

OneDrive Basics (Mac)

A Quick Start Guide by MET IT



Personal Drive Set-Up • One Drive Sync Icons • SharePoint Sync Set-Up • Notes & Recommendations

Personal Drive Set-Up

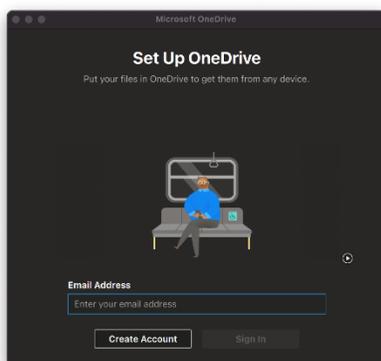
Full-time faculty and staff receive a OneDrive folder for saving their personal work files. Benefits include:

- HIPAA, Restricted, and Confidential compliant
- 1 TB of storage space
- File access without VPN

To access your OneDrive folder, open the OneDrive app through the Applications section in Finder.



Enter your BU e-mail when prompted and select all the default options in the following screens.

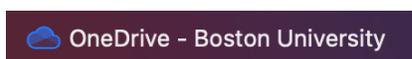


After completing the sign in process, you should now see two new features in MacOS:

- On the menu bar, you will see a cloud icon that indicates the status of OneDrive.



- In the Finder, you will see a Favorites link as shown below. If you do not, you can find it in the following directory: `~/Users/<BU username>`



OneDrive Sync Icons

The following is a list of the various OneDrive icons that you will encounter:



Gray Cloud – Found on menu bar. Indicates that you are not signed in. Follow “Personal Drive Set-Up” steps



Pending Arrows – Found on menu bar & Finder. Indicates that sync is currently in progress.



Pause – Found on menu bar. Indicates that syncing is currently paused. Click on icon, go to settings, and select “Resume Syncing”.



Red Dash – Found on menu bar. Indicates that your account is blocked. Contact MET IT for further assistance.



Black Cross – Found on menu bar & Finder. Indicates a file/folder can't be synced. Click for problem details.



Blue/Download Cloud – Found in Finder. Indicates the file/folder is only available online. Item does not take up disk space.



Green Check – Found in Finder. Indicates a local copy of a file/folder. Item takes up disk space. Right-click the item and select “Free up space” to remove safely.



Solid Green/Underlined Check – Found in Finder. Indicates a local copy of a file/folder that is always up to date. Right-click the item and select “Always keep on this device” to activate feature.



People – Found in Finder. Indicates that the file is being shared with someone. Sharing can be done from Finder, within Office apps, or online.

See our training portal for further guidance
<https://www.bu.edu/metit/training-portal/>

Contact MET IT for helpdesk support
 metit@bu.edu • 617-358-5401

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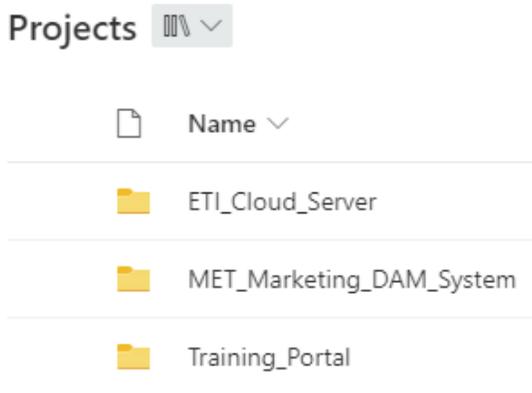


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SharePoint Sync Set-Up

Each department at MET has been set-up with a SharePoint site that stores their shared documents. This folder can be accessed from your web browser but can be synced to your computer using the OneDrive application.

1.) To sync your departmental folder(s), go to your department SharePoint site, and navigate to the folder you wish to sync.

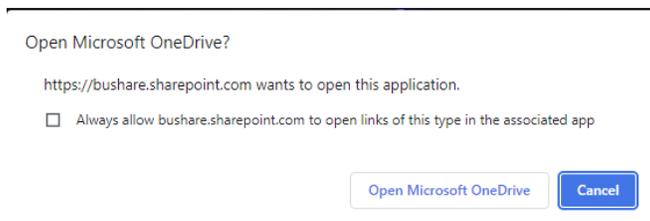


2.) Click on the Sync button in the toolbar. If you do not see the button, try clicking the ellipsis at the right end of the tool bar.

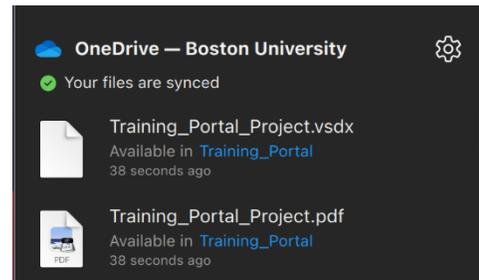


3.) The browser will request permission to open OneDrive. Make sure to accept.

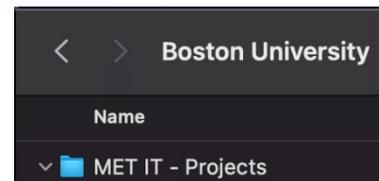
The “We’re Syncing Your Files” message can be closed without any other action.



4.) Sync times can vary depending on the size of the library; they should be allowed to complete before working. Monitor the progress by clicking on the OneDrive icon in the menu bar.



5.) Open your Finder to see a new Favorites folder as shown below. All synced folders will appear in ~/Users/<BU username>/Boston University.



Notes & Recommendations

- Do not sync many small folders. Instead
 - Sync the highest-level folder that contains all the folders you will be working with.
 - Once the sync completes, MET IT can adjust OneDrive settings to sync only the folders you need.
- If you notice the sync is delayed/not working, check to make sure that there are no error messages. In addition, you can upload/download directly to SharePoint.