Step 1. Check if OneDrive is installed and running.

o On PC: In the taskbar in the bottom-right corner, look for the cloud icon (click the upwards facing arrow to display all icons)



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- If OneDrive is already installed and running, skip to Step 4. 0

Step 2. Open OneDrive

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- o If you are using Microsoft Office, you should already have OneDrive installed.
- o <u>On PC:</u> click the Cortana-search bar and type in OneDrive. Click the OneDrive App icon

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• On Mac: click the Launchpad icon then "OneDrive". Alternatively, press Cmd+Space and search for "OneDrive"



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- 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.



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- Step 4. Sync SharePoint folder with your computer.
 - In your browser, go to the <u>HAA Faculty SharePoint</u> (sign in with your Harvard Key)
 - (https://hu.sharepoint.com/sites/HAA Faculty Course Planning)
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 - In the left-hand margin, click "Documents", then click "Sync"

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Return to classic SharePoint					

• Your browser will then request to open OneDrive. Click "Open" or "Allow"



- Step 5. This SharePoint folder is now accessible in your File Explorer.
 - <u>Mac:</u>



o <u>Windows:</u>

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