

# How To Set Up OneDrive for Sync with SharePoint

“Elevate” in Self Service

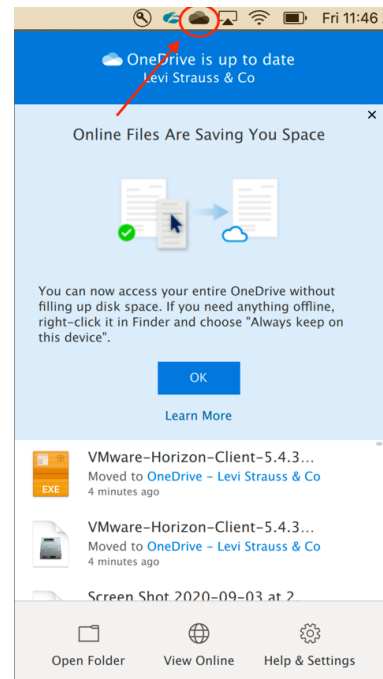
[Elevate in Self Service How to Guide](#)

Set Up OneDrive by searching for the OneDrive App on your Mac  
Sign in with your Levi credentials

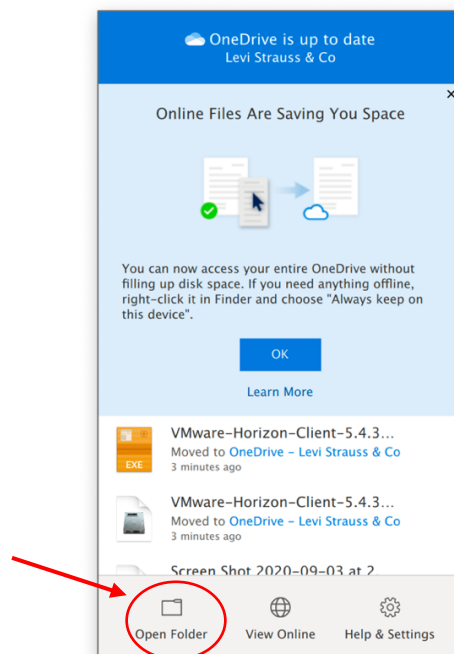
If you are not able to find OneDrive in your apps, log in to Self Service > install OneDrive

Once OneDrive is set up, search for the small gray cloud in your Finder menu bar at the top of your desktop

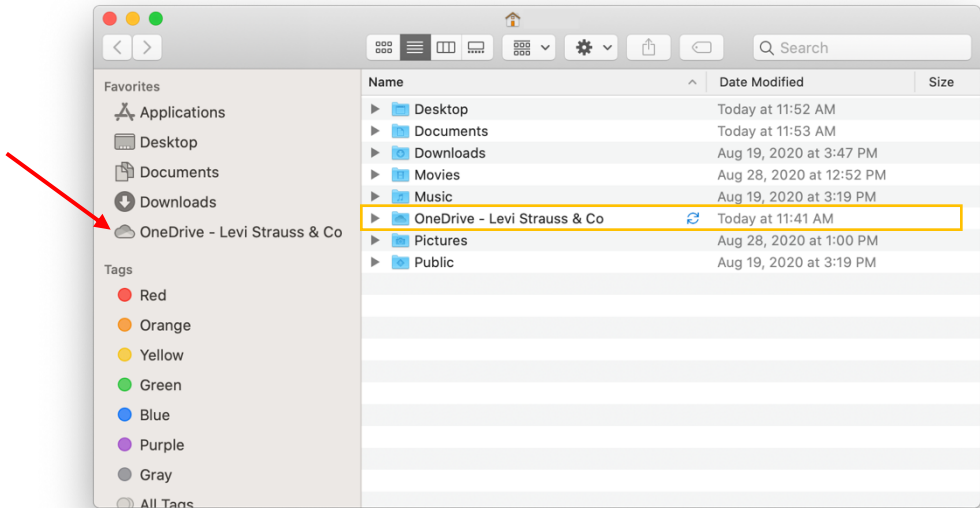
Click the “OneDrive” icon to show quick view menu



Click the “Open Folder” icon to show the OneDrive home folder on your Mac



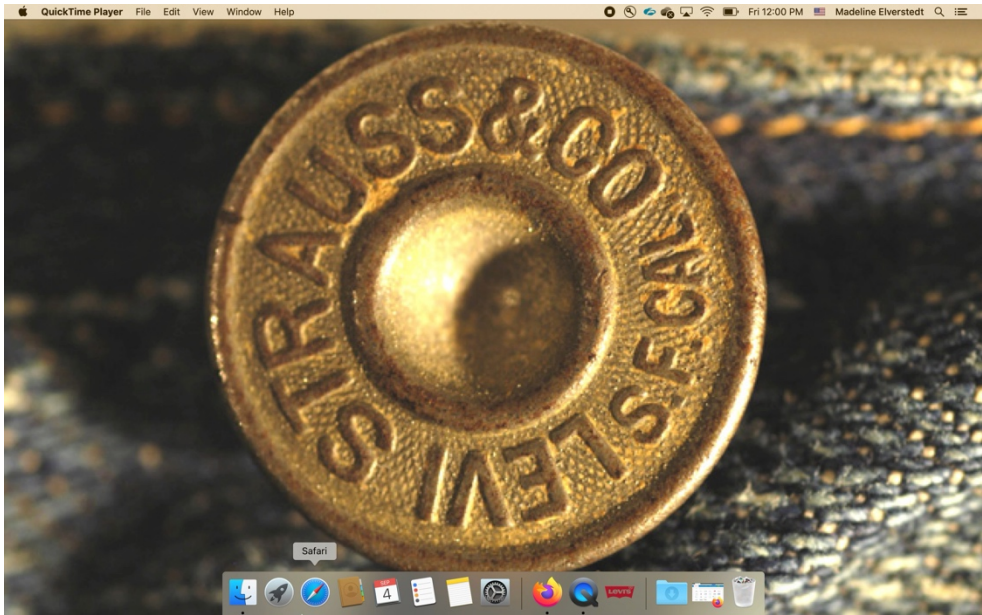
If set up properly there will be a OneDrive option in your Finder favorites sidebar



If you have a second OneDrive app/folder in your Applications, **DELETE** the duplicate OneDrive

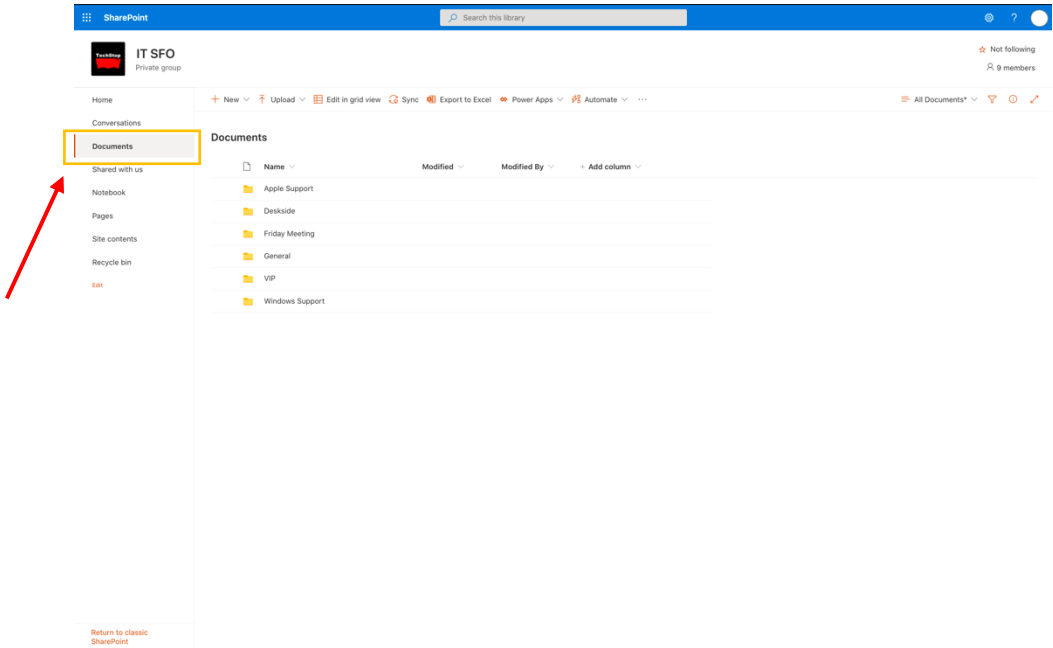
If it says “The item “OneDrive” can’t be moved to the Trash because it’s open.” click “OK” and try deleting the other OneDrive folder/app

Click the video to learn how



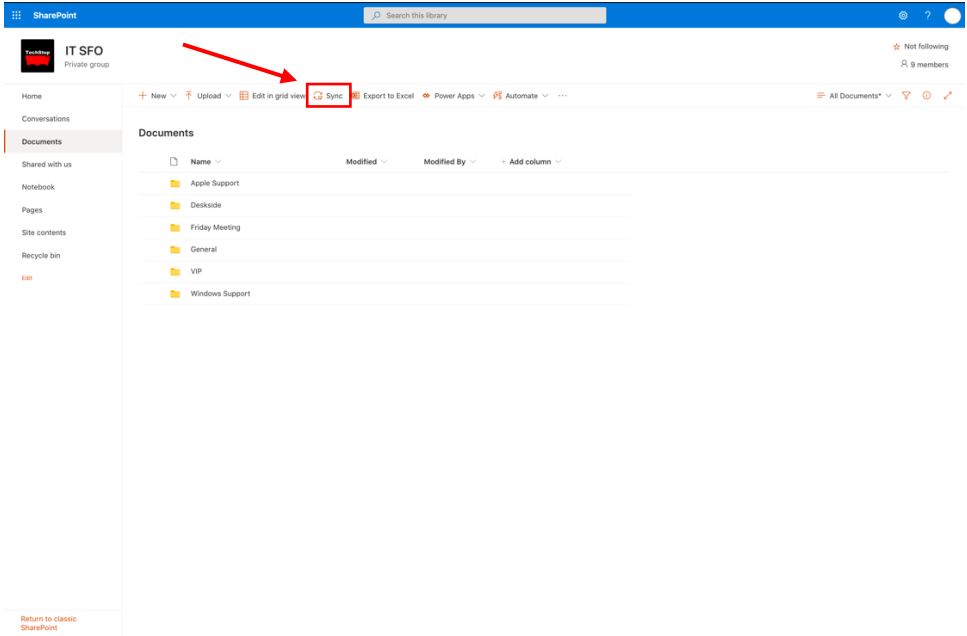
Open your preferred browser and navigate to the SharePoint site you intend to sync with OneDrive

Locate and select “Documents”



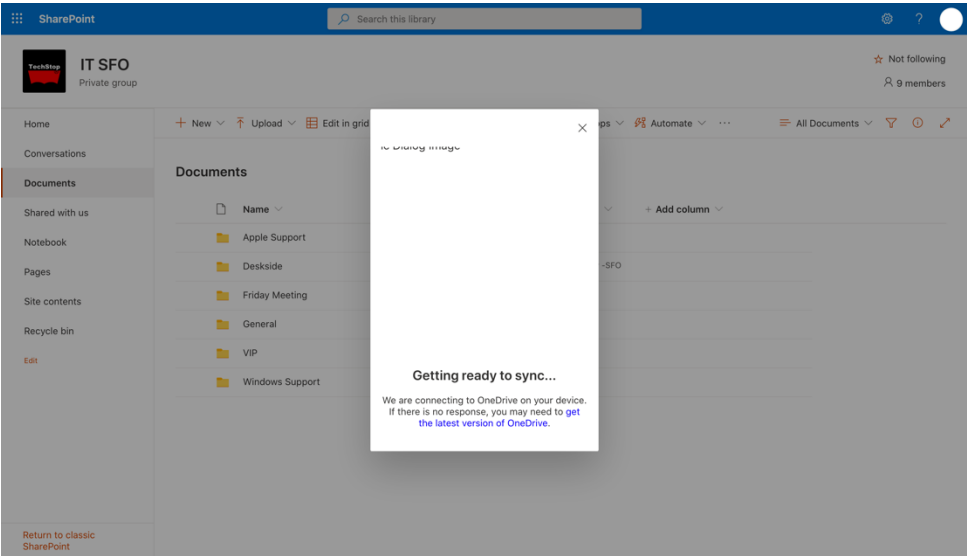
Click “Sync” to sync all folders/items to OneDrive on your Mac

If you don’t need all items in a SharePoint:  
You may also choose to navigate within a folder and sync a subfolder or singular file by searching and clicking the “Sync” option



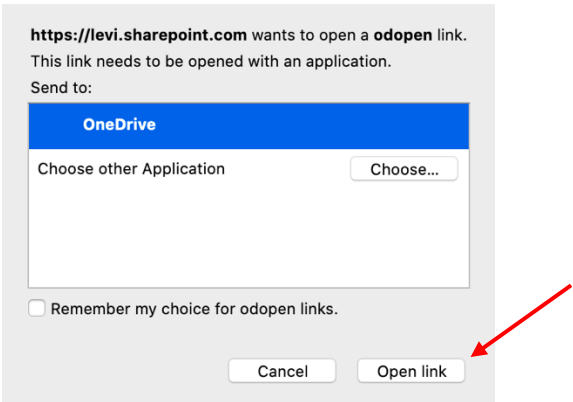
You’ll get a notification that its getting ready to sync

See next few images

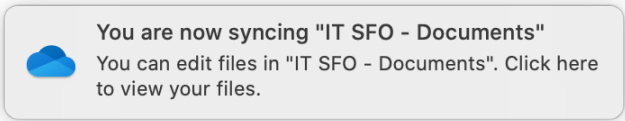


Some browsers may ask if its okay to open or may ask you what app you want to open in

Click “Open”

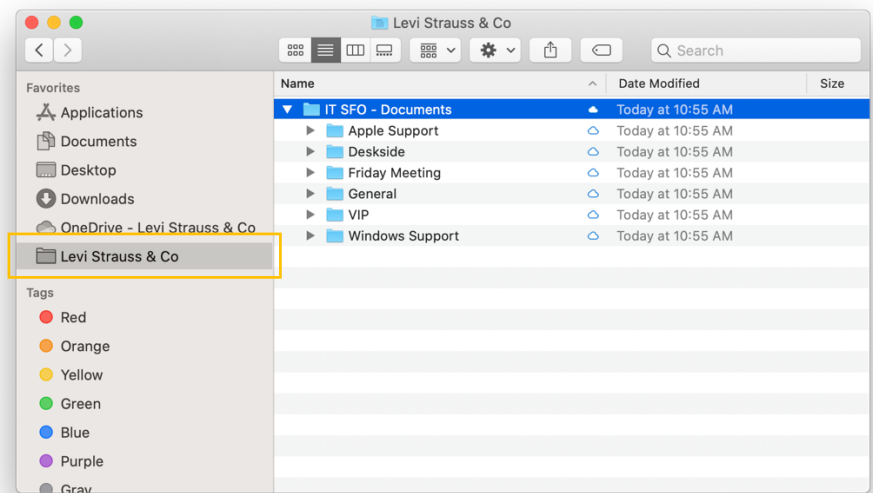


You will get a macOS notification once the sync is complete



You will then find a **new** “Levi Strauss & Co” folder in your Finder favorites bar

This is where you will find the synced SharePoint files



# SharePoint to OneDrive Sync COMPLETE !!!