Before you proceed, ensure you know your CUNY Login credentials, 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.

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.

   ![Set up OneDrive](image)

   **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 these instructions on how to register or reset your CUNY Login if needed.

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.
4. After you click the login button, the screen below appears, click the **Choose OneDrive Folder location** button.
5. Click on **Choose this location** (Use default location).

6. Your OneDrive folder is located under your username as **OneDrive-CUNY**.
   
   7. Click **Next** to continue.
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](image)

9. Check “**Open at login so my files sync automatically**” box so your files always synchronize.

10. Click on **Open my OneDrive–CUNY Folder**.

![Your OneDrive Is Ready for You](image)
Now you can drag and drop personal files from your Mac desktop to the OneDrive-CUNY Folder. Please refer to these instructions to access your files remotely.

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. For more information on how to use OneDrive for Business remotely, please refer to CUNY O365 FAQs page and the Microsoft OneDrive help center.
Access OneDrive-CUNY Remotely

1. To access Office 365 OneDrive-CUNY remotely, go to the GC Portal, click on the Microsoft Office for Education (for faculty and Staff) link or via the CUNY Web Applications Login page.

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

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.
3. Click on the **OneDrive icon**. Your Files space will open up.

For more information on how to use OneDrive for Business remotely, please refer to [CUNY O365 FAQs](#) page 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.

Back to OneDrive-CUNY Instructions