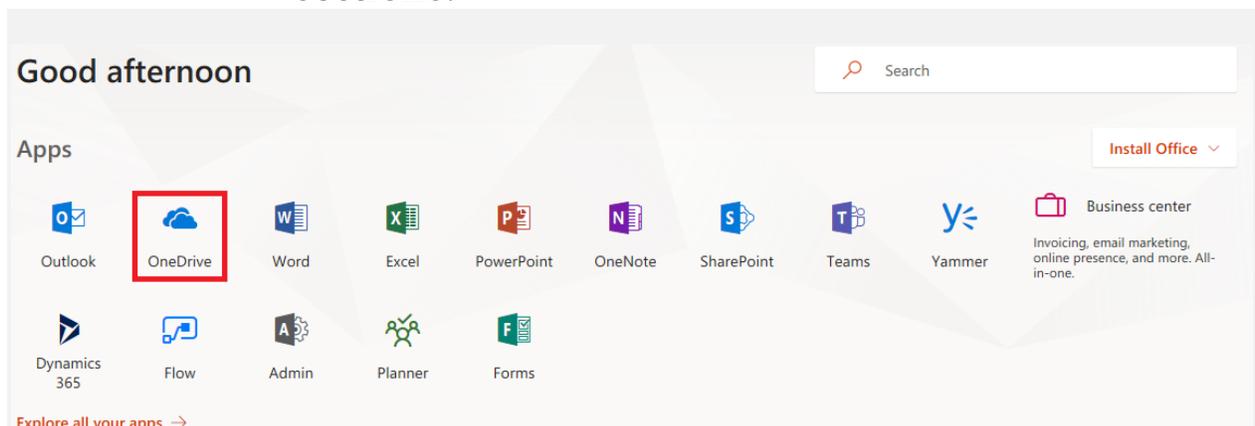


How to Access OneDrive for Business from Safari

First things first. OneDrive can be accessed directly from any browser. You don't need to install any software on your Mac to start using OneDrive. The browser access is also great when you want to open a file on someone else's device.

1. Go to <http://portal.office.com/>.
2. Sign in with your Office 365 credentials.
3. Click the OneDrive button located under the Apps sections.



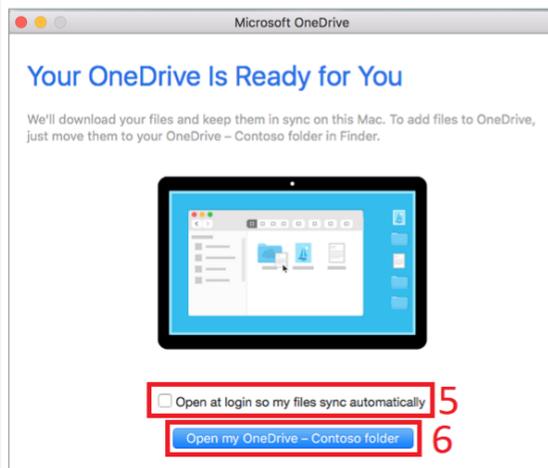
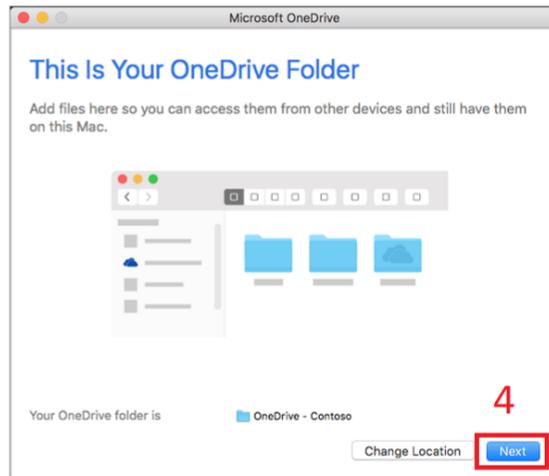
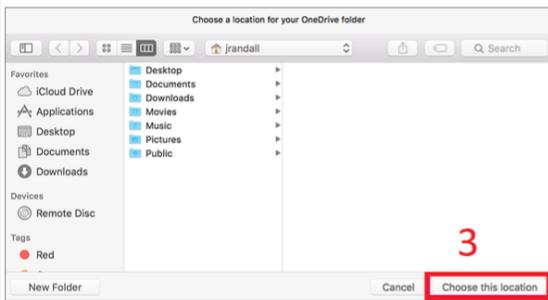
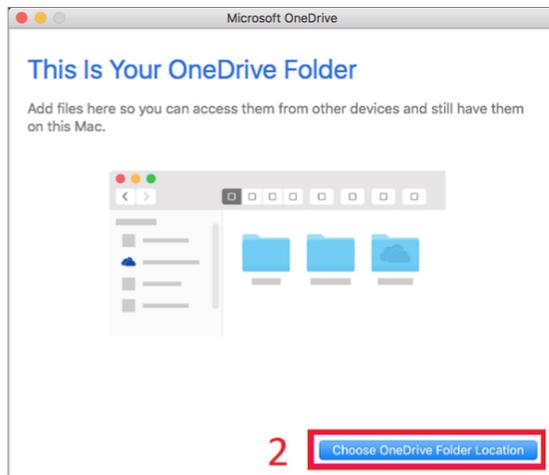
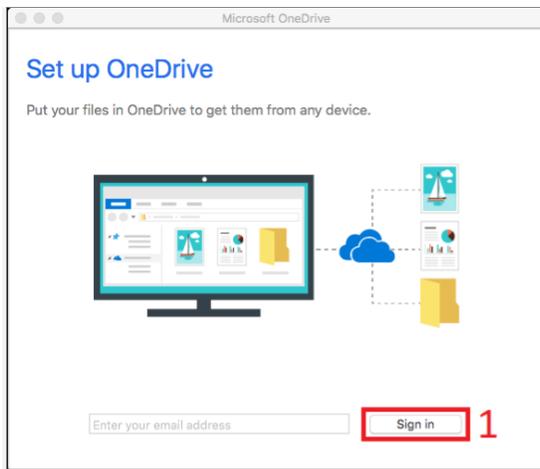
How to Sync OneDrive for Business to Mac

Microsoft has developed a OneDrive app for every device including the Mac! After installing the OneDrive app a copy of your OneDrive files are synced to your Mac and put in the OneDrive folder. OneDrive will continue to keep this folder in sync with OneDrive. If you edit or delete a file or folder on the OneDrive website, the changes will sync updating your local copy and vice versa. Every device with OneDrive installed will automatically be updated too.

The OneDrive folder works like any other folder. To upload files to OneDrive simply move the files to your OneDrive folder using the Finder. Editing and saving a file located in your OneDrive folder will automatically sync to the cloud.

1. [Download & Install OneDrive for Mac](#).
2. Start OneDrive by pressing **cmd+Space** to launch a Spotlight query and type **OneDrive**.
3. Enter your work email address and click **Sign In**.
4. On the *This is your OneDrive folder* page, click **Choose OneDrive Folder Location**.
Select a location where you would like to save your OneDrive files and click **Choose this location**.
5. Once back on the *This is your OneDrive folder* page, click **Next**.

6. On the *Sync Files from Your OneDrive* page, click **Next**.
 7. On the *Your OneDrive Is Ready for You* page, click **Open at login so my files sync automatically** check box. Click **Open my OneDrive**.
-



Share Files from OneDrive + Mac

How often does this happen? You want to collaborate on a document and you end up emailing the document back and forth filling up your mailbox and making it hard to keep track of

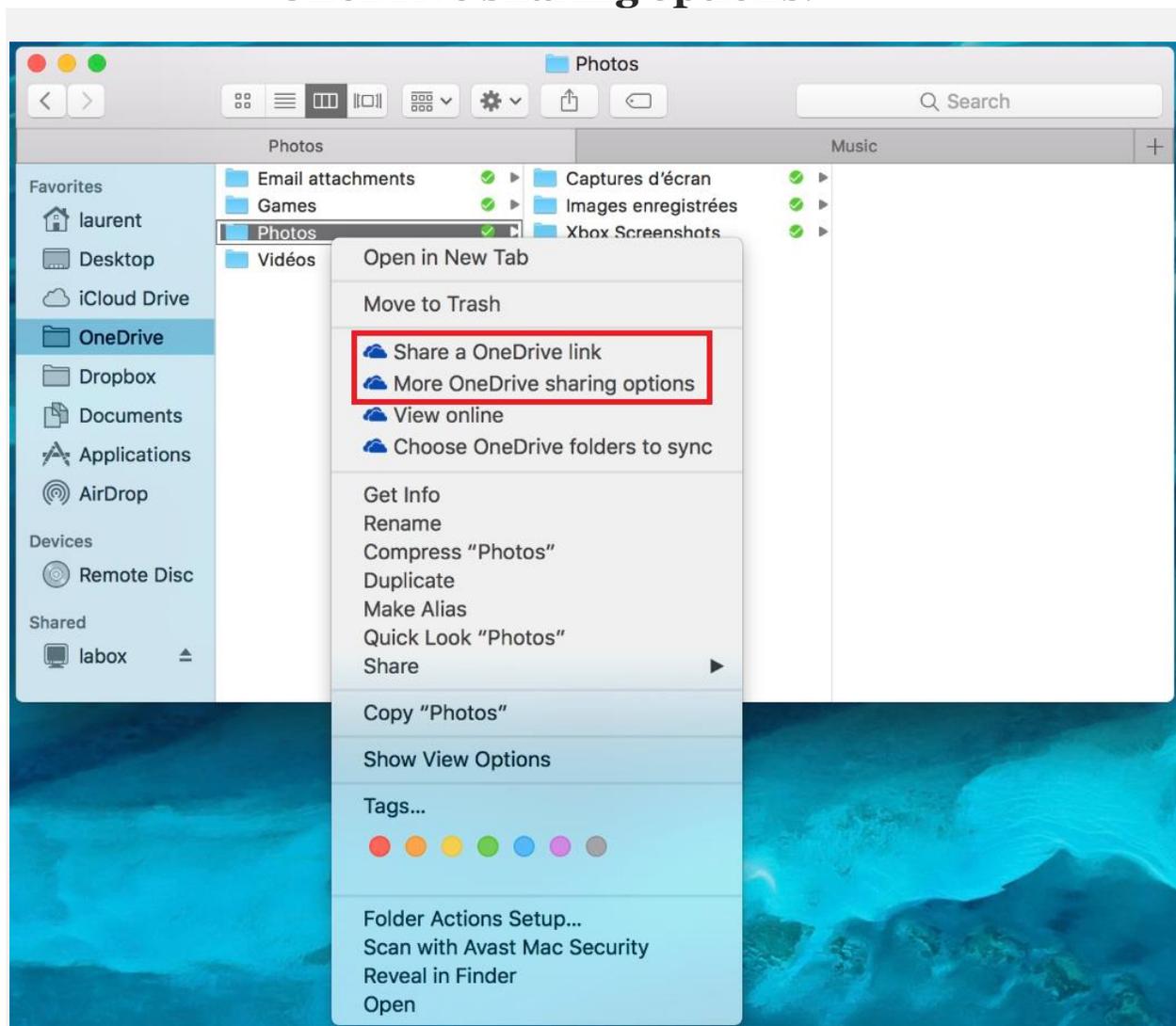
revisions. If you're unlucky, the file can't be shared due to security constraints or size limits. Fortunately, OneDrive offers an alternative, you can share the file directly from OneDrive!

OneDrive for Business's sharing capability provides the following enhancements:

- While an Office document is stored in OneDrive you and colleagues can read, edit, and **collaborate on the document at the same time!** (More info below)
- **Easier to track revisions** because you and the collaborators can work on the document directly from OneDrive. OneDrive will track changes so you can always undo what someone has done!
- **Enhanced security** with different permissions. Maintain control by granting someone **view only** or **edit** permissions. With view only permissions the person you share the document with cannot make any edits.
- **Smaller mailbox** size. By keeping the document in OneDrive and emailing a link, your mailbox will stay small so you won't have to worry about maintaining your mailbox size.

How to Share Files from your Mac

1. Open your OneDrive folder.
2. Right-click the file or folder you want to share.
3. Select **Share a OneDrive link** or **More OneDrive sharing options**.



sWith OneDrive you can share a file with a link or password protect your document.

If you chose to share a document with a link, anyone that has the link will be able to view the document. While the link isn't easily found on the internet, the link may be shared with someone that shouldn't have access.

Password protecting a document will require individuals that access the document to sign-in. Microsoft won't require your colleagues to have an account in Office 365, they can sign in for free!