How to Download and Install **OneDrive-Bentley University for MacOS**

Step 1: Click here to install OneDrive for MacOS. This link will take you to Bentley's Office 365 Portal. You will be asked to login with your Bentley email address and password.

Step 2: Click on the OneDrive icon		Step 3: In the bottom left-h	and corner of your
	a office.com	screen, chek on Get the O	
III Office 365	BENTLEY	III Office 365 One	Drive
Good morning	-7	\mathcal{P} Search everything	+
Apps		Sulkin, Jane	Fi
🛂 Mail 🏠 OneDrive 🕎	Word X Excel	Files	
SharePoint TB Teams	🛐 Sway 💽 Forms	Recent	
cxpiore an your apps 7		Shared	
		Discover Bacycla bin	
		Bentley Oniversity +	
		BU Bentley University Team Site	
		OF O365 FAQ Team Site	
		PT Permissions Test - Client Sen	
		Test Stand Alone SharePoint	
		Get the OneDrive apps	
		Return to classic OneDrive	
		Get the OneDrive apps	

This link will be take you to the Microsoft OneDrive download site.



This will take you to the Apple App Store

Step 5: Make sure that "App Store" is highlighted in blue, then click on "Open Link" -

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Mac App Store Preview	
Open	the Mac App Store to buy and download apps.
OneDrive Microsoft Cor ★★★★★ 603 F	ee rporation Ratings
View in Mac Ap	P Str 😑 💿 🕒 Launch Application
	This link needs to be opened with an application. Send to:
	App Store
Screenshots	Choose other Application Choose
	Remember my choice for macappstores links.

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Step 8: If prompted, enter your Apple ID and Password and then click "Get" or "Sign in"—



If you do not have an AppleID, click "Create AppleID"

Step 10: Enter your Bentley email address and then click on "Sign in"

0	Microsoft OneDrive
Set up	OneDrive
ut your files	in OneDrive to get them from any device.
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F	nter vour email address

Step 12: Click on "Choose OneDrive Folder Location"



a on "Install App"
OneDrive 📧
OneDrive is the one place for everything in your life. It lives you free online storage for all your personal files, so you c them from your Mac and any other devices you use – thone, iPod, PC, Windows Phone or Android. With OneDrive for you also get storage for your work files so you can take and collaborate on them with other people at your writ or schooljuniversity. The OneDrive app for Mac makes it easy to work with your OneDrive files on your Mac
What's New in Version 18.025.0204 Thank you for using OneDrive. We are always looking to update OneDrive to bring you the latest performance improve

Step 9: Wait while OneDrive is installed and then click on "Open"



Step 11: Enter your Bentley email password and then click Sign in



Step 13: Click on "Choose this Location" to place your OneDrive-Bentley University folder in your user folder

	Choose a loca	ation for your OneDrive folder	
	🗏 🔲 🚟 🖌 🏠 test	•	🖞 🖸 🔍 Search
Favoritas Recents Applications Desktop Downloads Devices Remote Disc	Applications opt opt System Users vm	Imilianddruc Toure Polder Vour User Polder	Im Desktop Documents Documents Movies Movies Music Pictures Public
Shared All Tags Red Orange			
New Folder		Cancel	Choose this location

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Step 16: Check "open at login so my files sync automatically" and then click "Open my OneDrive-



0	Microsoft OneDrive	
Sync Files fr	om Your OneDrive	
hoose what you want t an get to these items e	to download to your "OneDrive - Bentley University" folder. You wen when you're offline.	lo Io
Sync all files and fold	ders in OneDrive - Bentley University	
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► ✓ IT Financials	(697 KB)	
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▶ 🗹 🚞 0365 (61 MB)	
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Congratulations! Your "OneDrive-Bentley University" is now ready to use and you should see the folder in your user folder.