How to move files from mywork (u:\ drive) to OneDrive - Mac

**Step 1:** Please login to a GC networked Mac
**Step 2:** Open a browser (Safari or Firefox)
**Step 3:** Type in the URL [http://portal.office.com](http://portal.office.com)
**Step 4:** Enter your username ====>
Your Password ====>
Click on “Sign in”

*Note that if you get the prompt below then please click on the Trust button to continue*

**Step 5:** Click on the icon “OneDrive”

**Step 6:** Go back to the Mac desktop and double click the mywork icon

**Step 7:** Select files from mywork (U:) drive by pressing the shift key and the down arrow key and then drag the files to OneDrive (see below screenshot). *Please note that you can only drag files into the OneDrive window it will not allow you to drag folders*