

InformationTechnology O365 Email Services OneDrive Sync Client for Mac

Topic: Connect your OneDrive Sync to the new Office 365 service

- Find your current OneDrive –Minnesota State University Moorhead icon on the menu bar located on the right site that looks like a black cloud.
- Click on the Cloud, More and then Preferences.
 Note: if your menu does not look like the picture to right, then you need the updated client from Office 365. See below.
- Click on the Account tab and then Add Account and enter the following information and click on Sign In. Employee username: <StarID>@minnstate.edu Student username: <StarID>@go.minnstate.edu
- 4. Enter your StarID password.
- 5. Click **Next** on the next window.
- 6. The next window will show you tips on OneDrive and your setup is complete.
- 7. You can now remove your previous account by completing steps 1 & 2 above and then choose **Unlink this PC**.

Office 365 Training: https://www.mnstate.edu/it/office365

OneDrive Sync client update: The newest sync client can be found on Office 365 by going to <u>https://www.mnstate.edu/it/office365</u> and sign into the site. The client is located on the OneDrive page at the link **Get the OneDrive apps**.

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.

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