Step 1. Check if OneDrive is installed and running.
  - On PC: In the taskbar in the bottom-right corner, look for the cloud icon (click the upwards facing arrow to display all icons)
  - On Mac: In the notifications bar in the top-right corner, look for the cloud icon
  - If OneDrive is already installed and running, skip to Step 4.

Step 2. Open OneDrive
  - If you are using Microsoft Office, you should already have OneDrive installed.
  - On PC: click the Cortana-search bar and type in OneDrive. Click the OneDrive App icon
  - On Mac: click the Launchpad icon then “OneDrive”. Alternatively, press Cmd+Space and search for “OneDrive”
- Step 3: Follow the prompts on screen to set up OneDrive.

- Enter your Harvard email address, and you will be redirected to sign in with your Harvard Key.
- Hit “Next” through the next 2 screens.
- Step 4. Sync SharePoint folder with your computer.
  - In your browser, go to the HAA Faculty SharePoint (sign in with your Harvard Key)
    - (https://hu.sharepoint.com/sites/HAA_Faculty_Course_Planning)
  - In the left-hand margin, click “Documents”, then click “Sync”
  - Your browser will then request to open OneDrive. Click “Open” or “Allow”
HAA - How to sync a SharePoint folder with your computer

- **Step 5.** This SharePoint folder is now accessible in your File Explorer.
  - **Mac:**
  
  ![Mac screenshot]

  - **Windows:**
  
  ![Windows screenshot]