



Connect OneDrive for Business to Your Macs

(applicable to Mac OSX 10.10 or later)

This following illustrates how to sync files from your OneDrive for Business to your Mac. The files will be downloaded to your Mac after using this function. Please ensure your Mac has adequate storage space for the syncing and you are connected to the internet.

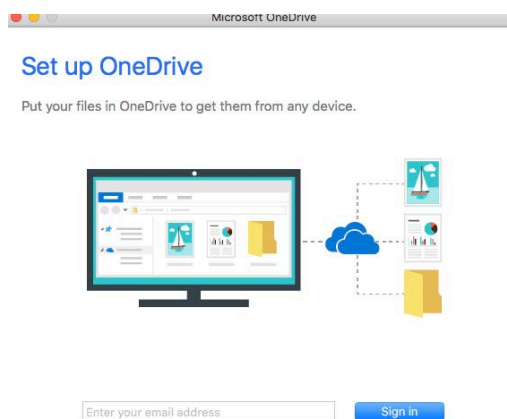
- A. [Sync Your OneDrive for Business to Your Mac](#)
- B. [Un-Sync Your OneDrive for Business from Your Mac](#)

A. Sync Your OneDrive for Business to Your Mac

1. Download **OneDrive** in the apple store.

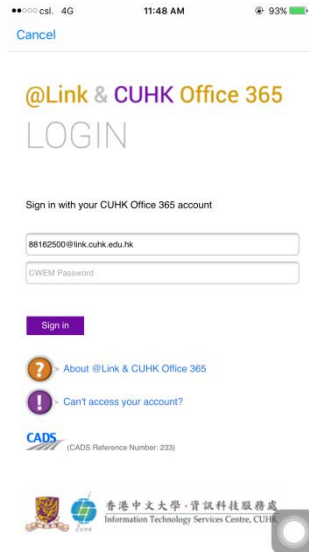


2. Open **OneDrive** in your Launch Pad. Enter your Office 365 login ID and click **sign in**.
Staff Login ID: alias@cuhk.edu.hk
Students Login ID: Student-ID@link.cuhk.edu.hk

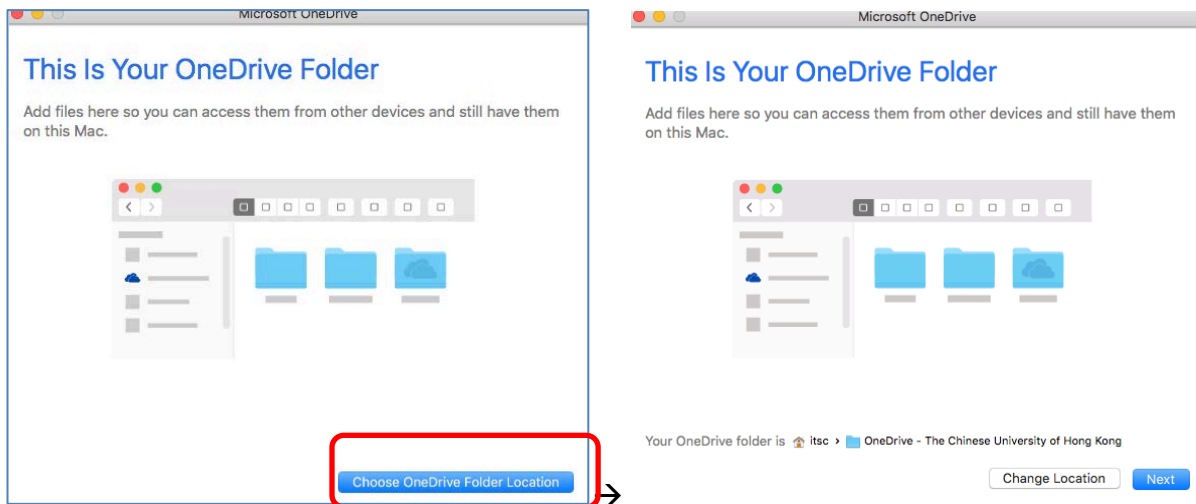




3. Enter your password and click **Sign in**.

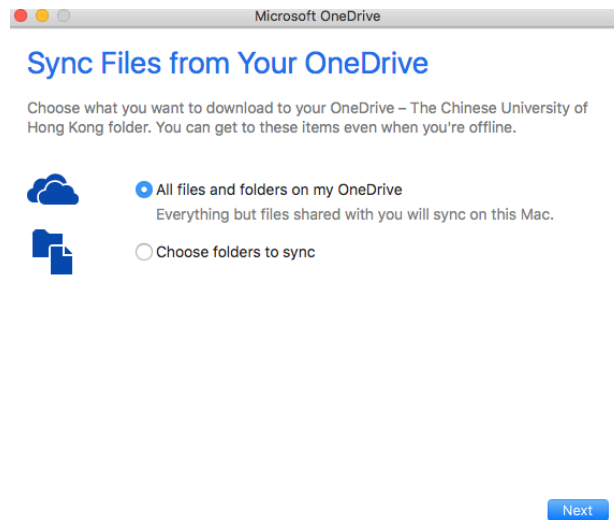


4. Click **Choose OneDrive Folder Location** to choose where your files from OneDrive for Business should be downloaded to. Then, click **Next**.

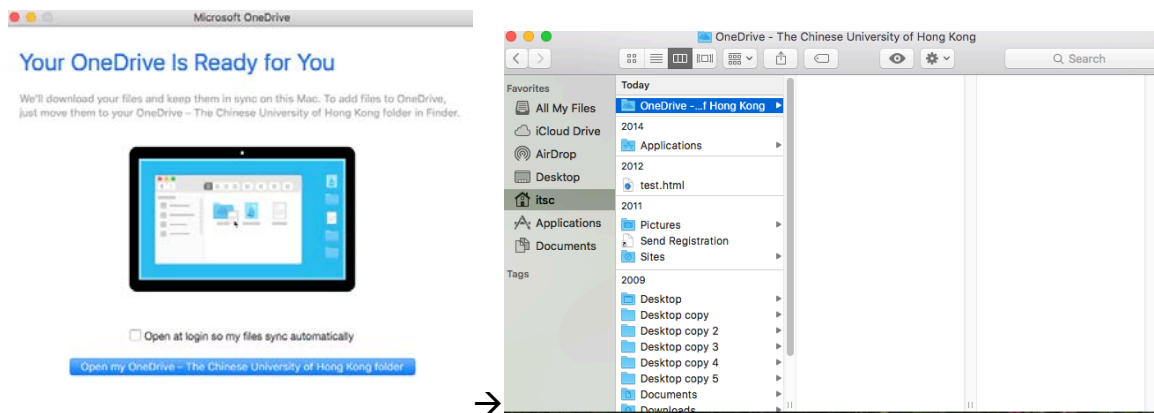




5. You can now choose
- All files and folders on my OneDrive** to download all files in your OneDrive for Business; or
 - Choose folders to sync** to download some specific folders / files from your OneDrive for Business
- Click **Next** to continue.



6. Your OneDrive for Business has been sync with your Mac. Now, you can see the folders at OneDrive for Business under your “**Favourites**” and your appointed destination in Part A Step 4 here.

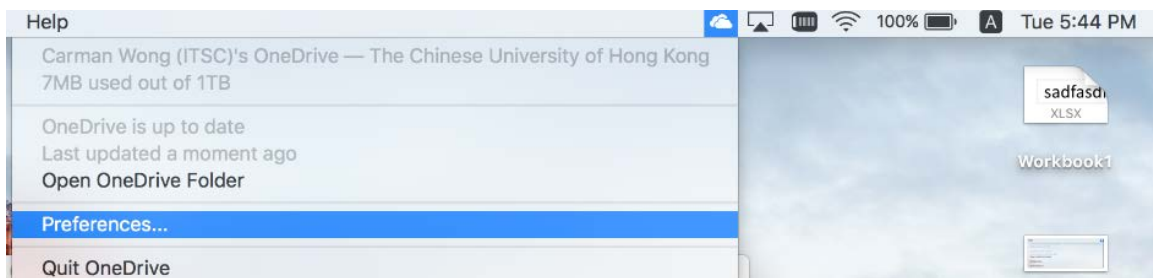




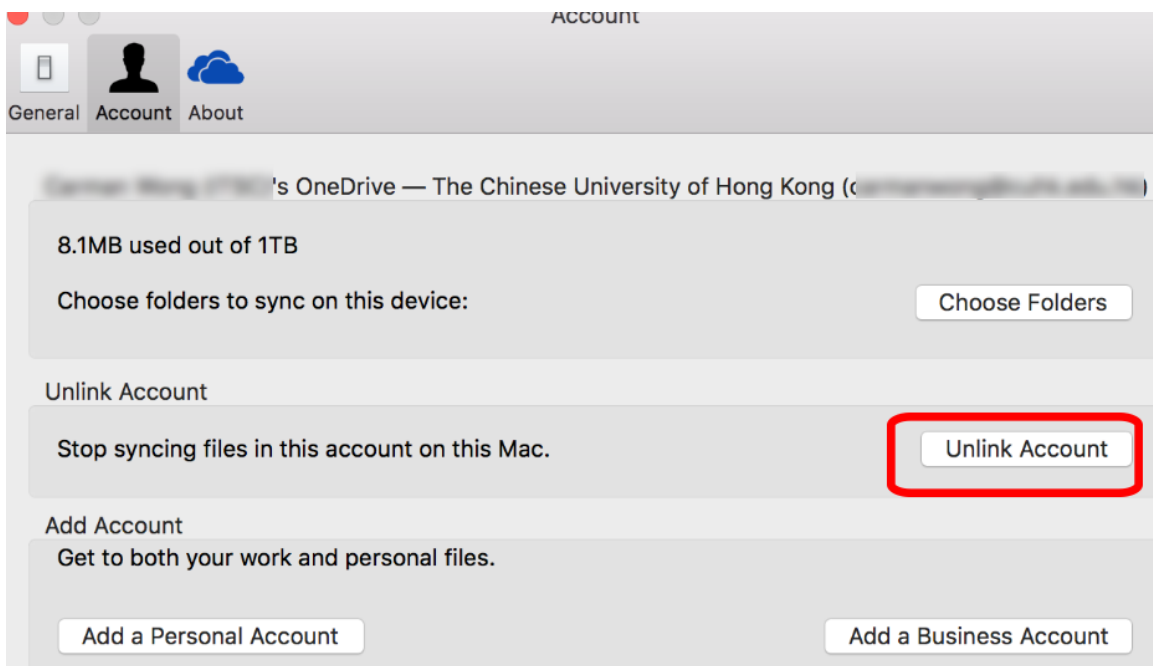
B. Un-Sync Your OneDrive for Business from Your Mac

Please note that the following actions will stop your Mac from syncing with your cloud storage, OneDrive for Business. The previous files you syncing from OneDrive for Business will remain in your Mac as local files.

1. From the status bar of your Mac, please click the cloud icon and choose **Preferences...**



2. In the window under **Account**, please choose **Unlink Account**.



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