

Information Management and Technology

Installing OneDrive (Apple)

http://www.lse.ac.uk/IMT

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

	Microsoft OneDrive
	U Office 365
	Work or school account
	s.bath@lse.ac.uk
	Password
	Sign in Back
	Can't access your account?
	© 2016 Microsoft Terms of use Privacy & Cookies
_	
	Microsoft OneDrive
	Microsoft OneDrive Office 365
	Microsoft OneDrive Office 365 Redirecting
	Microsoft OneDrive Office 365 Redirecting We're taking you to your organization's sign-in page. Cancel
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6. **Enter your username and password** into the following window. Select the keychain reminder so OneDrive logins in automatically in future

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	To view this page, you must log in to area "fs.lse.ac.uk" on fs.lse.ac.uk:443.	
	Your login inf	ormation will be sent securely.
	Name:	baths
	Password:	••••••
	Remember this password in my keychain	
		Cancel Log In
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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

	Microsoft OneDrive
This Is	Your OneDrive Folder
Add files her on this Mac.	e so you can access them from other devices and still have them
Your Opening	folder is the holder of Departure London School of Departure
Your OneDrive	Change Location Next
	Microsoft OneDrive
Sync Fi	les from Your OneDrive
Economics fol	der. You can get to these items even when you're offline.
	 All files and folders on my OneDrive
	○ Choose folders to sync
	Selected: 0 KB
	Calculating
	Next

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**"

Your O Ve'll downloa Jist move the	Incurrive IS Ready for You ad your files and keep them in sync on this Mac. To add files to OneDrive m to your OneDrive – London School of Economics folder in Finder.	e,
	Open at login so my files sync automatically	
	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

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Bath,S's OneDrive — London School of Economics 1 MB used out of 1,024 GB			
OneDrive is up to date Last updated a moment ago			
Open OneDrive Folder			
Preferences Report a Problem			
Quit OneDrive			

OneDrive - London School of Economics		
$\langle \rangle$		Q Search
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