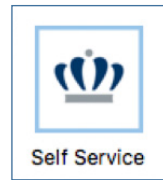


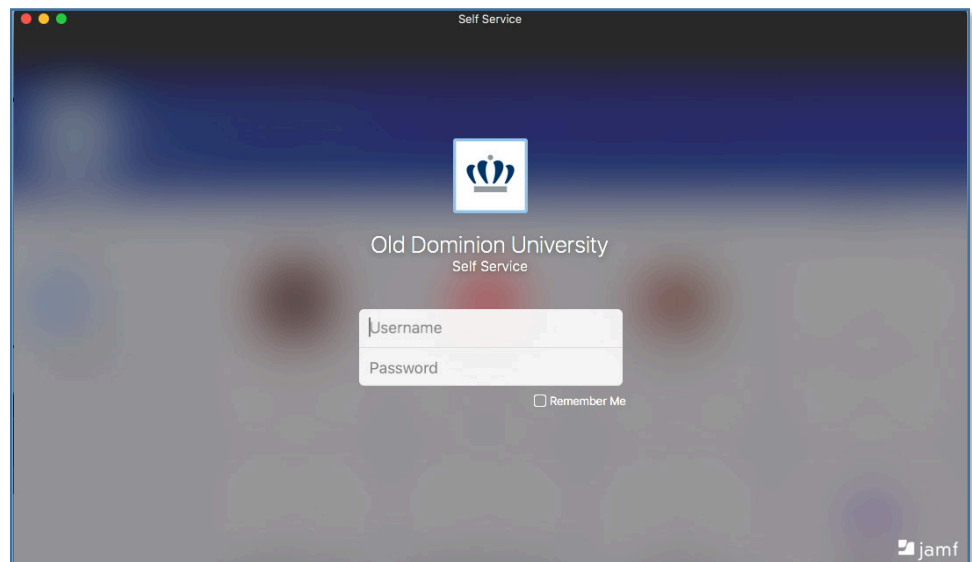
Using Microsoft OneDrive (macOS)

Installing OneDrive

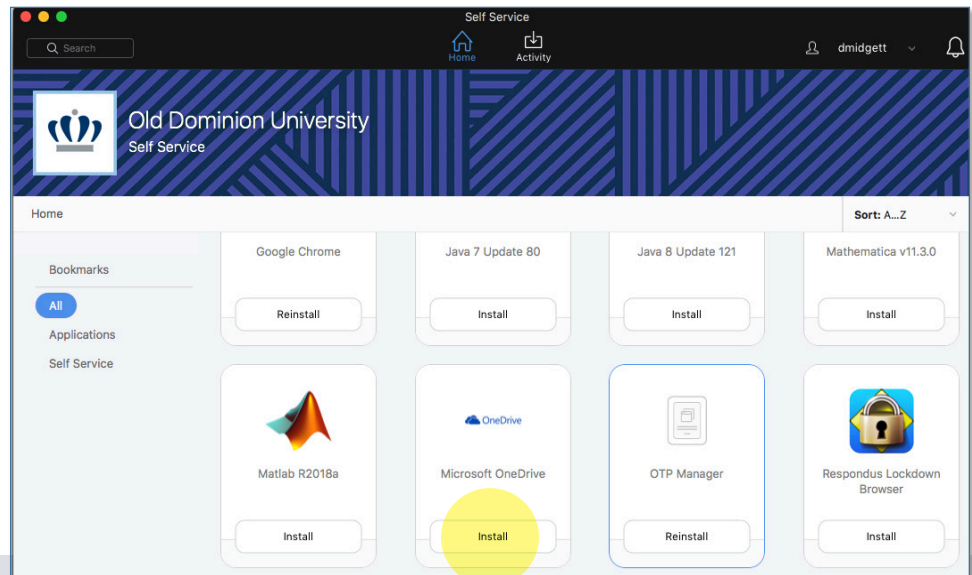
1. Open your **Applications** folder and double-click on the **Self Service** app.



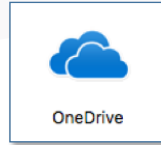
2. Log in to **Self Service** with your MIDAS username and password.



3. Look for **Microsoft OneDrive** and click on the **Install** button. The installation will take a couple of minutes to complete.



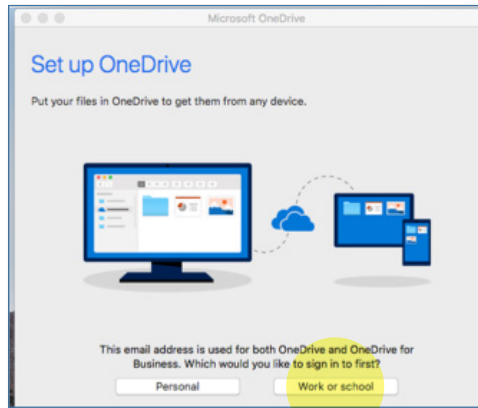
- Once it's installed, open the **Applications** folder again and double-click **OneDrive**.



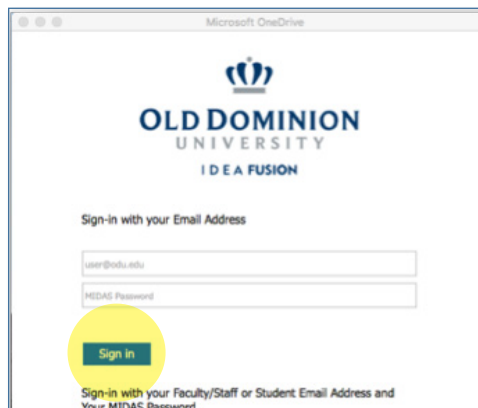
- Type in your email address and click **Sign In**.



- Click on **Work or school**.



- Type in your email address and MIDAS password and click **Sign In**.

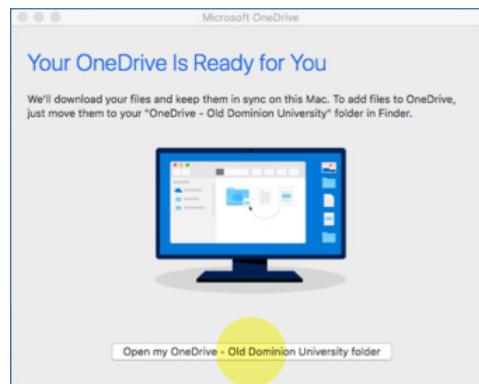




8. Use the default location for OneDrive and click on the **Next** button. Select which files or folders you want to sync between the computer and the cloud.

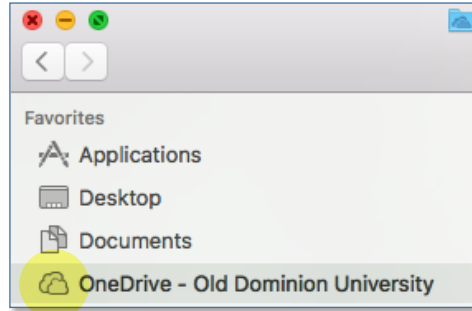


9. Click on **Open my OneDrive – Old Dominion University folder** to complete the OneDrive setup and view any files or folders that you told it to sync. You can also start dragging any files and folders to OneDrive. (Note: You can also view your files at office365.odu.edu.)

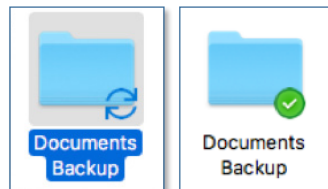


Storing and accessing data on OneDrive

1. Open the **OneDrive folder** on your computer from the OneDrive icon in the upper right corner of the desktop (near the clock) or from the Finder under Favorites.



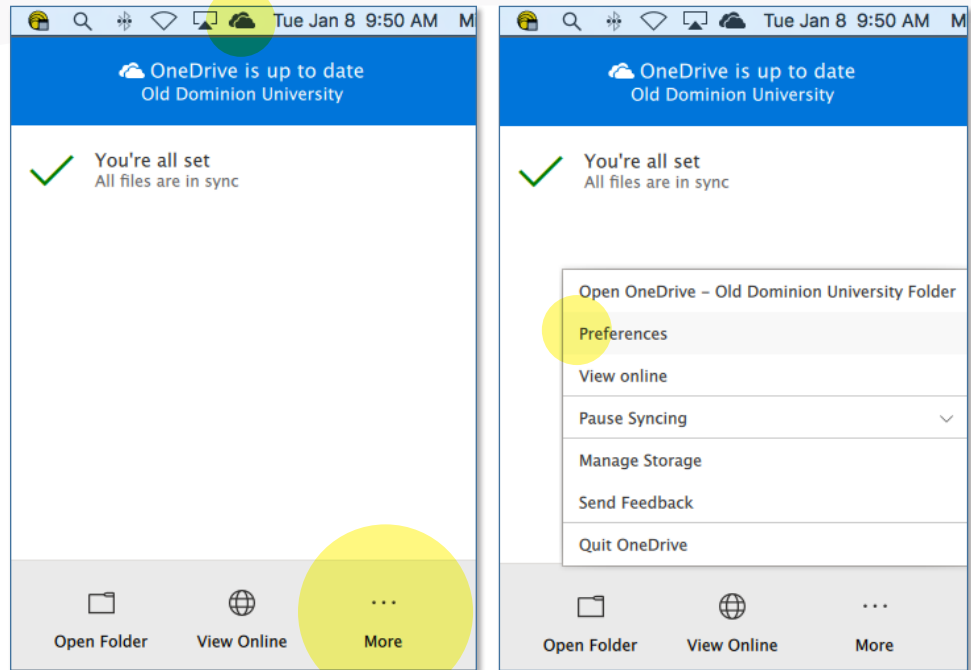
2. Drag your data into the OneDrive folder to sync it. You'll see blue arrows going in a circle while the data is syncing, and a green check when the data is done syncing.



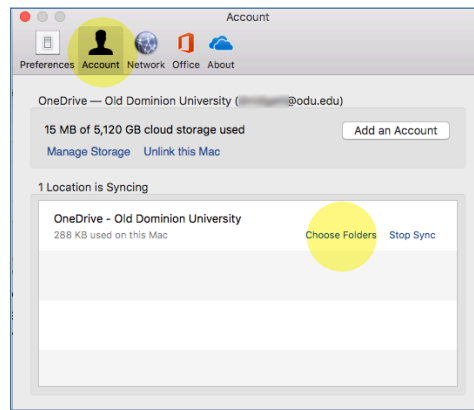
Important: Before moving any data to OneDrive, please review the **Regulated Data Storage Matrix** to see what types of data can be stored there (itsapps.odu.edu/storage_options).

Data Types	Public Data	Confidential Data		Restricted Data			
	Public Data >	FERPA >	Confidential Data Not Covered by FERPA >	PCI-DSS >	HIPAA >	PII >	GLBA >
OneDrive for Business <small>An enterprise service that allows users to store, share and edit files within online Office apps as part of Microsoft Office 365.</small>	✓	✓ ²	✓ ²	✗	✗	✗	✗

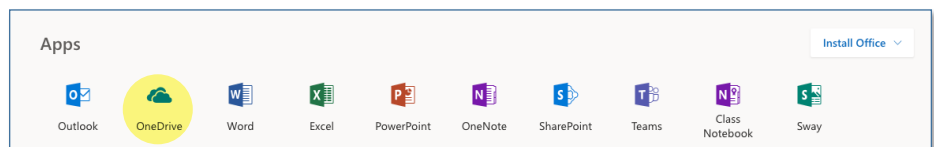
3. To sync additional files or folders from OneDrive to your local device, click on the OneDrive icon near the clock and click **More**. Then click **Preferences**.



4. Click on **Account**, then **Choose Folders**. Place a check next to the data that you want to sync. Depending on the amount of data that you selected, it may take a few minutes to hours for the syncing to complete.

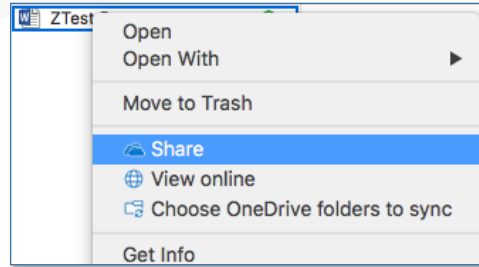


5. You can also access OneDrive online:
 - a. Go to office365.odu.edu.
 - b. Click on the **OneDrive** icon under Apps.

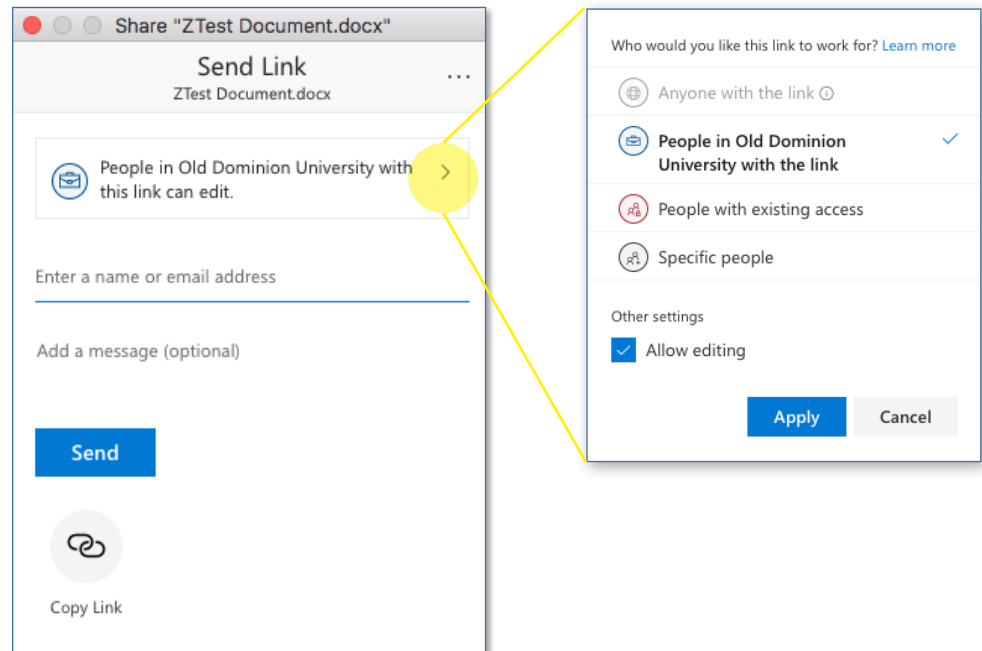


Sharing files with OneDrive

1. Right click on a file in your OneDrive folder, and click **Share**.



2. Choose who you'd like to share with. Type the person's MIDAS ID or email address on the blue line, add a message if you want, and click **Send**. You could also create a link to share or send out through Outlook.



About OneDrive

- Each user has a total of 5TB of online storage with OneDrive.
- Individual files cannot exceed 15GB.
- OneDrive can restore deleted files ([more information](#)).
- [OneDrive Help and Knowledge Center](#)