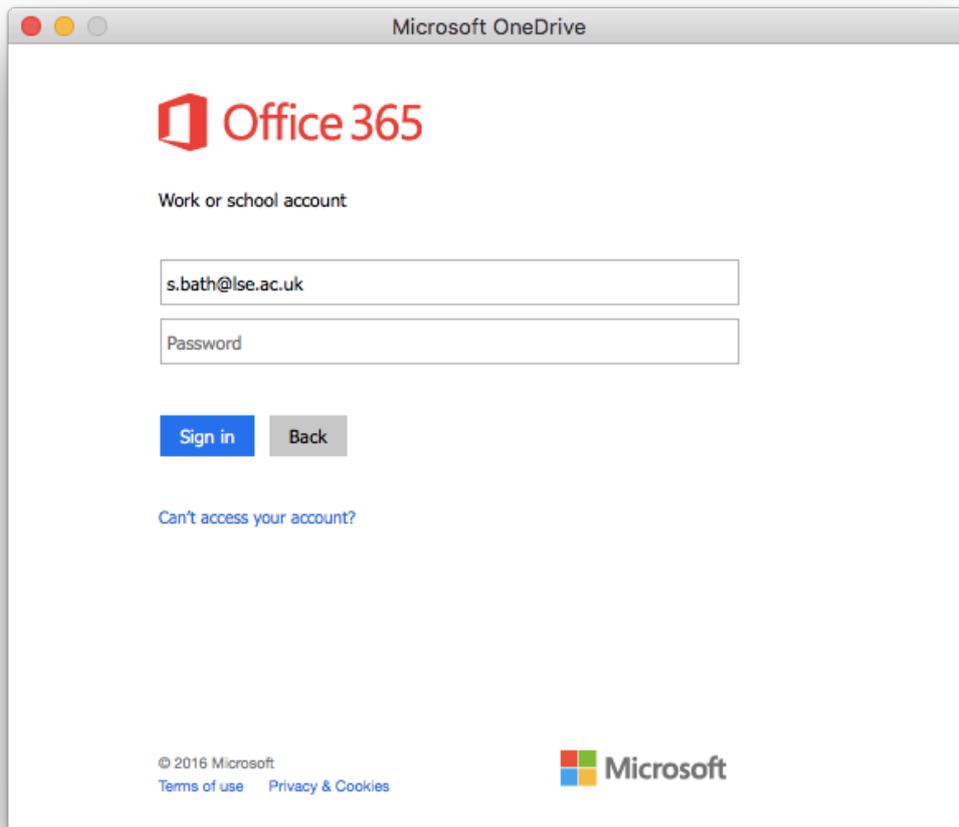
3. Once the installation is complete, **select the OneDrive icon** which will appear in your dock



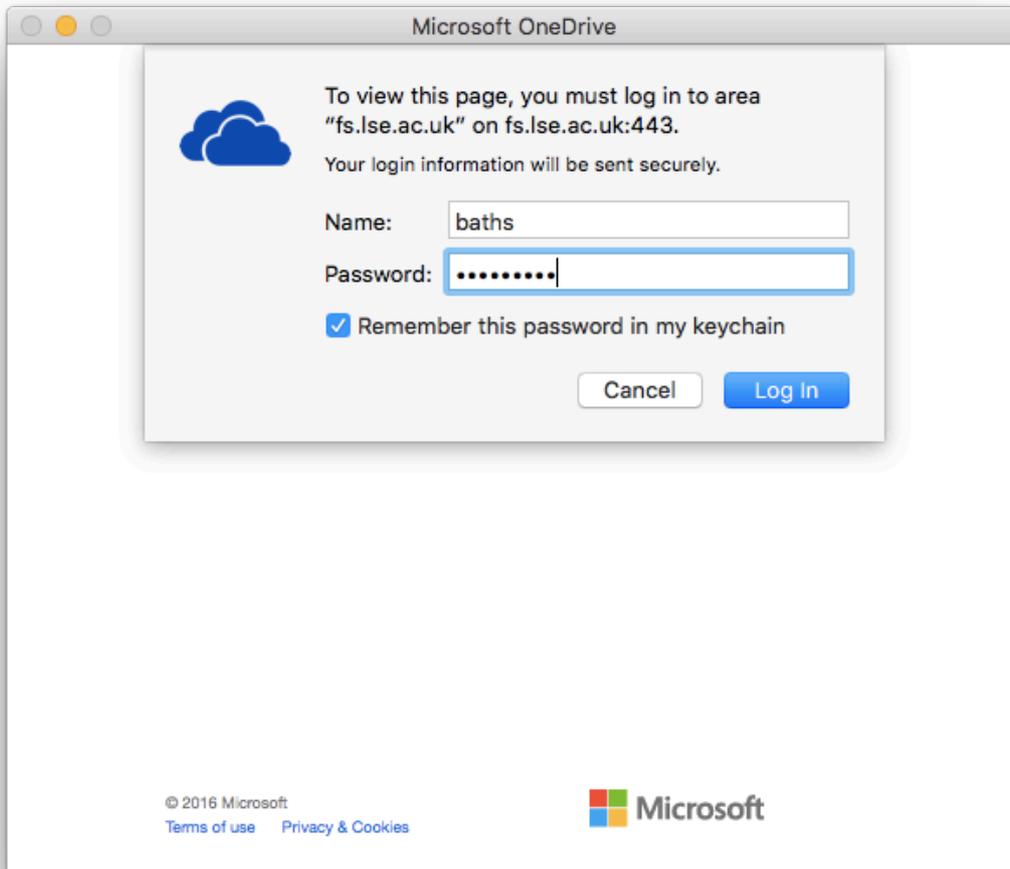
4. Enter your LSE email in this window and click **Sign In**



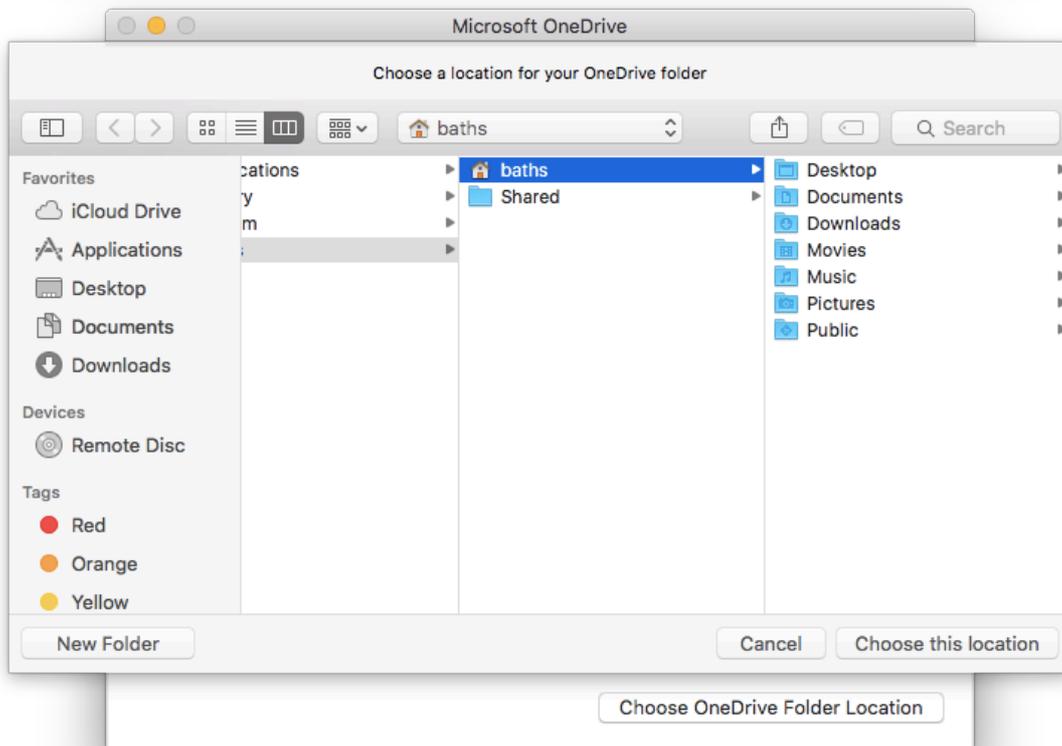
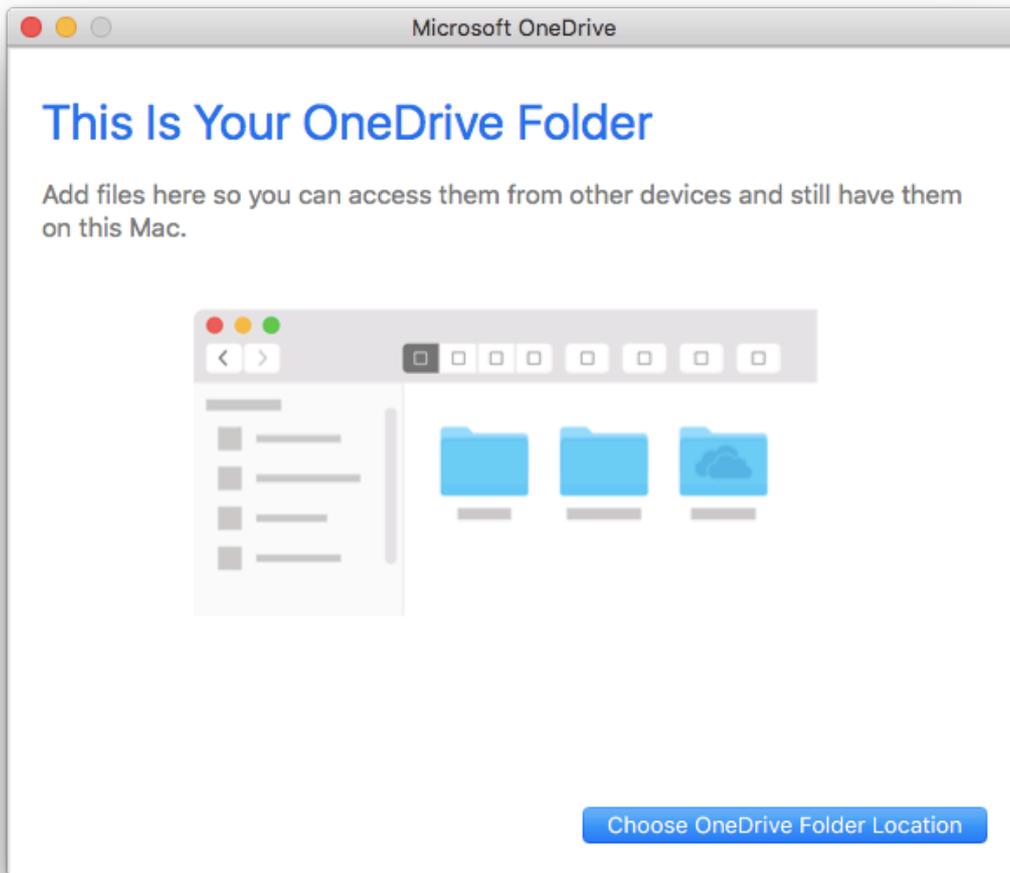
5. In the next window, **enter your LSE email and click on the password text box**. There is no need to enter the password again as it will be automatically resolved from our servers



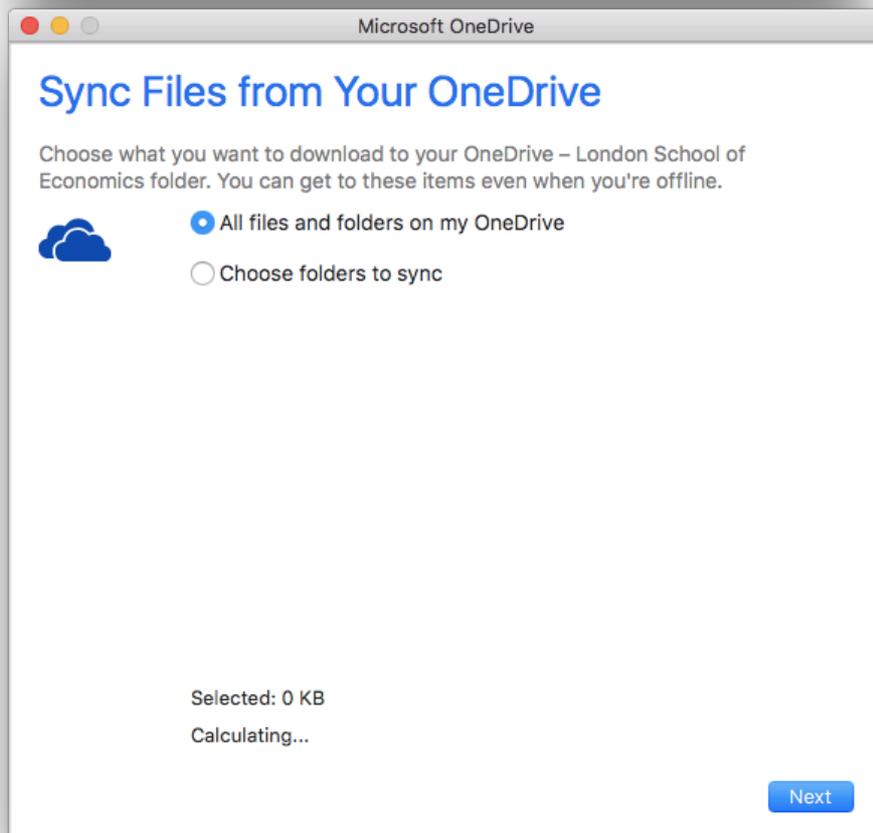
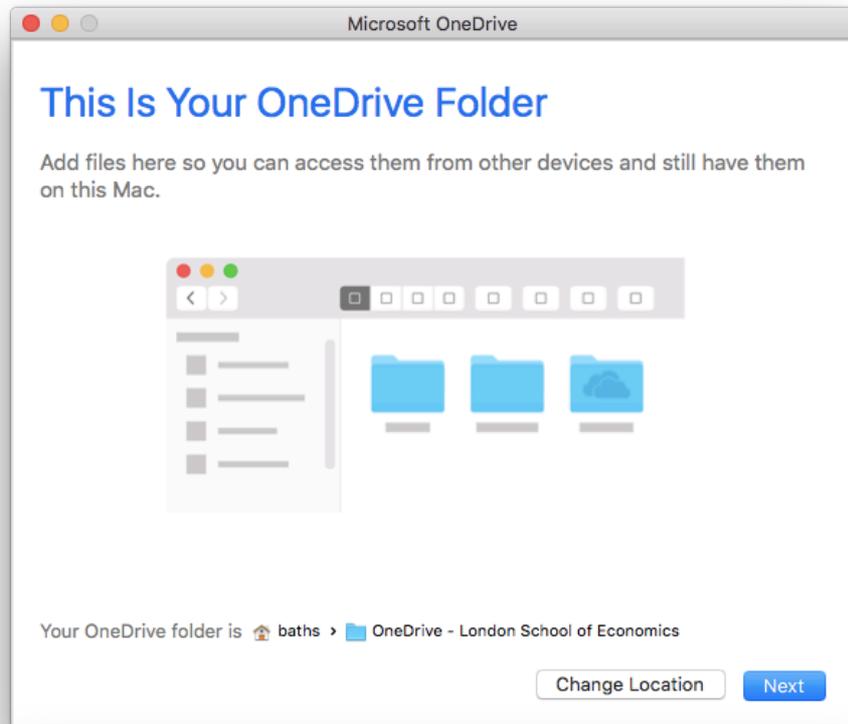
6. **Enter your username and password** into the following window. Select the keychain reminder so OneDrive logs in automatically in future



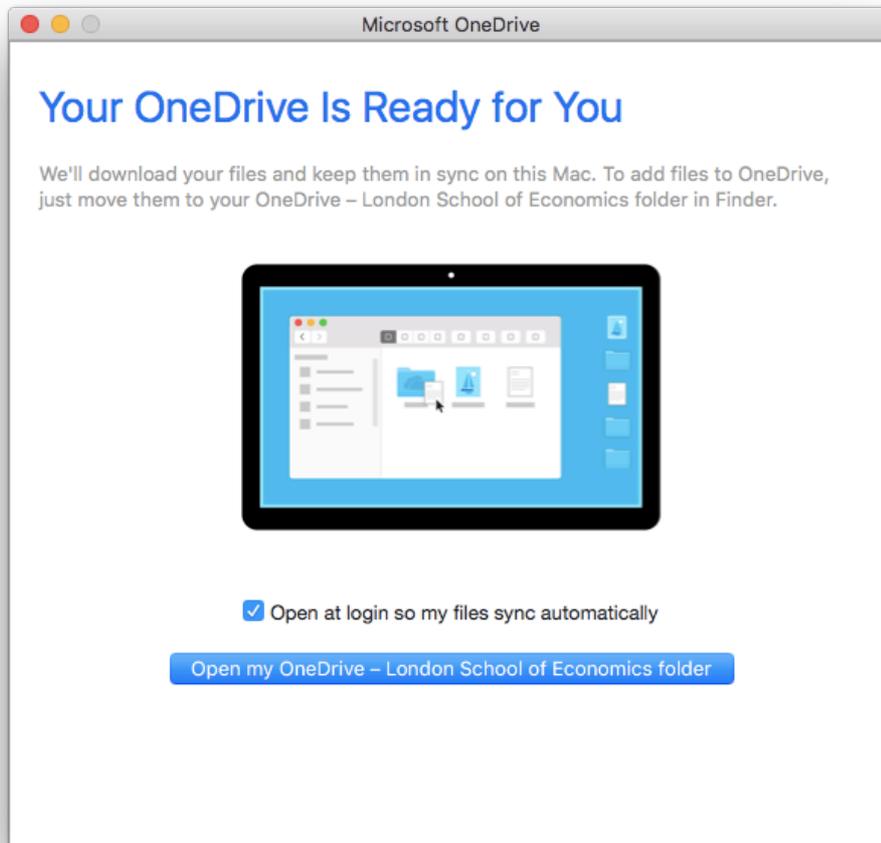
7. Select **Choose OneDrive Folder Location** to decide which folder location to sync to your OneDrive account



8. Once you have selected the folder location, **click Next** and then select which files and folders to sync



9. A new window will then open showing that OneDrive is now ready for use. Tick **Open at login so my files sync automatically** to ensure automatic synchronisation in future. Then select **“Open my OneDrive – London School of Economics folder”**



10. The OneDrive icon will now be visible in the bar at the top of your screen. **Select the icon to open your OneDrive folder.** You will now be able to synchronise documents by adding them to this folder

