

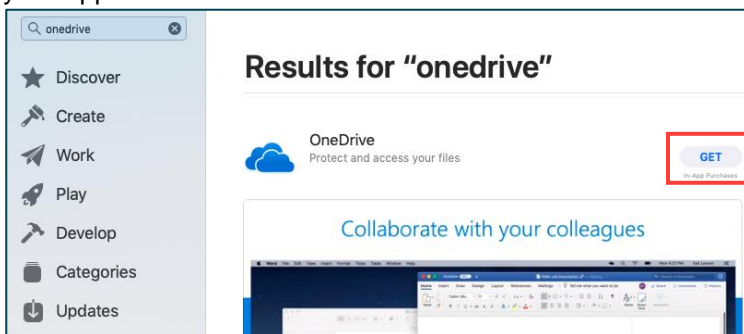
OneDrive guide for students

MAC

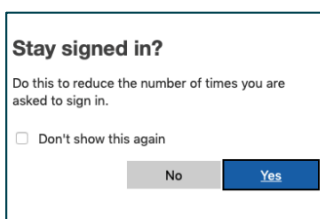
OneDrive is Microsoft's cloud-based storage service. You can securely store your UCN study-related documents, images and other files - and access them from any device connected to the Internet.

Please notice that approximately 60 days after you have finished/ended your education at UCN, this access will be closed and you will no longer be able to use UCN OneDrive.

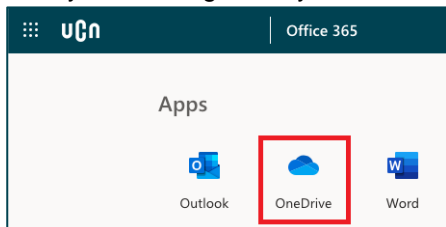
1. Open "App Store" on your Mac
2. Search for "OneDrive" and click on "GET". To be able to install the OneDrive app you might have to use your Apple ID



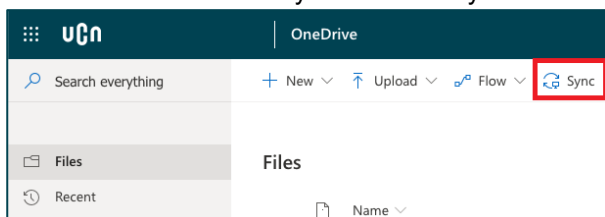
3. Now close all programs and documents you have on your Mac
4. Go to the website: <https://portal.office.com>
5. Here you need to sign in with your UCN email: username@ucn.dk - After that click on "Next"
6. You should now be redirected to a blue logon site where you need to type your UCN password and then click "Sign in"
7. If it is first time you sign in to the office portal on your Mac you might be asked if you want to stay signed in. It is your own choice if you want to do so



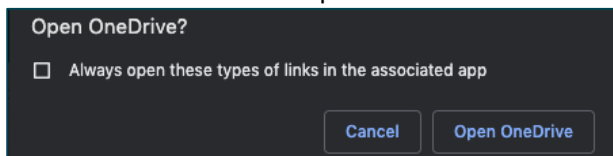
8. After you have signed in you have to click on the OneDrive icon.



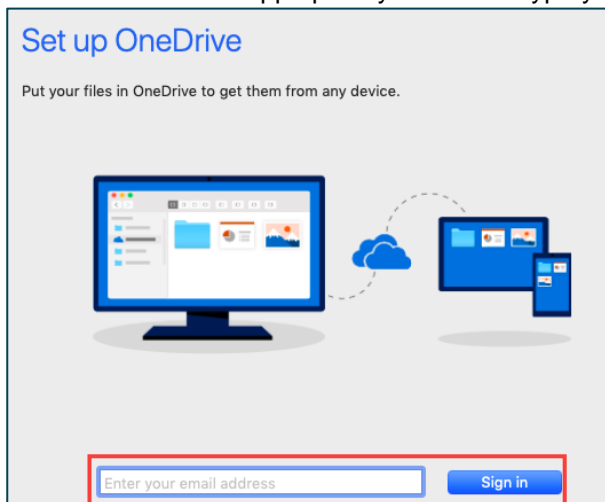
9. In the OneDrive window you click on "Sync"



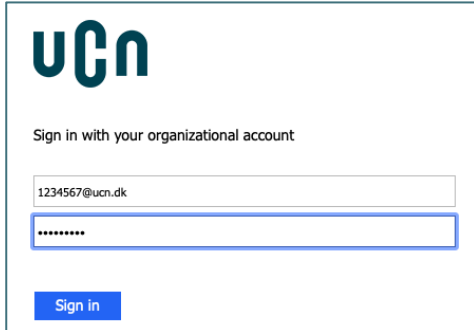
10. You will now be asked to open OneDrive. Click on "Open OneDrive"



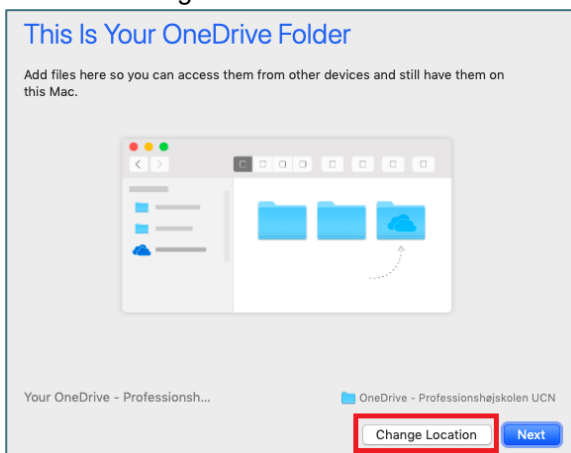
11. When the OneDrive app opens you need to type your UCN email address and sign in



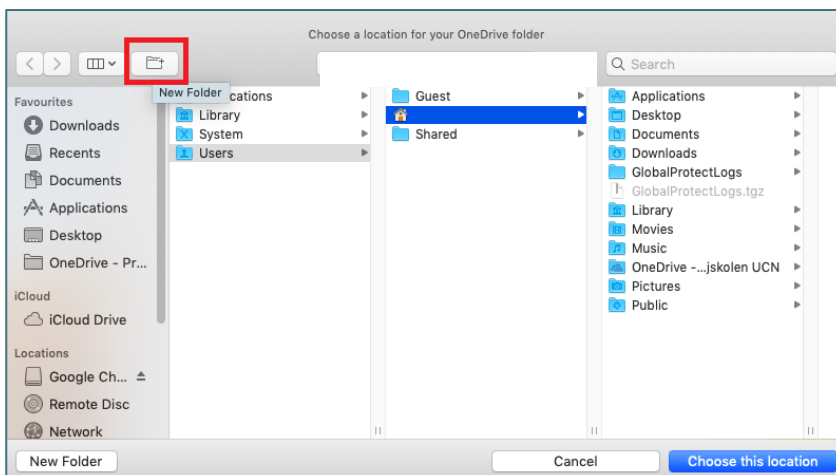
12. After that you type your password and then press "Sign in" again



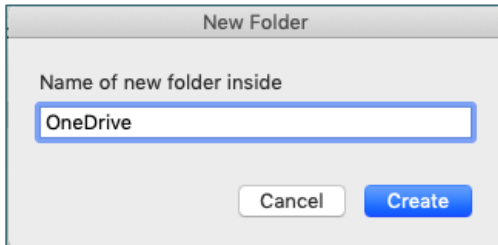
13. Click on "Change Location"



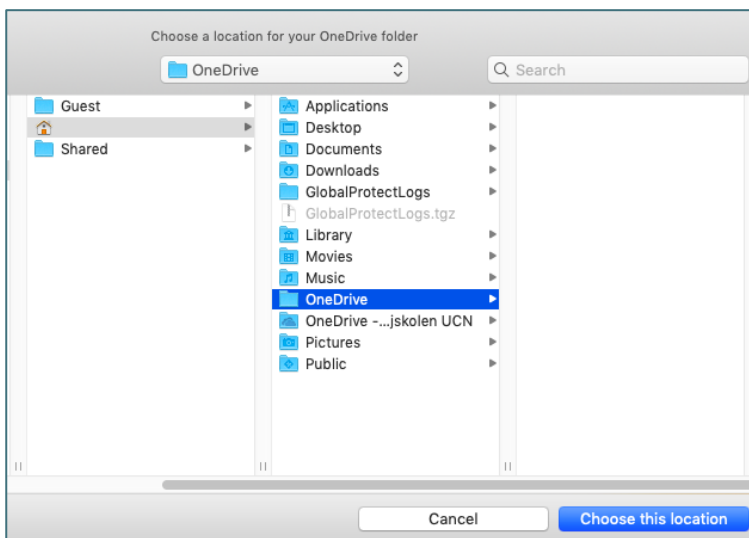
14. Click on the icon for create "New Folder"



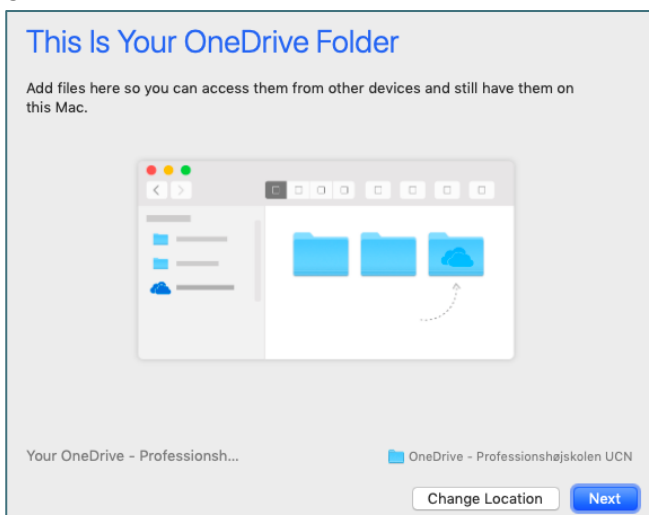
15. Type OneDrive and click on "Create"



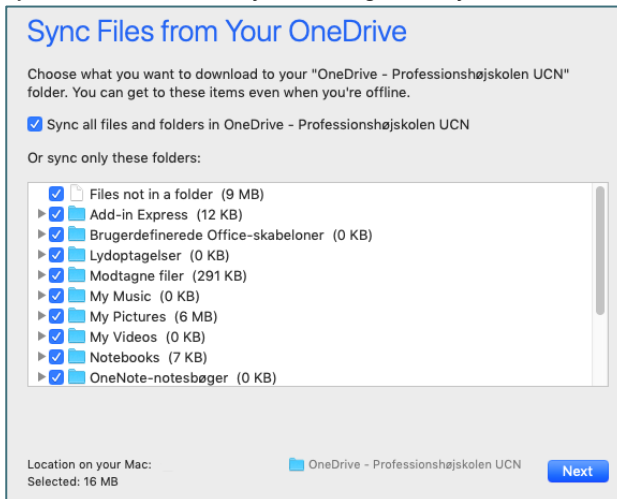
16. Mark the created folder and click on "Choose this location"



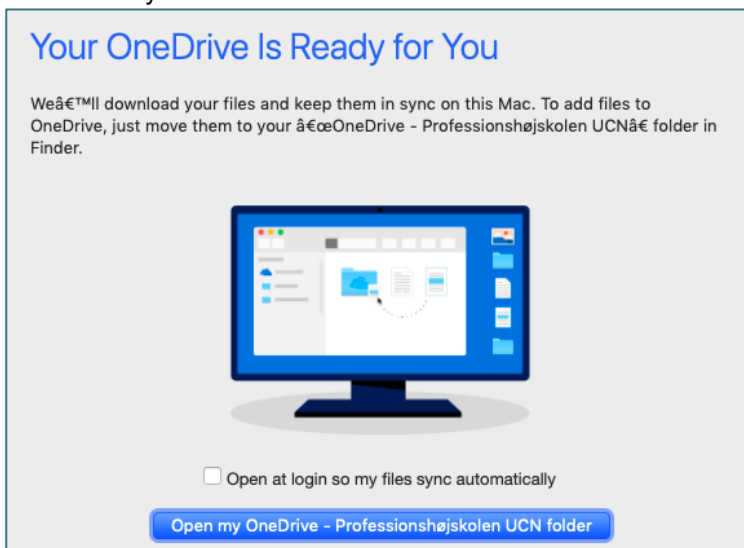
17. Click on "Next"



18. In this window you can choose which folders that should be synchronized. You can also choose to synchronize all of it by checking the "Sync all files and folders"



19. If you want OneDrive to start when the Mac starts you can check the box "Open at login so my files sync automatically"



Problems?

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday 7.30 - 15.00
Friday 7.30 – 14.30
- Send an e-mail at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)