Office 365: Using the New OneDrive Sync Client

On a Windows Computer

1. Go to your OneDrive (https://onedrive.uwec.edu).
2. Click the Sync button.
3. Click Get the new OneDrive in the box that pops up.
4. Run the file that is downloaded.
5. Enter your UWEC email address in the box that pops up.
6. Click **Work or school** when prompted with the option.

7. Sign in with your UWEC username and password when prompted.

   *NOTE: If you are on your work computer you will be automatically signed in.*

8. Click **Next**.

9. At this point you may decide which folders you would like to sync to your desktop.
   
   For example, if you had a folder that had a large amount of data you may want to keep those files online only.

10. Click **Next** once you are done.

11. Click **Open my OneDrive - UW-Eau Claire folder** and confirm that everything has worked.

### On a Macintosh

1. Open up the App Store.

   *NOTE: If your work computer does not have access to the app store contact the helpdesk (helpdesk@uwec.edu).*

2. Search for and find the OneDrive app.

3. Click **Get**.

4. Click **Install**.

5. Once installed, click **Open** in the app store or search for OneDrive using spotlight.

6. Sign in using your UWEC username and password in the dialog box that pops up.

   *NOTE: If you are on your work computer on the campus network you will be auto signed in.*
7. Click the OneDrive icon in the top bar.

8. Click **Open OneDrive Folder** to go to your OneDrive folder.

9. To make certain your documents remain synced, click the **OneDrive** icon in the top bar and then select **Preferences**...

10. In the preferences pane, check the option **Open at login**.