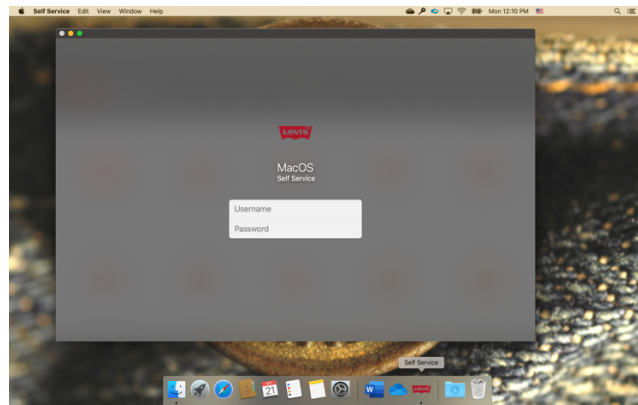


One Drive Set Up and Tips

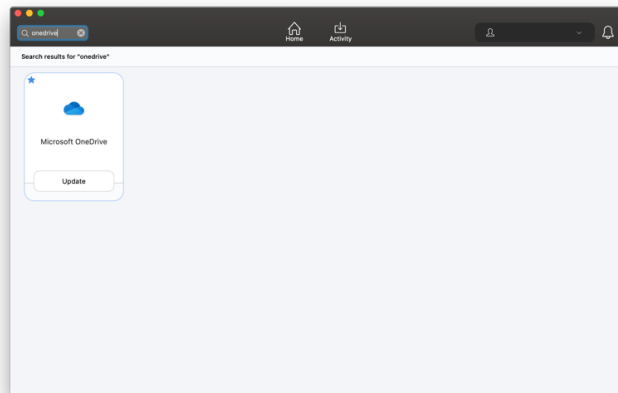
Open Self Service app and log in with Levi network ID and password

(If you already have OneDrive installed, skip ahead)

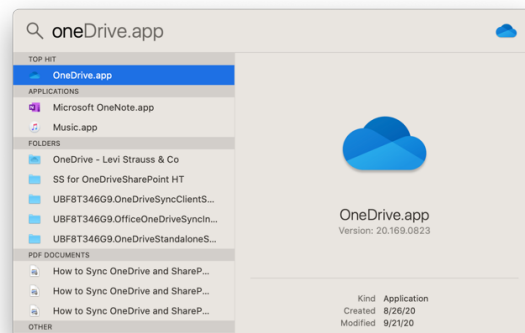


Search for “OneDrive” and click install/update

Quit Self Service

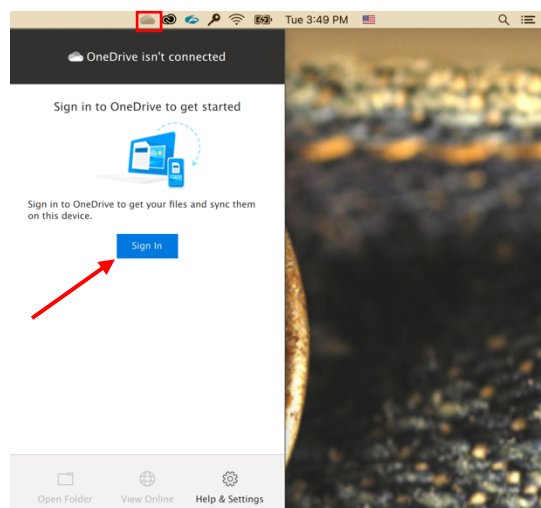


Browse your Mac for the **OneDrive** app and launch it

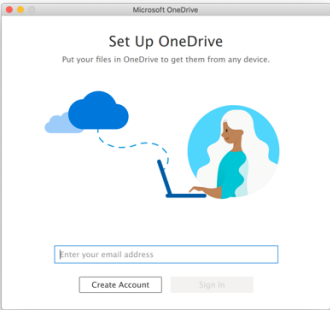


You'll be prompted to Sign in once opened

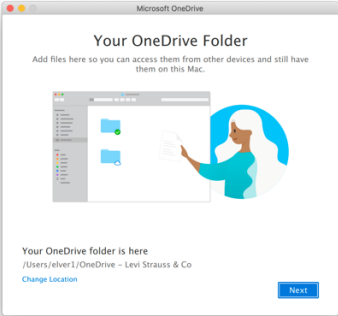
Click the OneDrive icon in your finder menu to open OneDrive quick settings



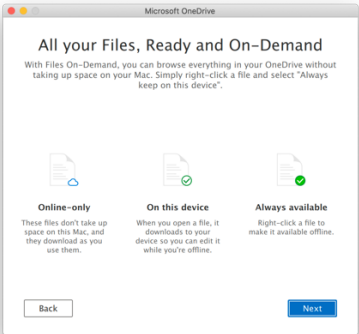
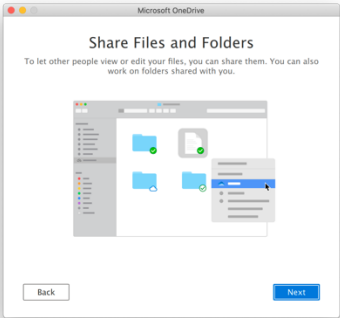
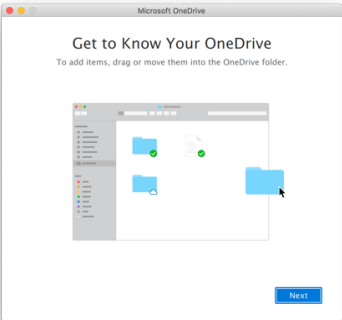
Enter your Levi’s email address and click “Sign In”



Click “Next”

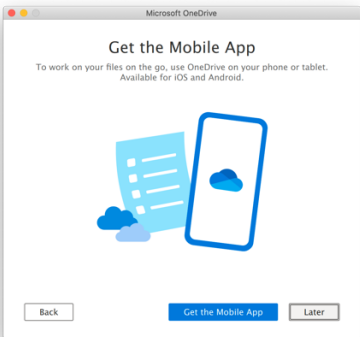


CAREFULLY read through the following OneDrive tips then click “Next”

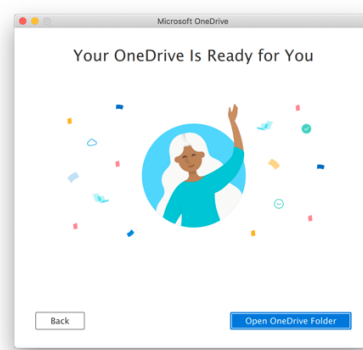


Click “Later”

(You may install OneDrive on your personal or work mobile devices through the Appstore or Self Service)

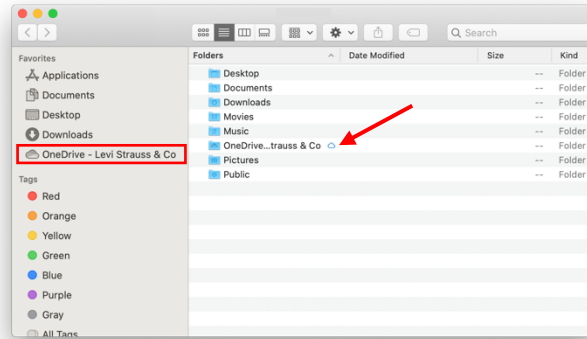


Click “Open OneDrive folder”



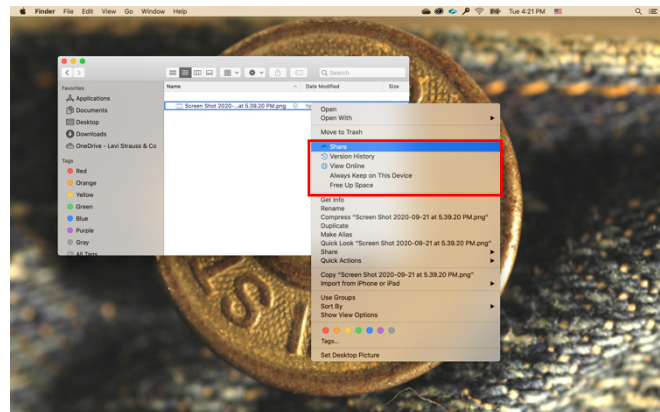
OneDrive folder can be found in
Finder favorites bar

You may copy or move items
directly in to this OneDrive folder



When an item or file in OneDrive
is selected and right clicked more
options are displayed

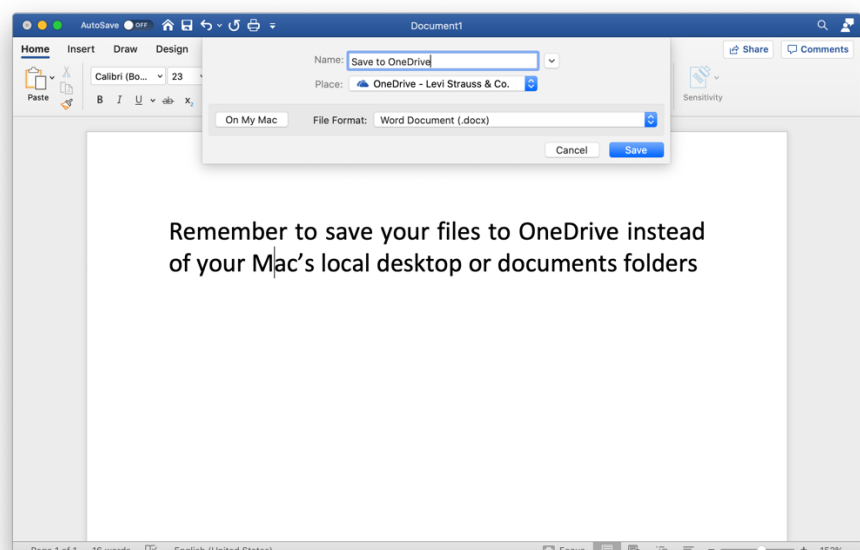
- Share
- Version History
- View Online
- Always Keep on This Device
- Free Up Space



When saving, downloading, or
moving files, make sure to select
the OneDrive folder as the save
location

This will ensure all your data is
synced with OneDrive and reduce
risk of data loss

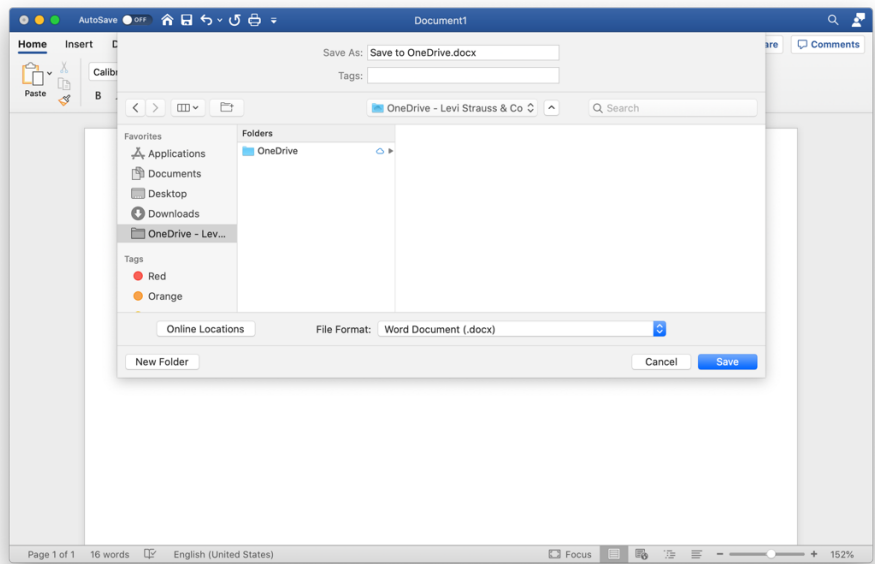
The next time you go to save or
download a file/item, it will
automatically show OneDrive as
the save location



Here are some examples of what saving may look like

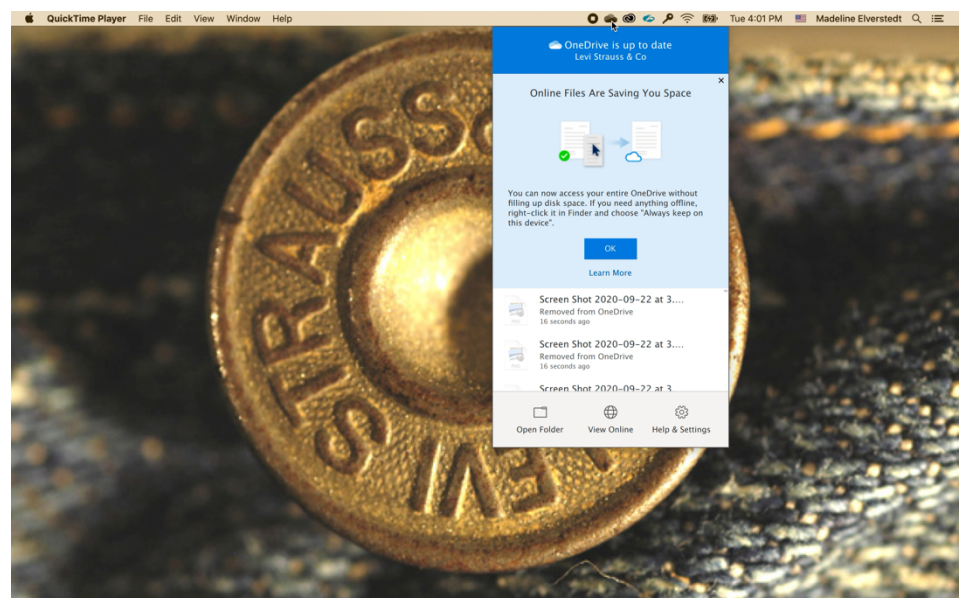
This may vary based on the type of file/item you are saving and app you are saving from

You can always verify if an item/file was uploaded properly by viewing your OneDrive online through levi.okta.com > Office 365 or [Office 365](#)



How to move/copy items/files to OneDrive from local Mac

See this video:



OneDrive Set Up Complete!