



# OneDrive App for Mac

Center for Innovation in Teaching and Learning

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This document outlines the steps for downloading the OneDrive desktop app for your Mac or Apple products, as well as saving files to your OneDrive after the app has been downloaded.

## Using the OneDrive App

Tennessee Tech has purchased a campus-wide OneDrive license that allows all students, staff, and faculty to have access to OneDrive. The OneDrive desktop app allows you to use the cloud storage system on any device or on the web. The desktop app allows you to save files to your desktop, OneDrive cloud, or both, making it easier to access your files at any time, from any device. You can even work offline.

## Downloading the OneDrive App

Before you can use the OneDrive desktop app on your Apple device. You will need to download it from the Apple App store. You can search in the app store for “OneDrive” or [use this link](#).



## Installing the OneDrive App

1. Once you have downloaded the app, it will be installed on your computer.  
NOTE: You may be asked where you would like the app stored. You can select your preferred location. We recommend using your desktop or a location you know how to easily access.
2. The next step is to log in using your TnTech login credentials.
3. You can now upload, download, and edit files from your OneDrive on your computer.

## Storage Status

Within OneDrive, or even on various documents saved on your desktop, you may see different symbols that indicate the saved and uploaded status of your documents.

Within the OneDrive app/folder, you will see a section after the document, file, or folder title with a cloud. This is where you can find out if a document is uploaded to your cloud storage, saved locally on your current device, and more. [Here is a guide to what each of the symbols means.](#)