Step 1: Set Up Your GC Drive

1. At the top of the Mac desktop, click on the Go menu and choose Connect to Server.

2. Copy and paste your GC Drive URL (up to Documents) in the Server Address window below. https://gcdrive.gc.cuny.edu/personal/yourGCusername/Documents

For Example:
https://gcdrive.gc.cuny.edu/personal/tsmith8/Documents for Tom Smith whose GC username is tsmith8. It should be exactly the one you use to login to GC networked computers.
3. Click Connect.

4. After you click the connect button, you will be prompted for username and password, enter your GC credentials and click the Connect button again.

5. You should see the Documents icon on the Mac desktop; double click it to see the GC Drive folder.

Before you proceed with Step 2, ensure you know your CUNY Login credentials (your login for CUNYfirst), if you do not remember it or you never had one please refer to these instructions on how to register or reset your CUNY Login before continuing.
Step 2: Sync Office 365 OneDrive-CUNY to Your Mac Computers

1. Go to Macintosh HD, Applications folder and then double click the OneDrive.app icon.

2. You will see the screen below. Please enter your CUNY Login credentials, and click the Sign in button. If you do not see this screen, please contact the IT Services for assistance at itservices@gc.cuny.edu.

3. You will be prompted for username and password. Please sign in with your CUNY Login credentials, your GC credentials will not work with this login.

   Note: Use your CUNY Login account information (your login for CUNYfirst): firstname.lastname+last2 digits of your employee ID@login.cuny.edu. (e.g Jane.doe58@login.cuny.edu). If your CUNY Login account does not work and you get an error message, please contact IT Services for assistance at itservices@gc.cuny.edu.

   Please refer to register or reset your CUNY Login if needed.
4. After you click the login button, the screen below appears, click the **Choose OneDrive Folder location** button.

![Choose OneDrive Folder Location](image1.png)

5. Click on **Choose this location** (Use default location).

![Choose this location](image2.png)
6. Your OneDrive folder is located under your username as **OneDrive-CUNY**.
7. Click **Next** to continue.

![This Is Your OneDrive Folder](image1.png)

8. This screen shows the sync options, as a default **Sync all files and folders in OneDrive- CUNY** is checked, just click **Next** to continue.

![Sync Files from Your OneDrive](image2.png)
9. Check “Open at login so my files sync automatically” box so your files always synchronize.
10. Click on Open my OneDrive–CUNY folder.

Before storing, synching, and/or sharing data, please review CUNY Acceptable Use of Microsoft Office 365 for Education Policy and the data classification table at www.cuny.edu/office365ed for more information on the type of data that can be stored and protected from unauthorized access.

Step 3: Transfer Files from GC Drive Folder to OneDrive-CUNY Folder

Now you can drag and drop personal files from your Mac desktop (GC Drive folder) into the OneDrive-CUNY folder. Please see example below.
**Step 4: Disconnect Your GC Drive**

Confirm that all your files were successfully copied to your OneDrive-CUNY folder. It is now safe to disconnect your GC Drive.

1. Right click on the documents icon on your Mac desktop and choose Eject “Documents” from the menu to eject your GC Drive.

To access your files in OneDrive-CUNY remotely, go to the [GC Portal](#) and click on the Microsoft Office for Education (for faculty and Staff) link or via the [CUNY Web Applications Login](#) page. Please use your CUNY Login credentials. Other resources are available at [Video Tutorials](#), [CUNY FAQs](#) and the [Microsoft OneDrive help center](#).
How to Register or Reset Your CUNY Login Credentials

If you do not remember your CUNY Login information or you have never had one, go to https://home.cunyfirst.cuny.edu to claim your account.

1. Click on New User.

2. Enter your First Name, Last Name, Date of Birth and the Last 4 digits of your Social Security Number.