



BENTLEY UNIVERSITY

Save files to OneDrive (macOS)

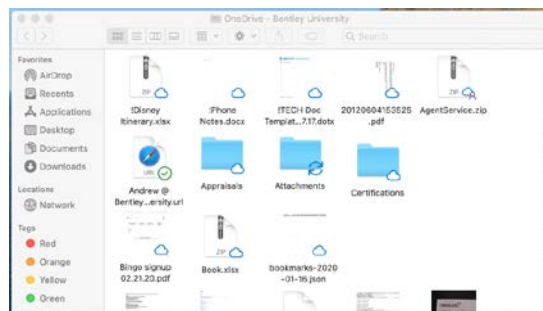
1. Click on the OneDrive icon in the upper right corner near your wireless icon



2. Click the “Open Folder” button in the bottom left



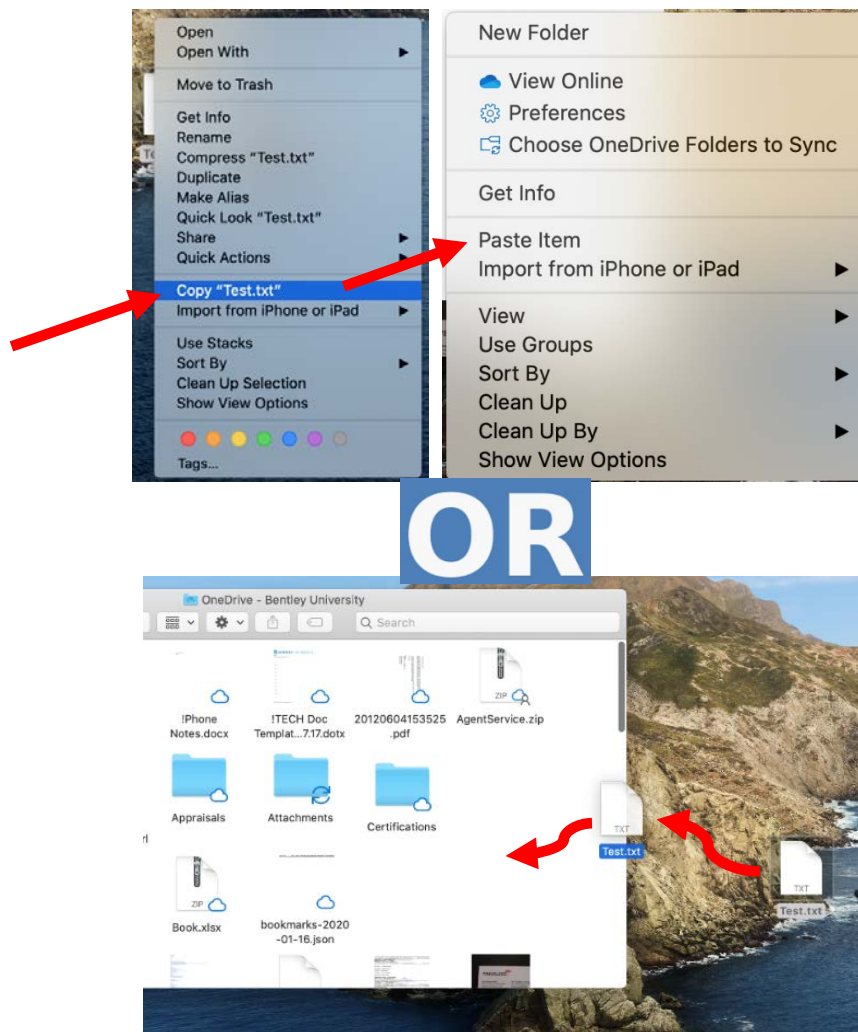
3. The folder that opens is your Bentley OneDrive
4. Items in the cloud only have cloud icons and items on the computer and in the cloud have green check marks





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5. Copy and paste (using the right click menu) OR drag and drop files to this folder to save them to OneDrive



6. The files will show a syncing icon while they are being uploaded to the OneDrive cloud



7. Once the files are in the cloud, they will show a green check mark

