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

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

Click on “Sign in”

**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**