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OneDrive for macOS

Pedro Tejeda - 2025-07-14 - Comments (0) - OneDrive

Sync files with OneDrive on macOS

When you install the Microsoft OneDrive sync app for Mac on your computer, a copy of your OneDrive is downloaded to your Mac and put in the OneDrive folder. This folder is kept in sync with OneDrive.

If you add, change, or delete a file or folder on the OneDrive website or Mac, the file or folder is added, changed, or deleted in your OneDrive folder and vice versa.

To upload files to OneDrive automatically, just save them in your OneDrive folder from an app, or move the files to your OneDrive folder using the Finder. If you installed the OneDrive app on other computers, the files will automatically be added to the OneDrive folders on them, too.

You can also use the Finder to rename and delete files, create new folders, and move files around in your OneDrive folder. The changes will automatically be made in OneDrive and your other computers that have the sync app installed.

Syncing your Desktop and Documents on your mac to OneDrive

You can sync your Desktop and Documents folder on your mac to OneDrive so they're protected and available across all your devices.

To enable syncing of these folders, you will need to run the Sync Desktop and Documents to OneDrive tool in Self Service:

 jamfselfservice://content?entity=policy&id=3863&action=view (copy and paste into browser address bar)

This tool is only available on Brown Managed macs. For other devices, you will need to follow <u>Microsoft's manual instructions</u>.

This tool will first confirm if your device meets the requirements for the OneDrive sync. Depending on the status of these requirements, you may be asked to disable some features, install programs, and login into OneDrive. You'll be guided through each step as needed.

	Welcome to the OneDrive syn	cing tool esktop and documents to OneDrive
ΦФ	Desktop and Documents	129 GB !
$\mathbf{\Psi}$	iCloud Drive Disabled	Disable iCloud Drive Sync 🛛 🗙
	GneDrive	Not Installed 🗙
	Logged into OneDrive	Log into OneDrive 🛛 🛛

If your current Desktop and Documents folders contain more than 100GB of data, you will need to request an increase in your OneDrive quota. You can still go through the process but until your quota is increased only the first 100gb of data will be synced to OneDrive.

Syr	ic your mes to one brive	
	Your Desktop and Documents folders are over the default OneDrive storage quotas.	
	You may continuing with setting up OneDrive sync, but will have to request an increase in your OneDrive space since you are using 129GB of space in these folders.	
	Submit a Request	
More about OneDrive	Quit	

Once the process is complete, you'll be logged into OneDrive and receive a notification that we are backing up your folders to OneDrive.



Your Important Folders Are Backe... Your IT admin backed up your folders to OneDrive, so they're available on your other devices and protected.

Managing Files & Folders

• Right-clicking on a file/folder will give you a handful of options in the context menu

Open in New Tab				
Get Info				
Rename				
Compress "Documents"				
Duplicate				
Make Alias				
Quick Look				
Сору				
Share				
Tags				
Quick Actions	>			
🥌 Always Keep on This Device				
Free Up Space				
Share				
Copy Link				
Manage Access				
View Online				
Services	>			