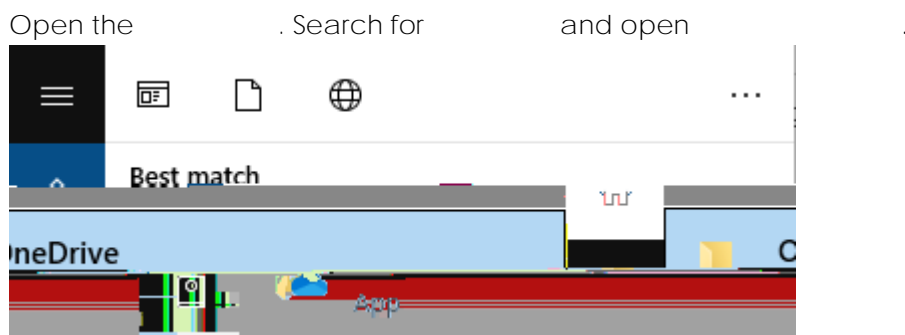


# Signing into and syncing files with OneDrive

Log into and sync files to your Departmental OneDrive

1.

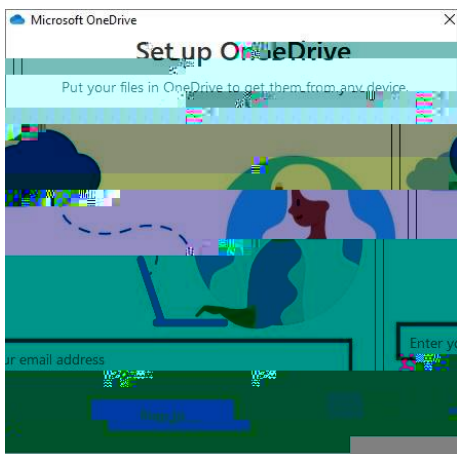


Open the OneDrive app from either the Applications folder or the Launchpad. Open Spotlight (keyboard shortcut [Command] + [SPACE]) then search for OneDrive and select the relevant application search result.

2.

Enter your Departmental e-mail address click

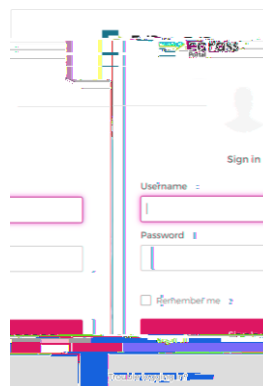
E-mail addresses are in the format of XXXXXXXXXXXX@openaccess.edu.au where X is a random number generated between 1 and 999



3.

Username: E-mail address at Step 2  
Password: Your EdPass password

Contact Learning Technology Services on (08) 8309 3500 option 3 or e-mail [learning.technology@openaccess.edu.au](mailto:learning.technology@openaccess.edu.au)



4. Specify where you want to store your OneDrive on your computer
5. Click
6. Review the instruction to move files and folders into OneDrive
7. Click

8. If you've logged into OneDrive correctly, you'll get a page  
Click

9. In the bottom-right of your screen, right-click the OneDrive folders to OneDrive button.
  10. Click , then
  11. Access the tab and click .
  12. Select any folders you wish to redirect to backup
-

