

Signing into and syncing files with OneDrive

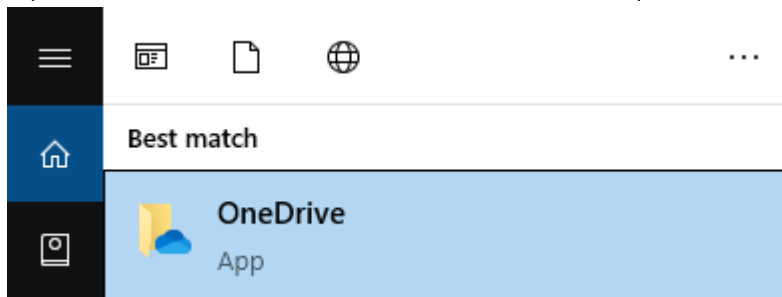
Objective

Log into and sync files to your Departmental OneDrive

Opening OneDrive

1. Windows

Open the **Start Menu**. Search for **OneDrive** and open **OneDrive (App)**.



Mac

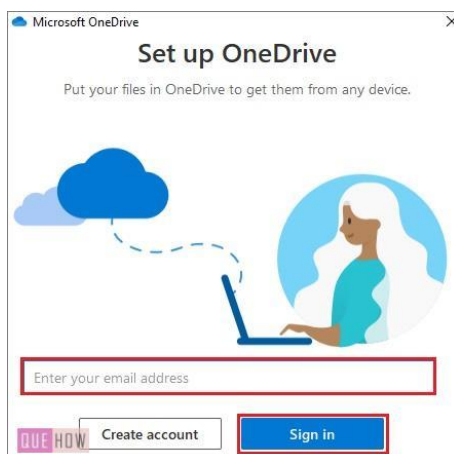
EITHER Open the OneDrive app from either the Applications folder or the Launchpad
OR Open Spotlight (keyboard shortcut [Command ⌘] + [SPACE]) then search for OneDrive and select the relevant application search result

Setting up OneDrive (Windows and Mac)

2. If prompted to set up OneDrive

Enter your Departmental e-mail address click **Sign In**.

E-mail addresses are in the format of First.LastnameX@schools.sa.edu.au, where X is a random number generated between 1 and 999



3. If prompted to login to EdPass

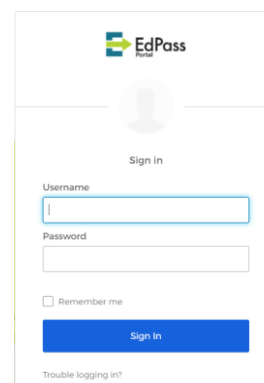
Username: E-mail address at Step 2

Password: Your EdPass password

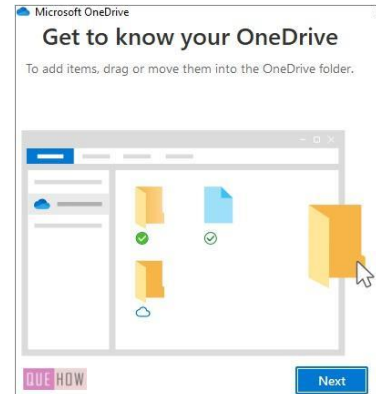
If you're unsure of your EdPass password and need a password reset

Contact Learning Technology Services on (08) 8309 3500 option 3 **OR** e-mail

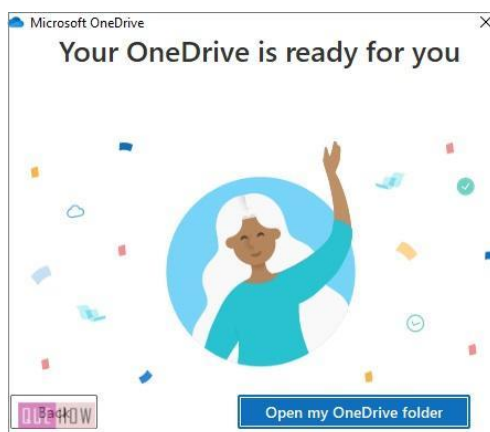
learning.technology@openaccess.edu.au



4. **(OPTIONAL)** Specify where you want to store your OneDrive on your computer
5. Click **Next**
6. **(OPTIONAL)** Review the instruction to move files and folders into OneDrive
7. Click **Next**




8. If you've logged into OneDrive correctly, you'll get a page **Your OneDrive is ready for you**. Click **Open my OneDrive folder**



Moving files to OneDrive (Windows only)

If you wish to back up your **Desktop, Documents and Pictures*** folders to OneDrive

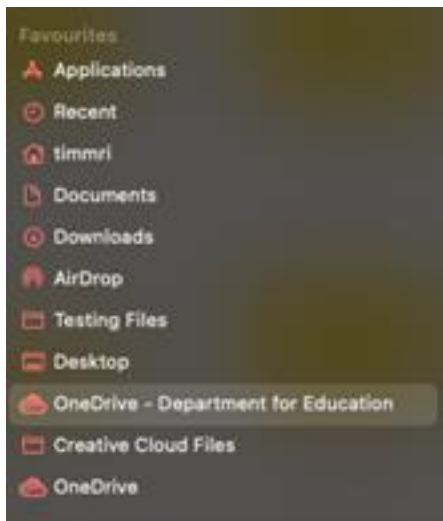
9. In the bottom-right of your screen, right-click the OneDrive  button.
10. Click **Help & Settings**, then **Settings**.
11. Access the **Backup** tab and click **Manage back up**.
12. Select any folders you wish to redirect to backup

If the folder says Files backed up	= Redirecting to OneDrive
If the folder has a tick box	= Not redirecting to OneDrive
13. Click on **Got it** or **Start backup** (the name of this button depends on Step 12)

*** If you have files/folders additional to the Desktop, Documents and Pictures folders to backup, you will need to move these files into OneDrive per the instruction at Step 6.**

Moving files to OneDrive (Mac only)

9. Open **Finder**.
10. Drag and drop files to **OneDrive – Department for Education** per the instruction at Step 6. (not to be confused with OneDrive)



(OPTIONAL) Turn on Finder integration (Mac only)

This feature enables you to see the sync status icons on files in OneDrive

9. Click the **Apple** logo in the top left corner
10. Select **System Preferences**
11. Select **Extensions**
If you don't see Extensions, click on the waffle icon in the title bar
12. Tick/check the **OneDrive** Finder Integration

(OPTIONAL) Set OneDrive to open on startup (Mac only)

This process is to OneDrive to open automatically and sync each time you login

9. Click the **Apple** logo in the top left corner
10. Select **System Preferences**
11. Select **Users & Groups**
If you don't see Users & Groups, click on the waffle icon in the title bar
12. Click **Login Items**
At the bottom left corner of the window, click on the lock icon and enter your admin password
13. Click the **(+)** button
14. Select **OneDrive** (you may need to navigate to the **Applications** folder)
15. Click on the **Add** button