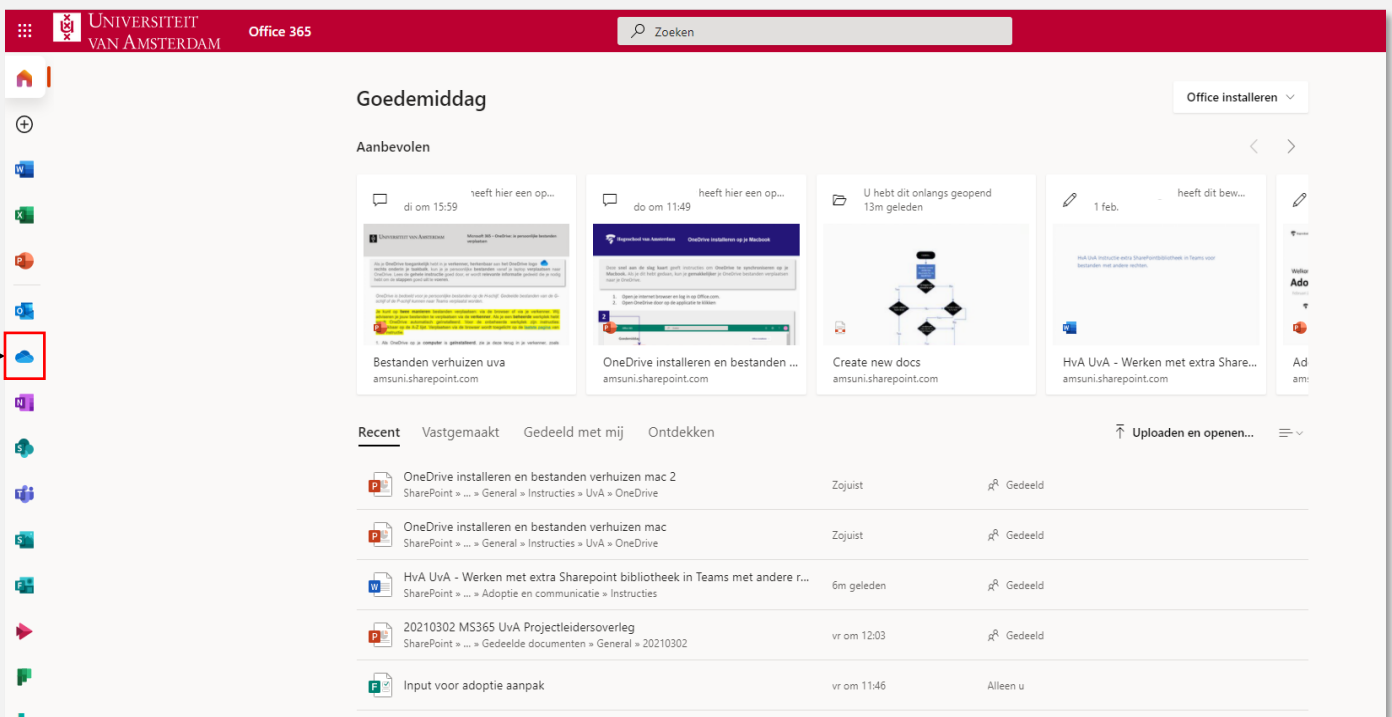


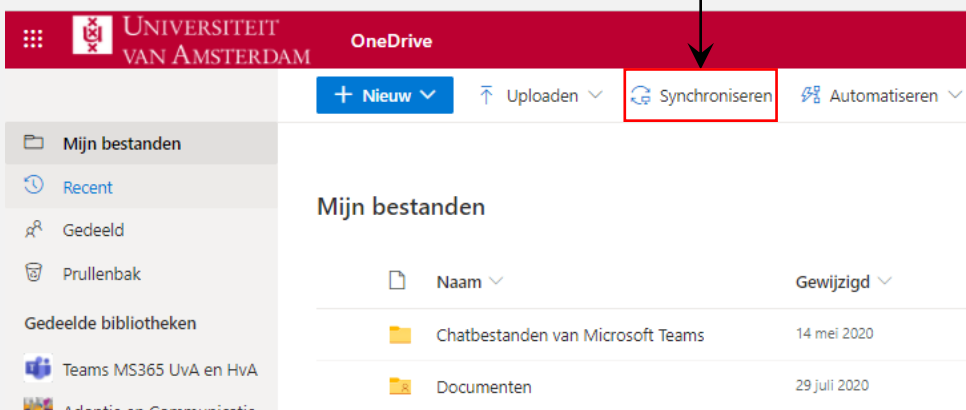
This **quick start card** gives instructions to **sync OneDrive on your Macbook**. Doing this will make it **easier** to move your files to your OneDrive.

1. Open your internet browser and log in to **Office.com**
2. Open OneDrive by clicking on the application

**2**


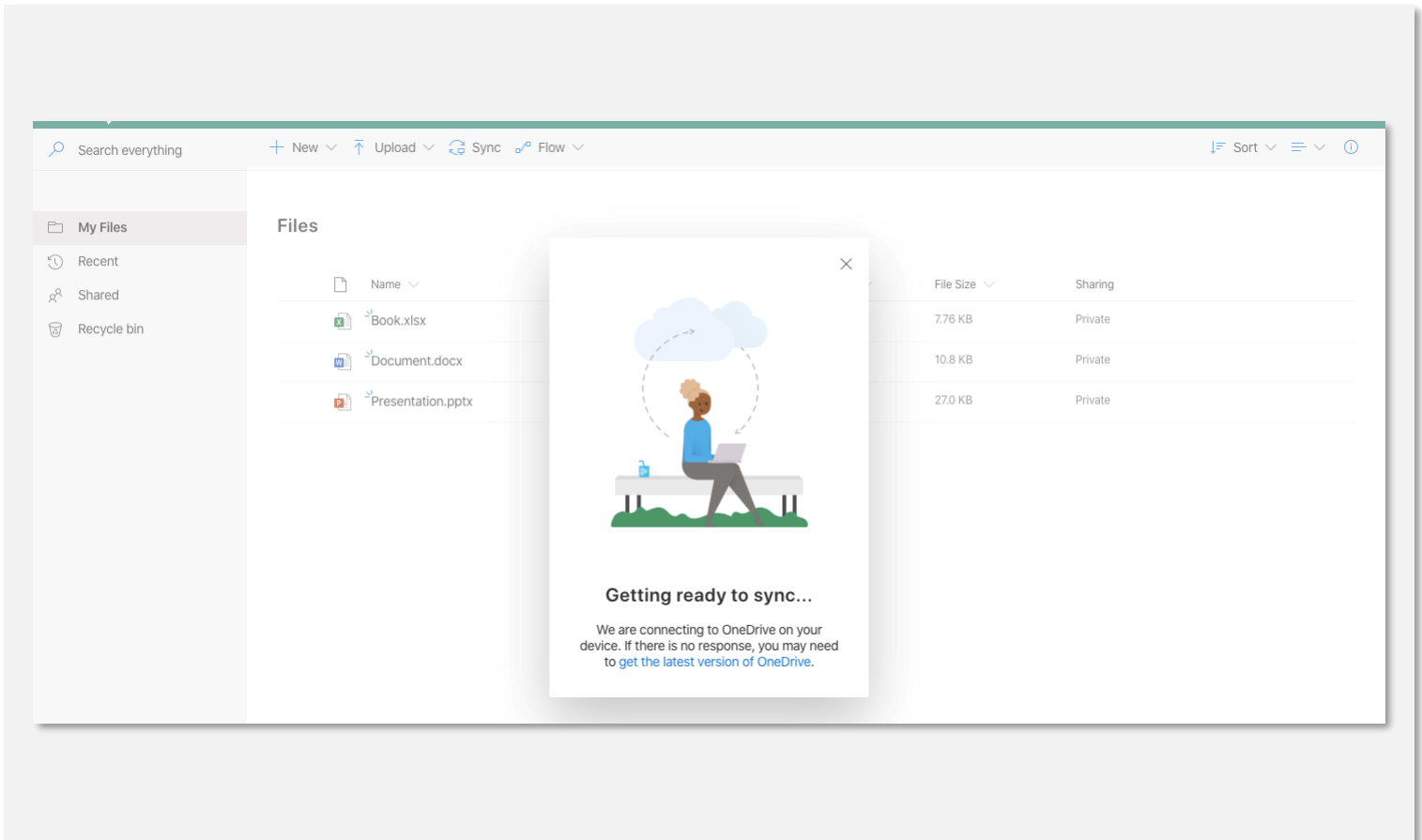
The screenshot shows the Office 365 dashboard for the University of Amsterdam. The 'Aanbevolen' (Recommended) section contains several cards, including one for 'Bestanden verhuizen uva' (Move files UvA) and another for 'OneDrive installeren en bestanden...' (Install OneDrive and files...). A red box highlights the OneDrive icon in the left-hand navigation menu.

3. You will see the following screen. This is **OneDrive** in the **browser**. Click on **Sync**.

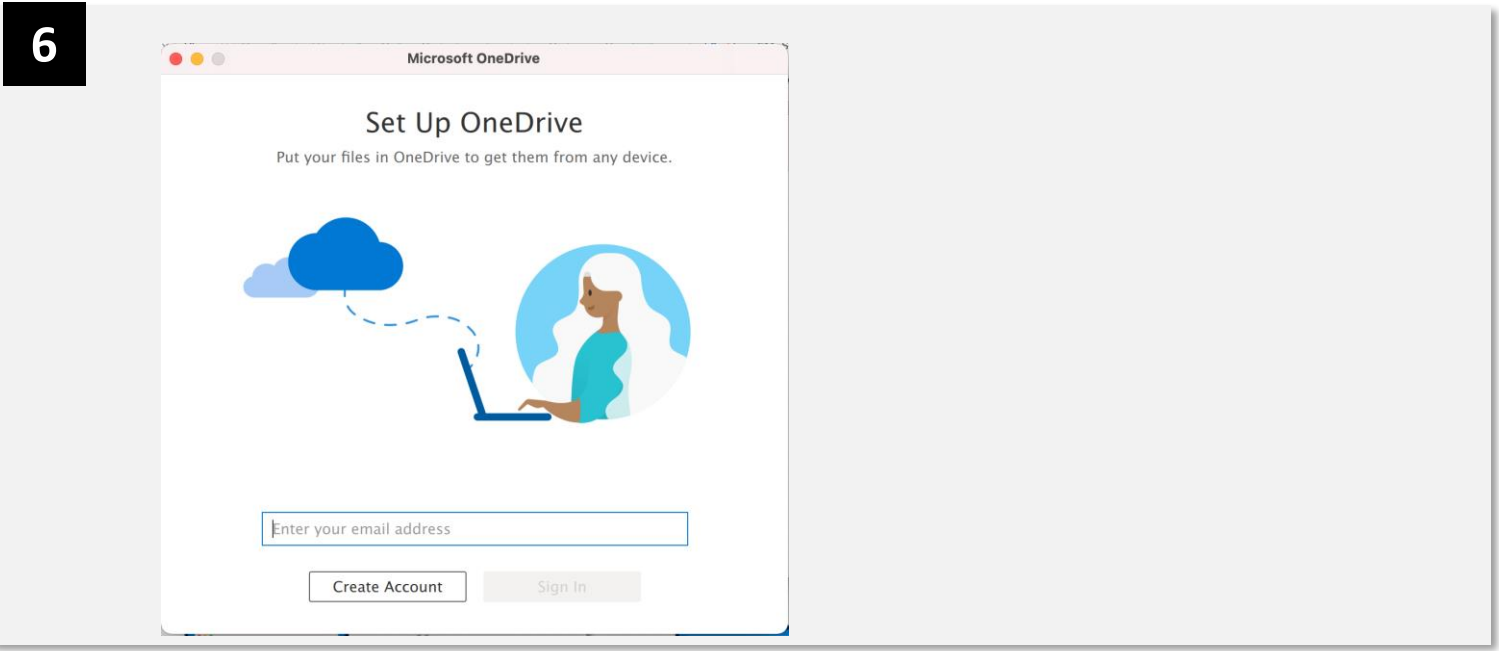
**3**


The screenshot shows the OneDrive web interface. The 'Synchroniseren' (Sync) button is highlighted with a red box. Below the navigation bar, the 'Mijn bestanden' (My files) section is visible, showing a list of folders: 'Chatbestanden van Microsoft Teams' (last modified 14 mei 2020) and 'Documenten' (last modified 29 juli 2020).

4. OneDrive indicates that **the sync** is being **prepared**.
5. You will receive a request to allow notifications. It is **recommended** to allow these, but not necessarily.

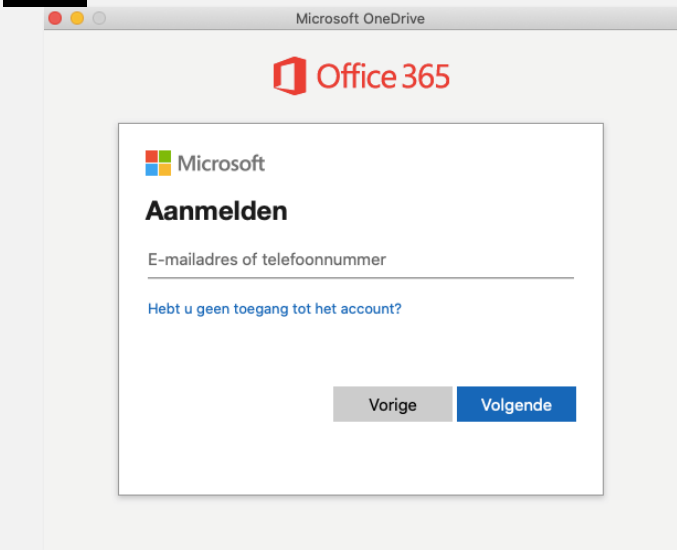


6. You will get the following **pop-up** on your **Macbook**. **Enter** your email address and press **Sign In**.



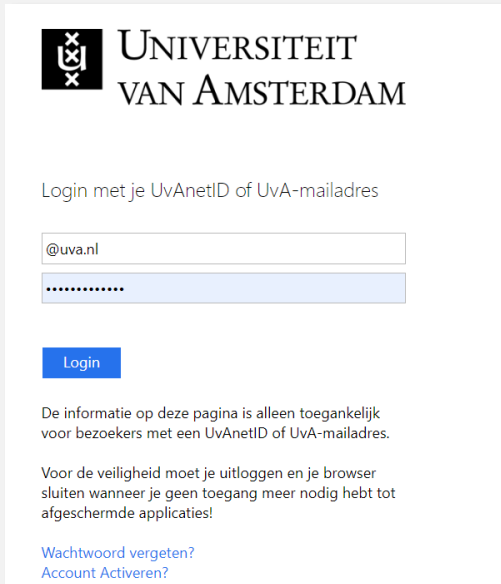
8. You will **sign in** with your **UvA account**. **Enter** your email address and press next.
9. Enter your **email address** and **password** and click login.

**8**



The screenshot shows the Microsoft OneDrive sign-in page. At the top, it says 'Microsoft Office 365'. Below that is the Microsoft logo and the word 'Aanmelden'. There is a text input field labeled 'E-mailadres of telefoonnummer'. A link below the field says 'Hebt u geen toegang tot het account?'. At the bottom, there are two buttons: 'Vorige' (grey) and 'Volgende' (blue).

**9**

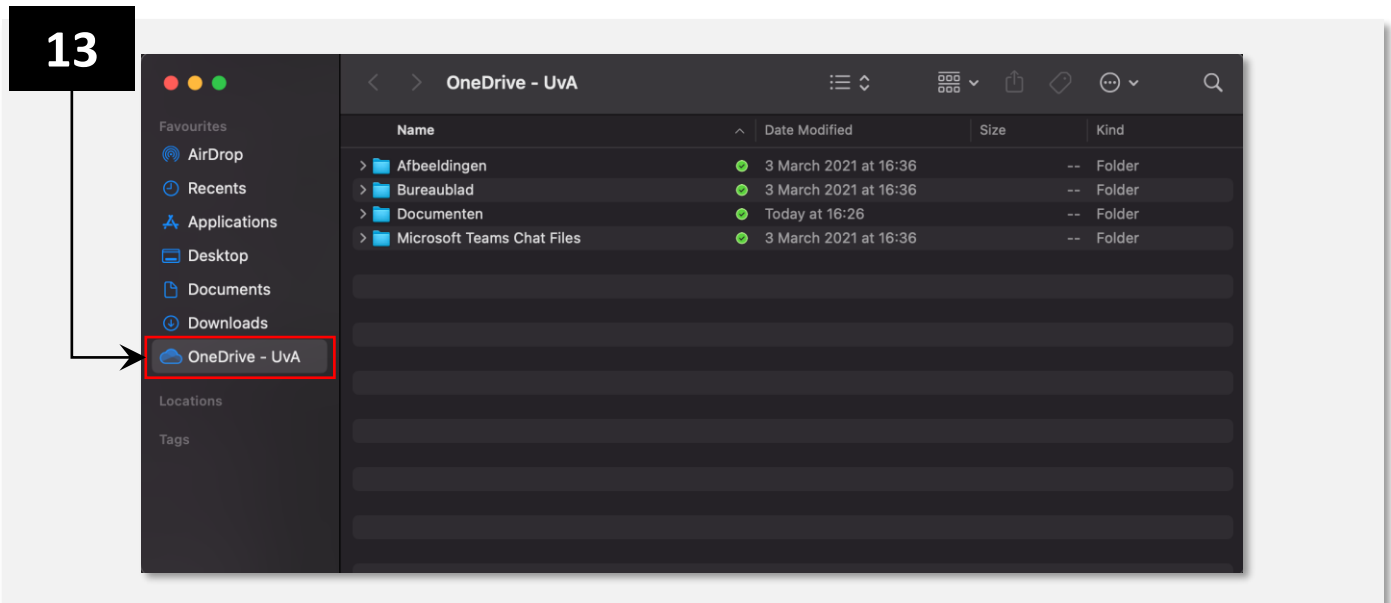


The screenshot shows the UvA login page. At the top, it says 'UNIVERSITEIT VAN AMSTERDAM'. Below that is the text 'Login met je UvAnetID of UvA-mailadres'. There are two input fields: the first contains '@uva.nl' and the second contains a masked password '.....'. A blue 'Login' button is below the fields. At the bottom, there are two links: 'Wachtwoord vergeten?' and 'Account Activeren?'. A warning message in the middle states: 'De informatie op deze pagina is alleen toegankelijk voor bezoekers met een UvAnetID of UvA-mailadres. Voor de veiligheid moet je uitloggen en je browser sluiten wanneer je geen toegang meer nodig hebt tot afgeschermd applicaties!'.

10. You will receive a number of **tips** for **using OneDrive**. **Click on Next**.
11. OneDrive is now ready for use on your Macbook. **Open your OneDrive folder**.

In your Finder you will see that OneDrive is available in your left sidebar. This is where you can now move your files from the H drive.

12. Select the files and / or folders from the H drive that you want to keep. Right-click on your selection and select copy.
13. Open your OneDrive UvA folder. Right click and select paste.



Alternatively, you can drag your selection by clicking with the left mouse button on the selection, keeping it clicked and dragging it to the OneDrive folder.

14. Do this for all your files. When you are done with this, you can now work from your own secure online file storage.