

Les **A**venturiers du **B**out du **M**onde

By Yves Cornil

Rampe de Lancement number 221 — 8/09/2026



Introducing to OneDrive
on Mac

***Les Aventuriers du Bout du Monde.
Rampe de Lancement.***

This issue was produced by:
Yves Cornil

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Microsoft 365 for Mac,
MacBook Pro M5,
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Graphic Converter

*This document is
the adaptation of
"Rampe de
Lancement 219",
originally written in
French.*

Enjoy your reading.

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Yves Cornil

Internet :

<https://www.cornil.com/>

<https://www.cornil.com/abm/rampe209.pdf>



OneDrive on Mac

Report by Yves Cornil



<https://www.cornil.com/>

<https://www.youtube.com/user/initinfo>

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<https://cilaclamadeleine.org>

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ABOUT.

The information contained herein is provided without warranty of any kind, either express or implied.

The reader assumes the risk of using the information provided.

ABOUT "RAMPE DE LANCEMENT".

- The publications called "Rampe de Lancement" (Launchpad) are documents that aim to introduce the use of software for the general public, mainly for Mac and iPad.
- The eBooks are free, but protected by copyright and are available, usually in PDF format or ePub format.

<https://www.cornil.com/abm.htm>

ABOUT THE AUTHOR.¹

Yves Cornil is a French IT trainer specializing in the Apple and Microsoft 365 ecosystem.

He is known for his clear and accessible tutorials, published on his cornil.com site and YouTube channel, which has more than 500 videos dedicated to the Mac, iPad, iPhone, Windows and Microsoft tools.

Its teaching style is simple, visual and practical, which makes it a French-speaking reference for users wishing to progress at their own pace.

¹ Short presentation generated by Copilot.

CLOUD, DID YOU SAY CLOUD?

INTERNET STORAGE.

The use of computers is increasingly oriented towards:

- Sharing;
- Collaboration;
- Social networks;
- Mobility;
- With storage increasingly on the Internet via the "clouds". A connection fast and reliable is needed.

CLOUD, IN ENGLISH CLOUD.

(Nuage in French) is the ability to store and share data in virtual disk space on the Internet.

SOME COMPUTER CLOUDS.

- iCloud and iCloud Drive : Apple;
- OneDrive : Microsoft;
- Google Drive: Google;
- Dropbox;
- Box;
- etc.

ONEDRIVE IT'S THE CLOUD FROM MICROSOFT.

- OneDrive Allows storage and sharing of data:
 - Microsoft Office Documents, Photos, music, PDF documents, videos in different formats.
 - A safe since the end of 2019 if the device is eligible.
 - Storage of 2 documents if not related to Office 365.
 - Unlimited storage (except OneDrive size) with Office 365.
- Free use of Microsoft Office applications, from an Internet browser or from an iOS device < 10.1 inches.
- Automatic synchronization of certain folders between multiple devices.
- Collaborative work with Microsoft Office applications.
- Works on Mac, iPad, iPhone, iPod touch, PC, Android devices (not tested).
- 5 GB free; 1 TB with the Microsoft 365 plan.
- Using OneDrive requires prior registration for the service with an identifier, which is an address and a password.
- Registration is done from a browser from a Mac, a PC or an iPadOS or iOS device.

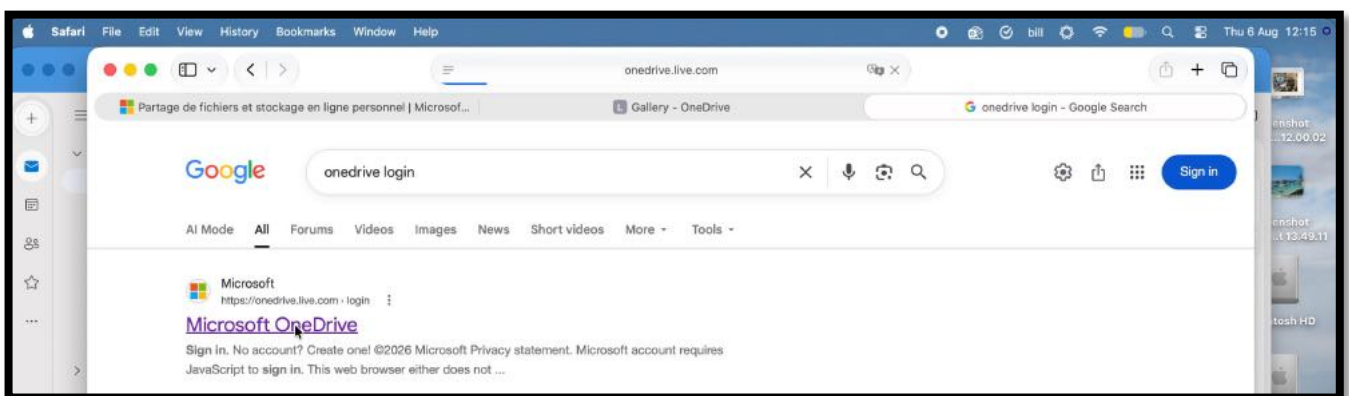
CREATE A MICROSOFT ACCOUNT ON MAC.

To use OneDrive, you need a Microsoft account.

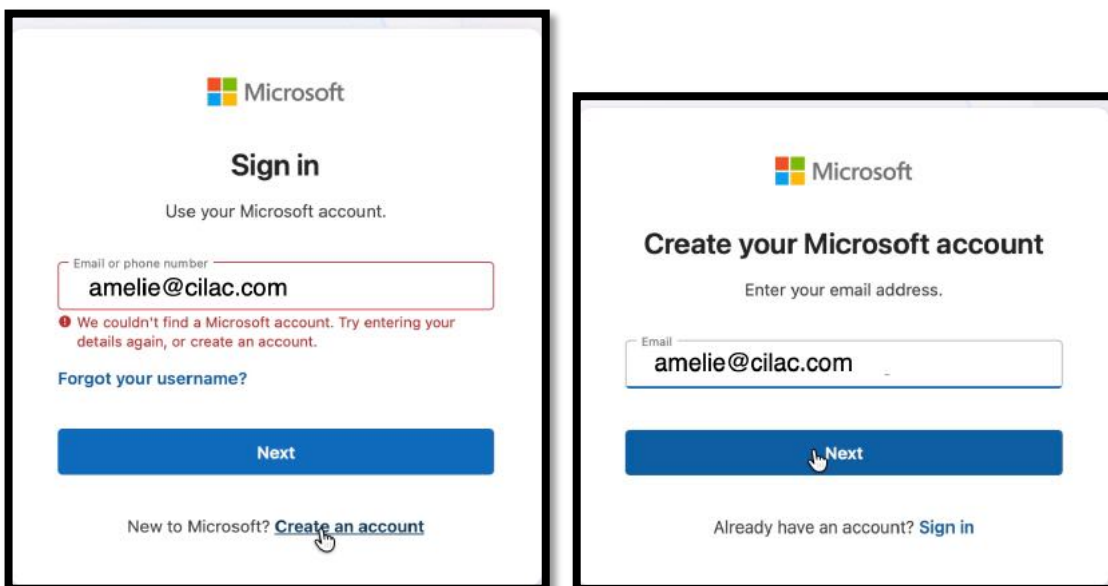
You can create a Microsoft account to use Microsoft 365 or to benefit from a free OneDrive storage space of 5 GB or more (€2 monthly for 100 GB).

SIGN IN TO ONEDRIVE OR A MICROSOFT ACCOUNT FROM THE MAC.

One of the most common ways to create a Microsoft account is through OneDrive or a Microsoft account from a browser.



*From your browser, search for **OneDrive**.*



Enter the email address to verify whether or not the Microsoft account exists, or click **Create one**.

The account doesn't exist, I click on **Create an account**.

To create a Microsoft account:

- Use a valid email address;
- Prove that you are not a robot;

- Then enter a code that you will receive at your email address to validate the creation of the account.
- Enter a password, respecting the rules (number of characters, uppercase, lowercase, etc.); Then give a first name, a last name, a date of birth.
-

Microsoft

amelie@cilac.com

Verify your email

Enter the code we sent to your email address.

1 2 3 4 5 6

[Resend code](#)

Verify your email address

Microsoft account team <account-security-nor...> Today at 12:09

To: amelie@cilac.com

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **824563**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

Microsoft

amelie@cilac.com

Verify your email

Enter the code we sent to your email address.

8 2 4 5 6 3

Verifying ...

Microsoft

amelie@cilac.com

Add some details

Add your country/region and birthdate to help us apply age-appropriate settings to your Microsoft account.

Country/Region: France

Month: Day: Year:

If a child is using this device, create a child account by entering your child's date of birth.

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings at microsoft.com/family

[Next](#)

Microsoft

amelie@cilac.com

Add your name

Add your name to your Microsoft account.

First name: Amelie

Last name: Cilac

☒ I would like information, tips, and offers about Microsoft products and services.

By selecting Next, I agree to the [Microsoft Services Agreement](#) and [Privacy Statement](#).

[Next](#)

Save a passkey?

"login.microsoft.com" supports passkeys, a stronger alternative to passwords that cannot be leaked or stolen. A passkey for "cilac9@cilacmadeleine.org" will be saved in "Passwords".

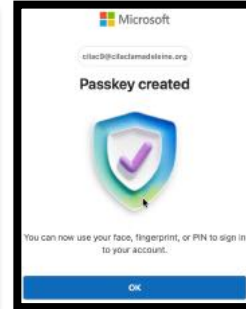
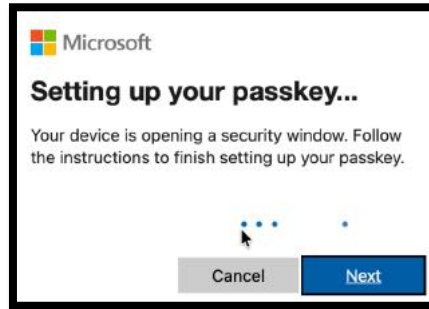
Save In Passwords

Passkey

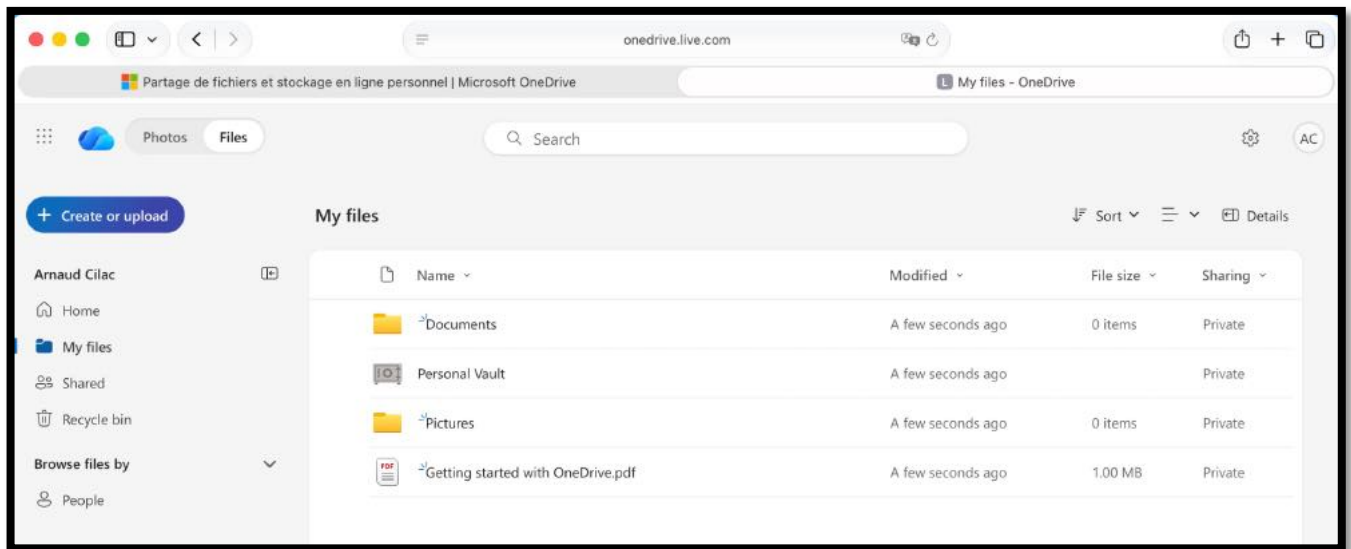
[Cancel](#) [More Options](#) [Continue](#)



Editor's note: the address and name (amelie@cilac.com) have been changed in this document.



MICROSOFT ACCOUNT VIEW.



Microsoft account view.

The Microsoft account was created with a 5 GB OneDrive; As long as you use a Microsoft account that supports a Microsoft 365 license, you will benefit from 1 TB of storage.

To get details about the Microsoft account, click on the link in the blue bar, on the far right (here AC, initials of the account).



SIGNING OUT OF THE MICROSOFT ACCOUNT.



To log out, click on the account icon (in the blue bar, top right, here AC, then click on **sign out**.

MICROSOFT ACCOUNT USAGE.

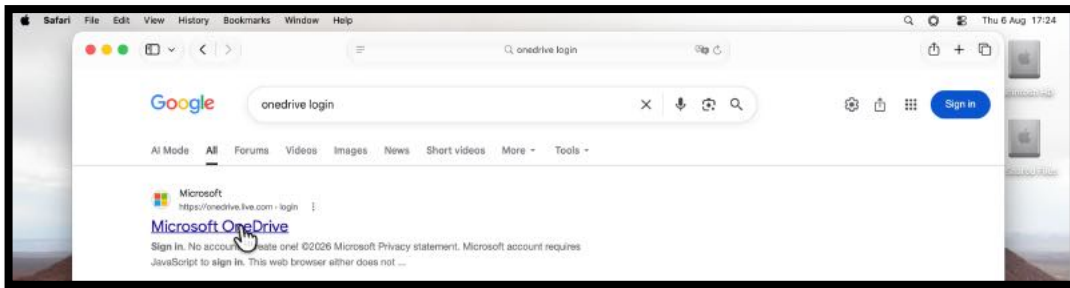
The Microsoft account will be used for storage in OneDrive but also will support the Microsoft 365 subscription:

- Either as the "owner" of the Microsoft 365 Family subscription;
- Either as a participant in the sharing of the Microsoft 365 Family subscription;
- Or for a personal subscription.

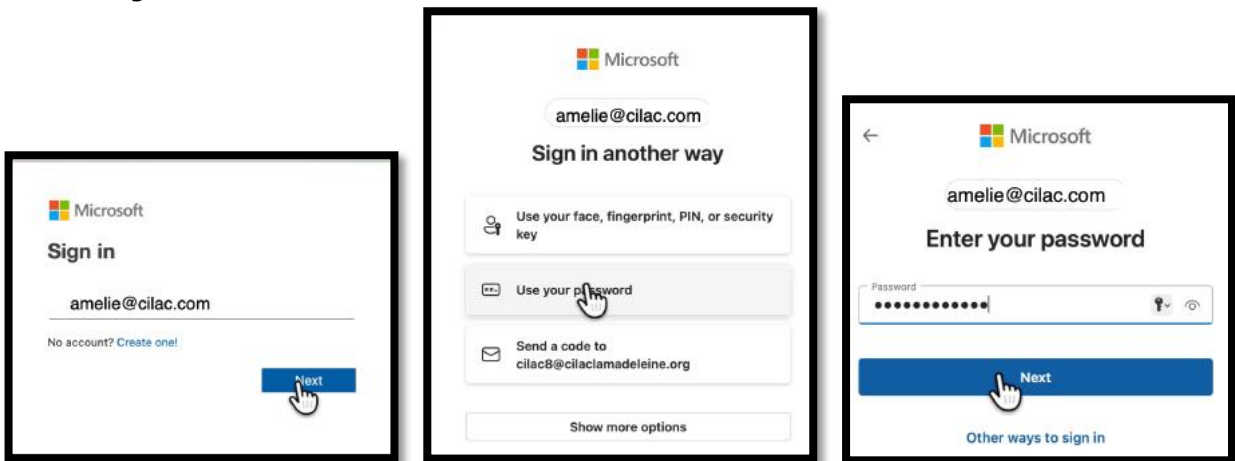
Microsoft 365 apps can be installed from the Microsoft account, via a browser for the Mac.

SIGN IN TO ONEDRIVE FROM A BROWSER ON MAC

CONNECTING TO ONEDRIVE FROM SAFARI.

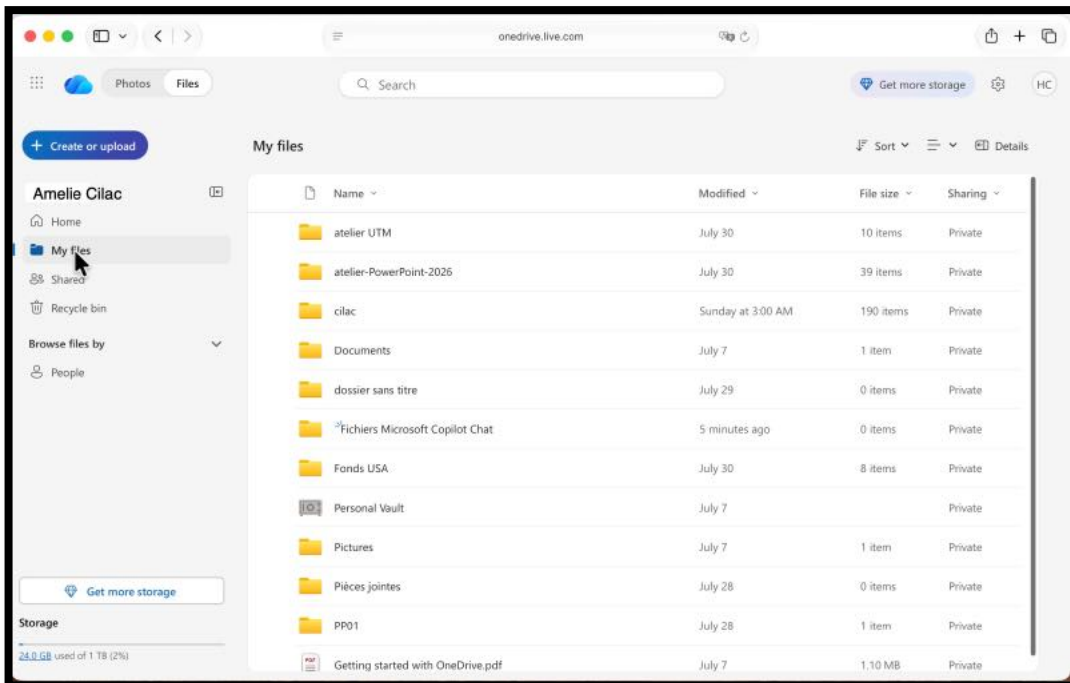


Connecting to OneDrive from Safari.



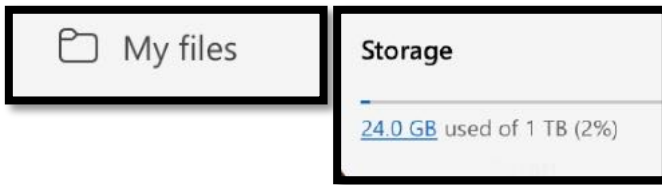
Entering the username and using the password.

ONEDRIVE FROM A BROWSER.

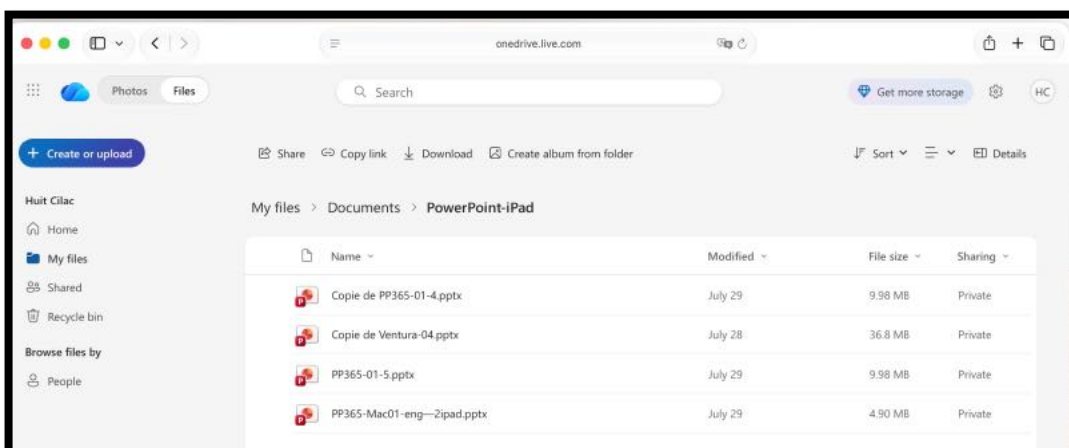
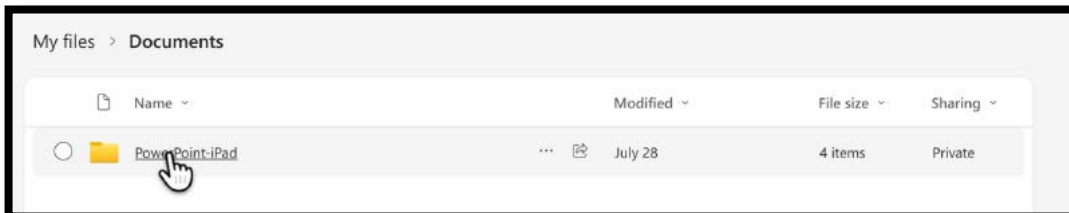
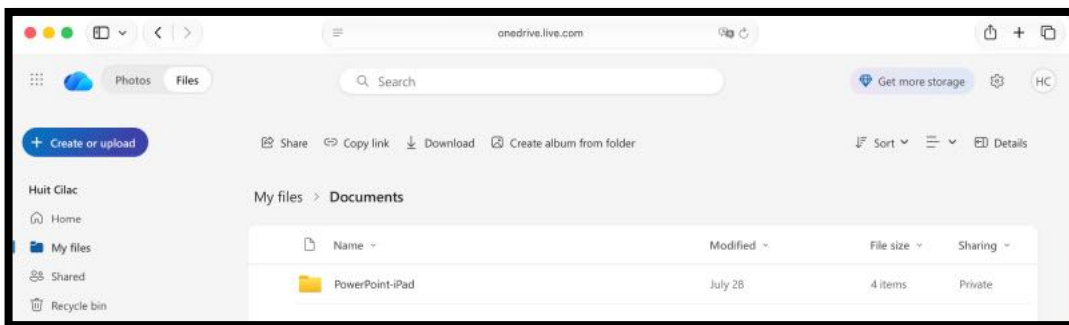
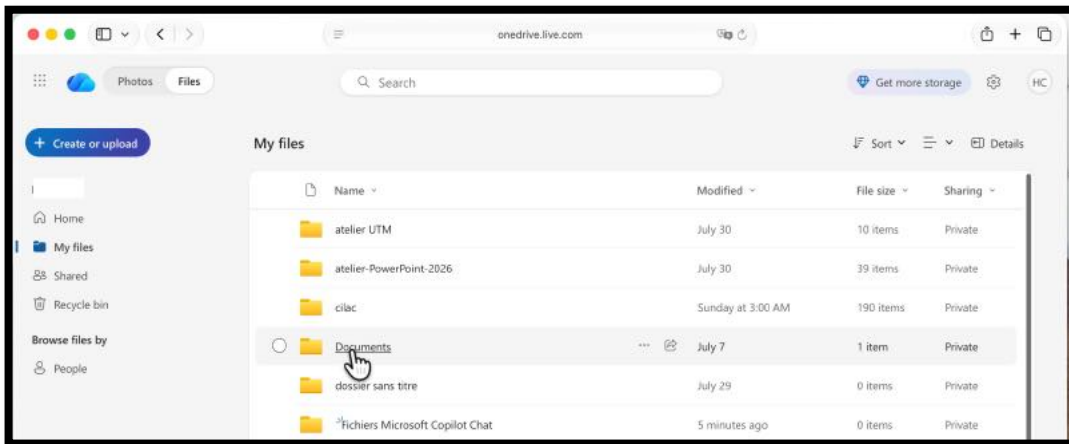


View of Amelie's OneDrive.

Microsoft OneDrive on Mac

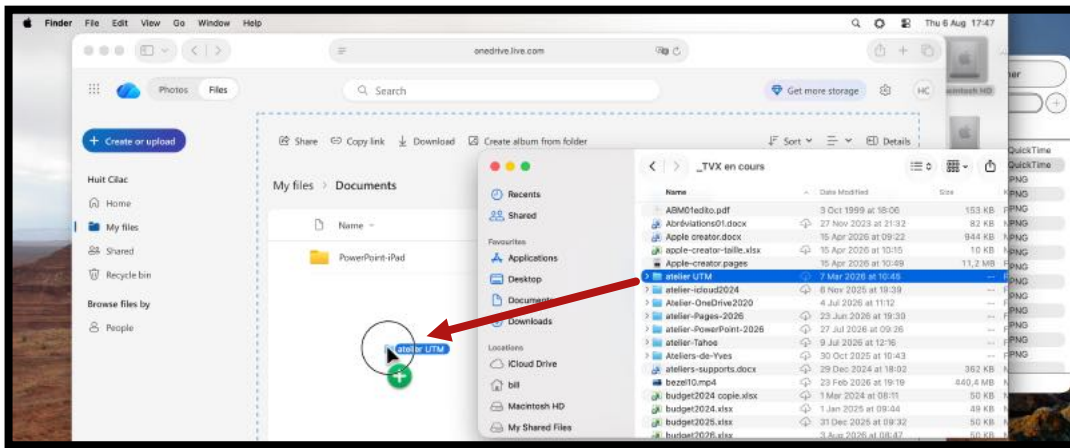


Access to stored folders and files will be done from **My Files**.
Amelie is part of a Microsoft 365 Family subscription share and has 1 TB of storage.

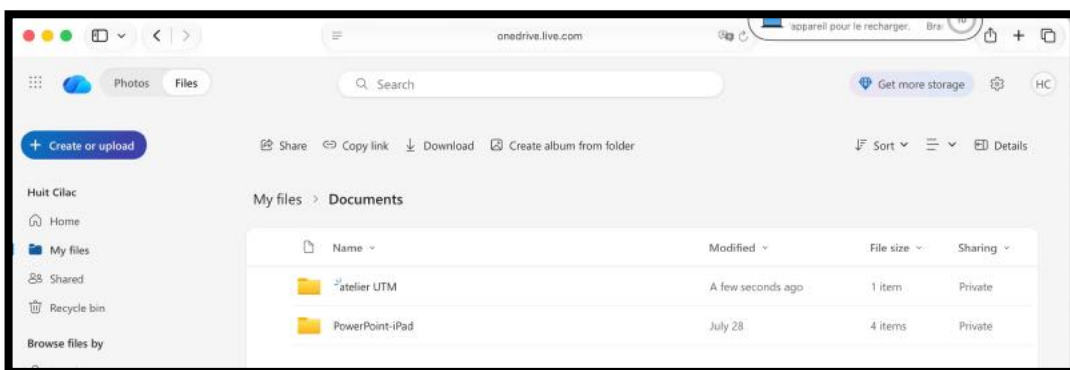


View of PowerPoint-iPad folder.

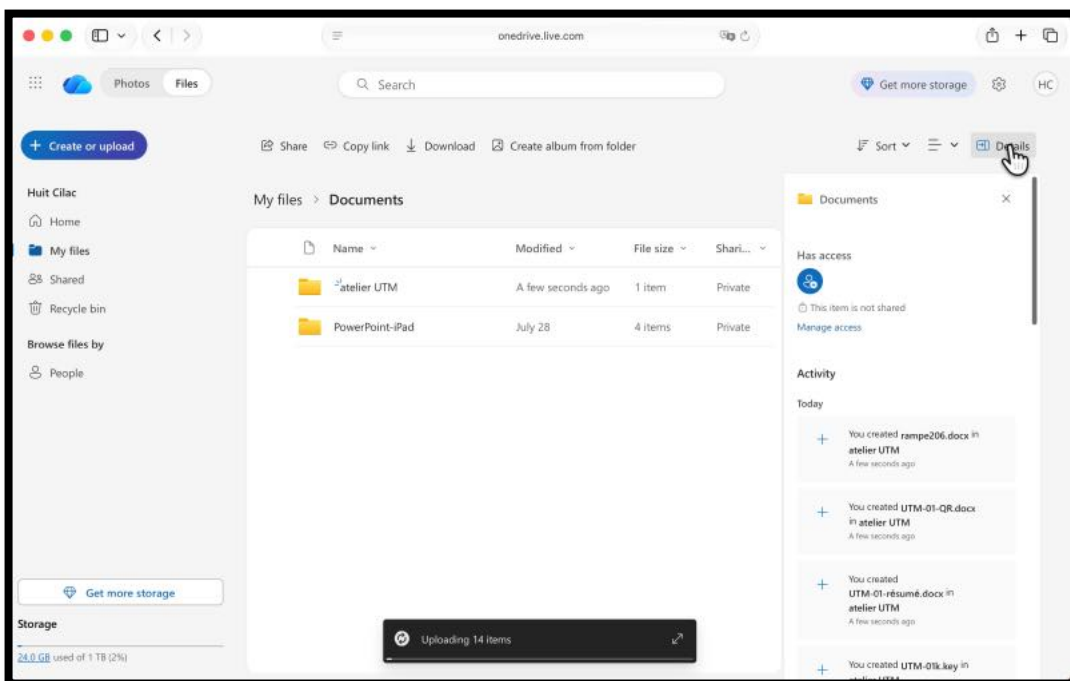
DRAG AND DROP A FOLDER FROM THE MAC INTO ONEDRIVE.



I drag the UTM workshop folder to the OneDrive.

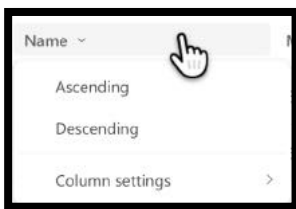
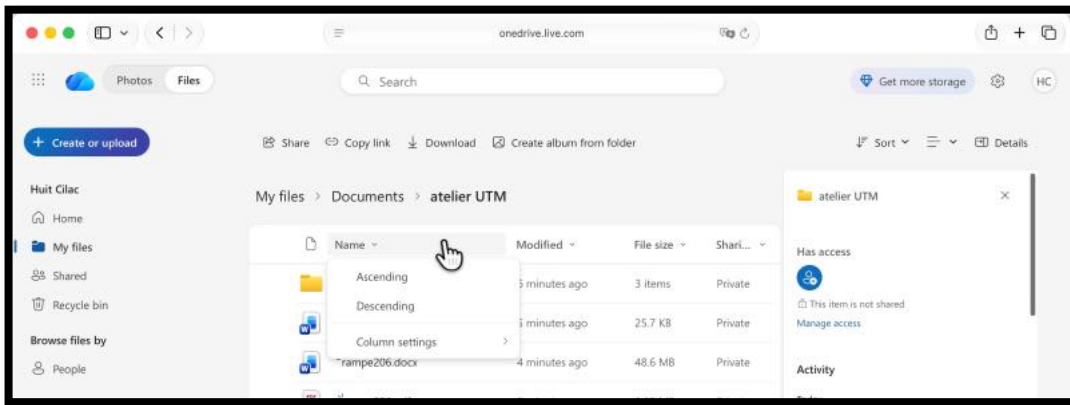


The UTM workbench folder has been copied to OneDrive.



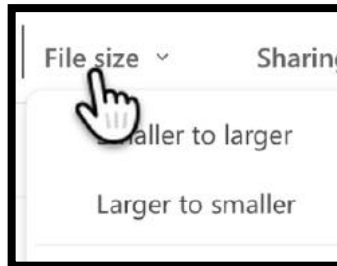
*By clicking on **details**, you get information on the operations that have been carried out.*

VIEW FOLDERS AND FILES.

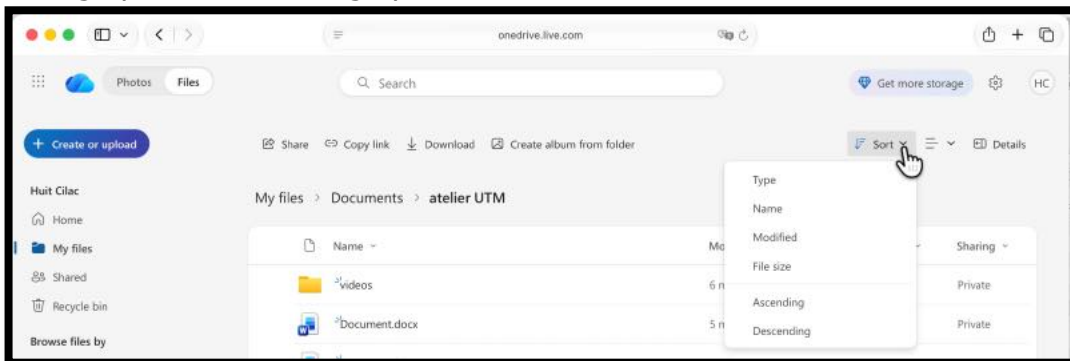


By clicking on the menu bar you can choose the sort order, name, date, size, etc.

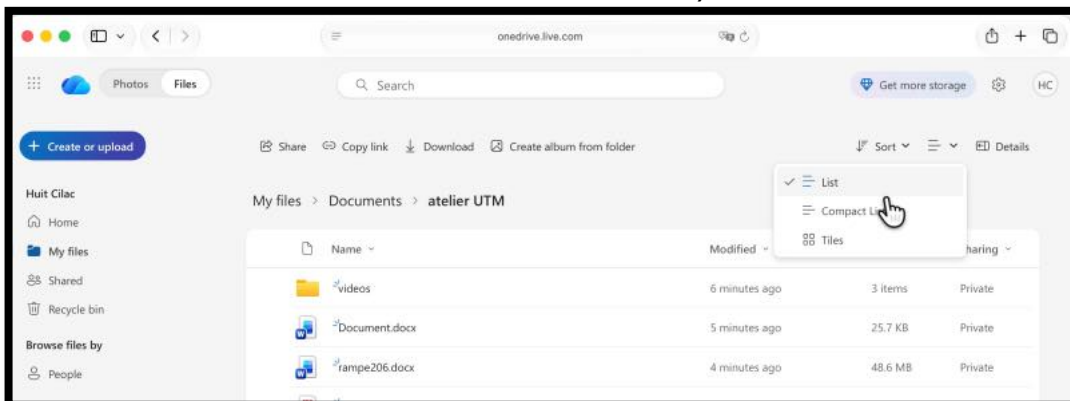
Here you can sort by name, in ascending or descending order.



Sorting by date and sorting by size.

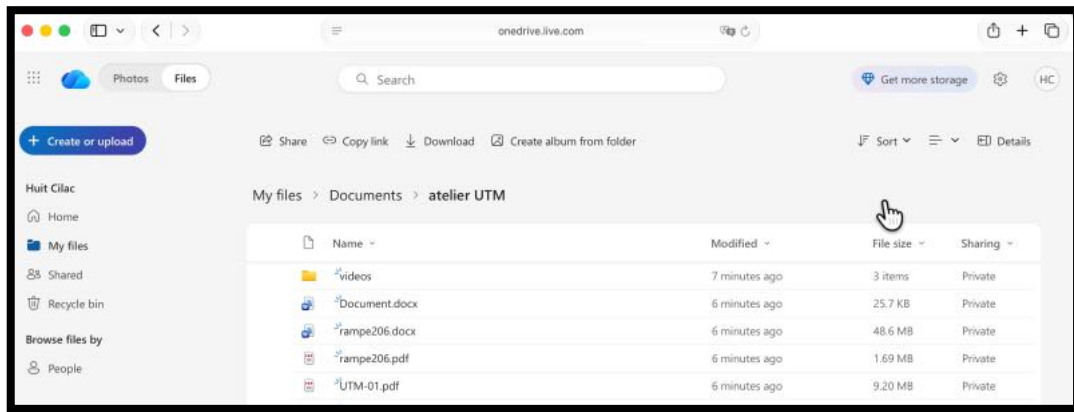


An another way to sort.

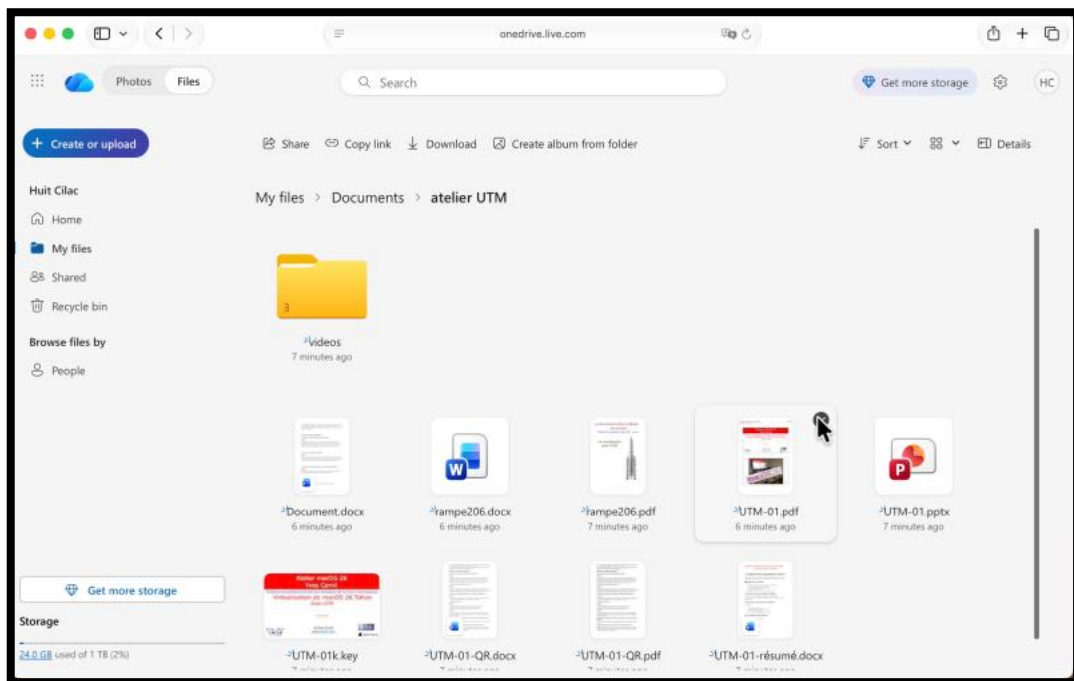
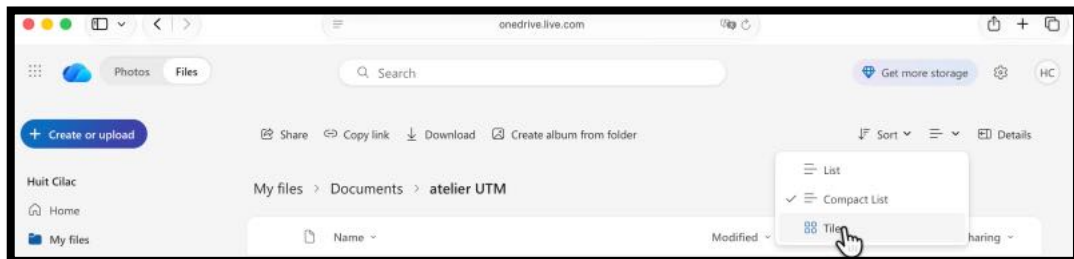


List view.

Microsoft OneDrive on Mac

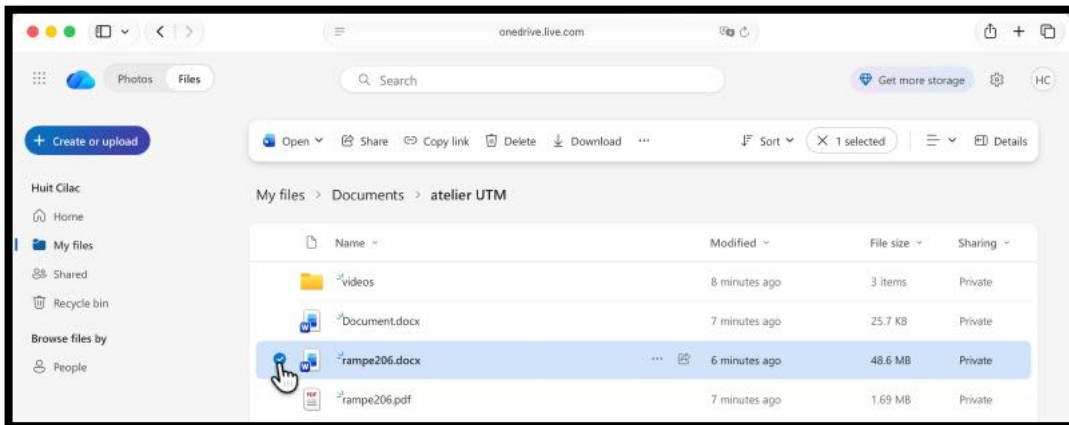


Compact list viewing.

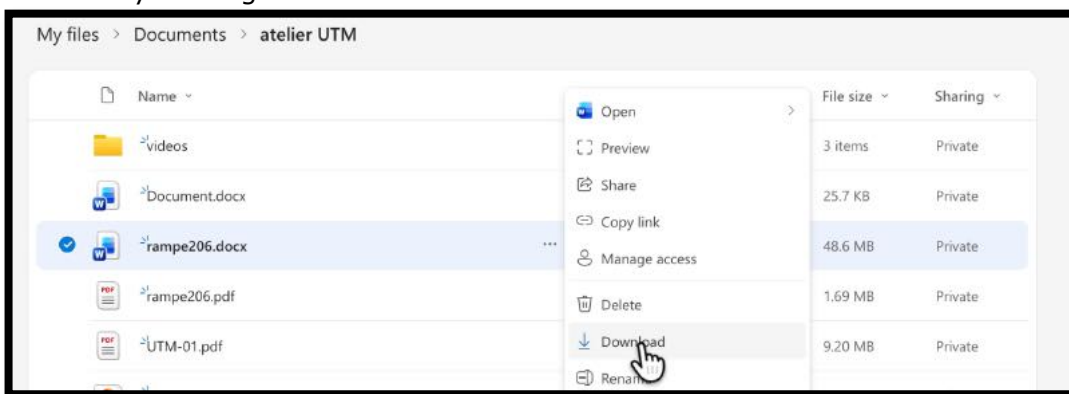


View as thumbnails.

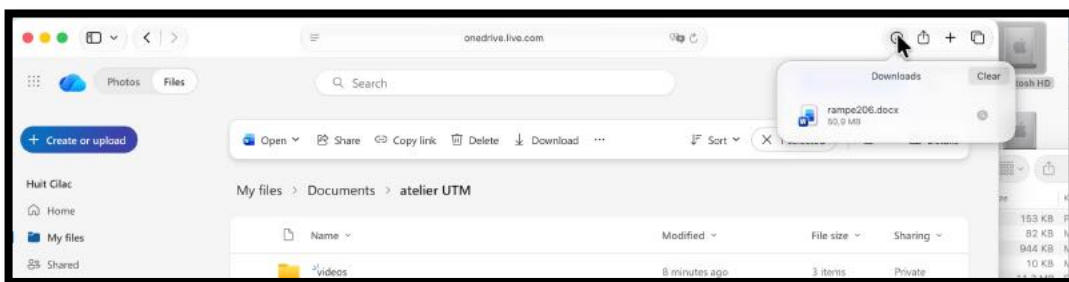
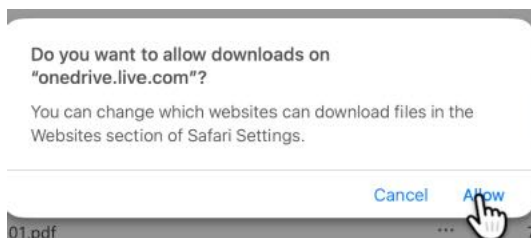
UPLOAD A FOLDER OR FILE.



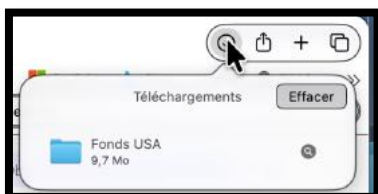
When selecting a folder, a menu bar appears, including download. You can also access the function by clicking on the 3 small dots.



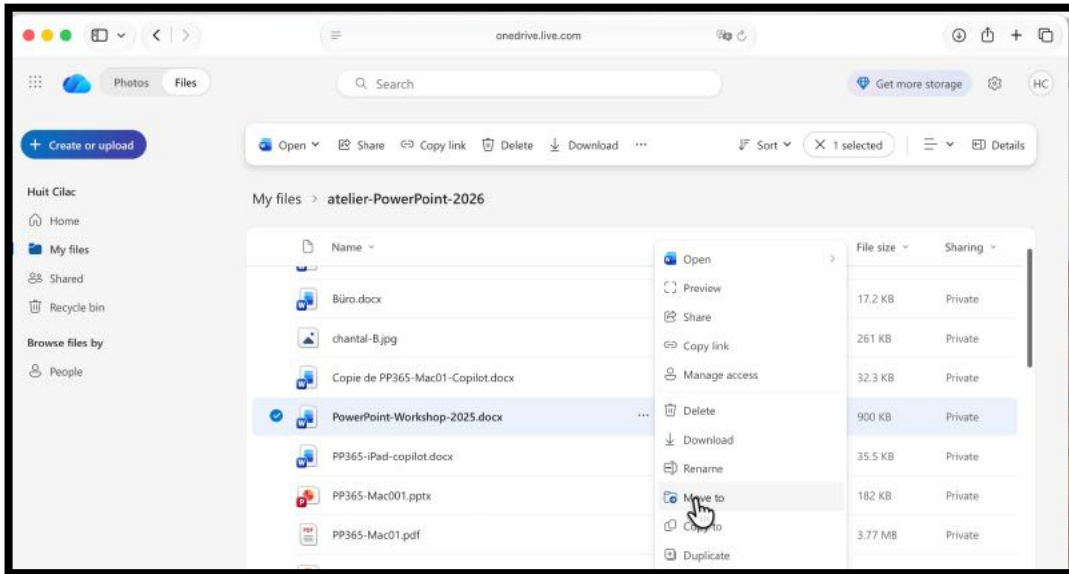
Download the rampe206.docx file.



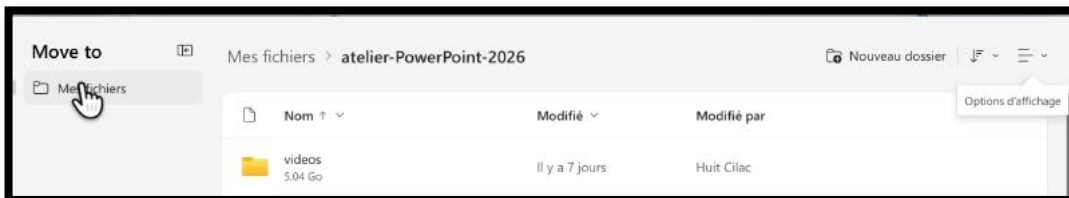
The file is downloaded to the download folder.



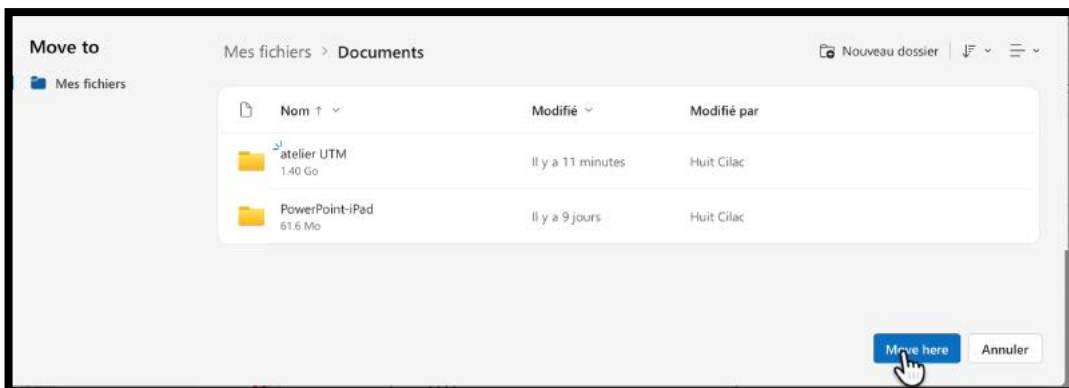
MOVE A FILE OR A FOLDER.



I click on the 3 little dots (...) located to the right of the PowerPoint Workshop 2025 folder, then in the drop-down menu I click on **Move to**.

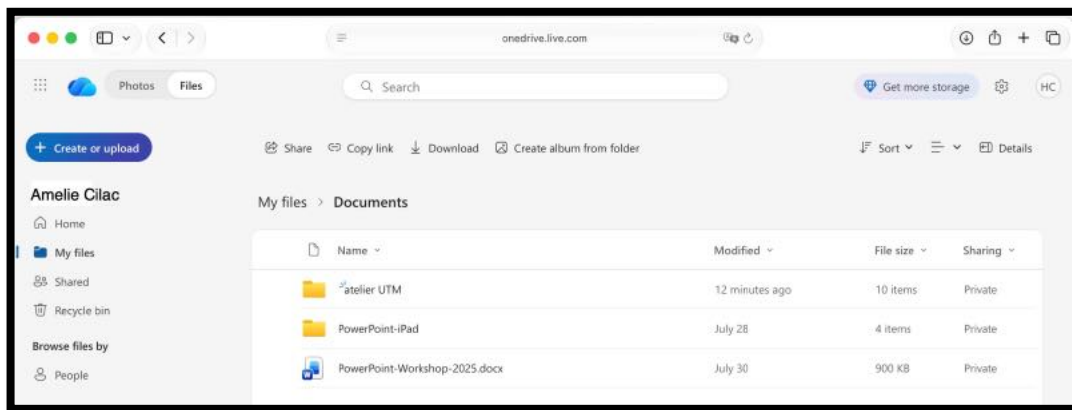


Then I click on the recipient folder, here **My Files (Mes fichiers)**,



and on **Move here** to finish.

Microsoft OneDrive on Mac

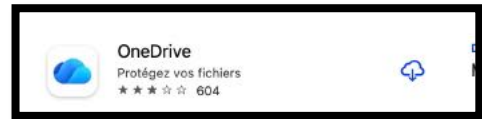


The PowerPoint file has been moved from "atelier PowerPoint-2026" folder to Documents folder.

SIGN IN TO THE ONEDRIVE APP ON THE MAC.

INSTALL THE ONEDRIVE APP ON THE MAC.

If the app wasn't installed at the same time as Microsoft 365, then you can download it from the App Store and proceed with its installation.

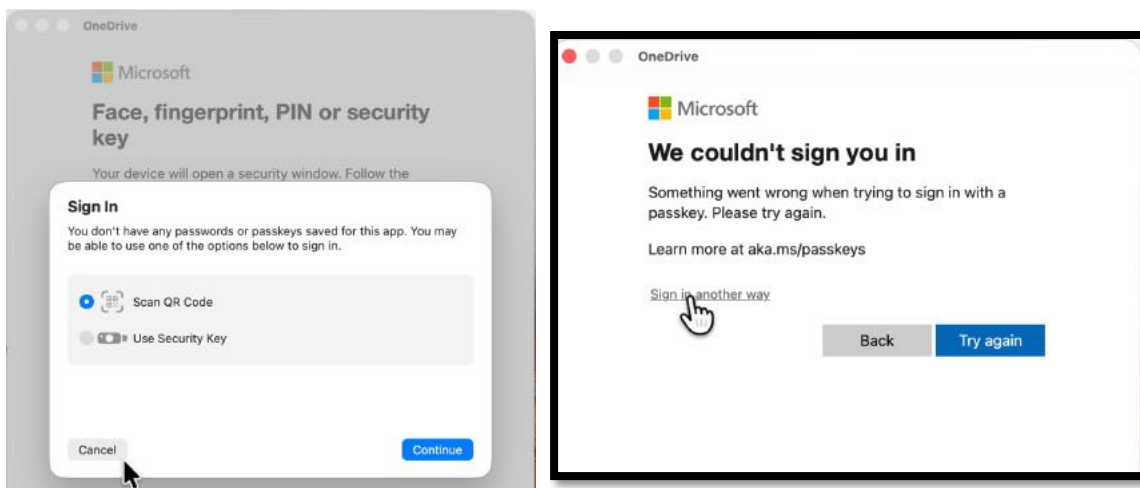


FIRST TIME USING THE ONEDRIVE APP.

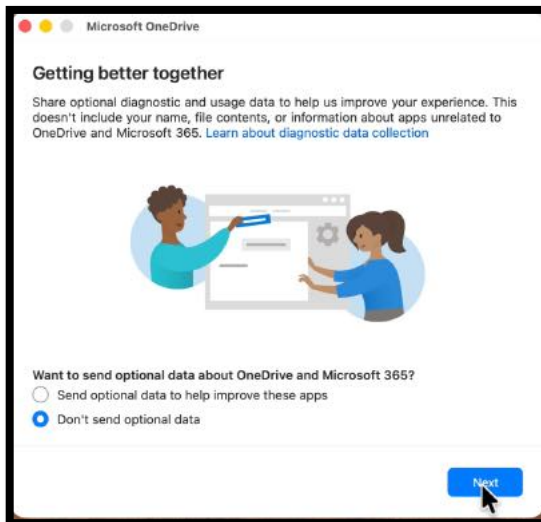
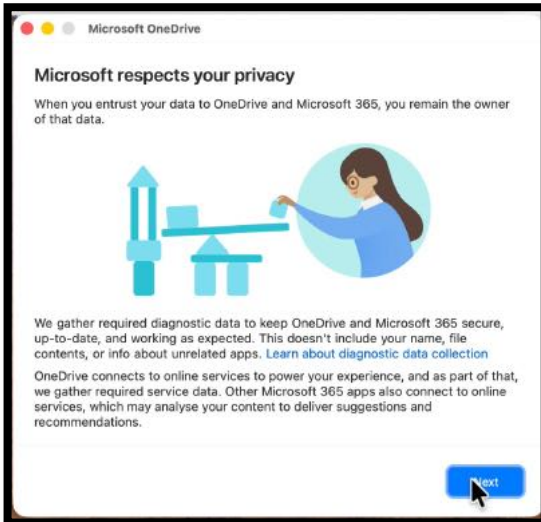
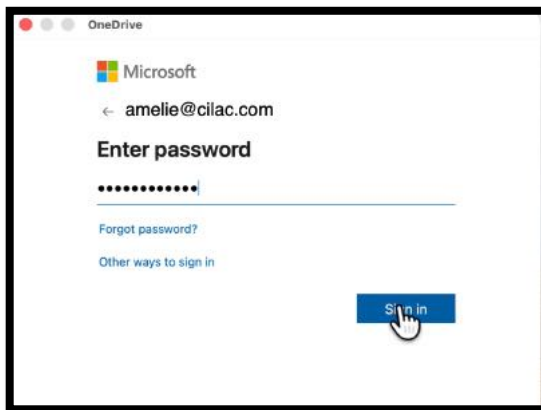
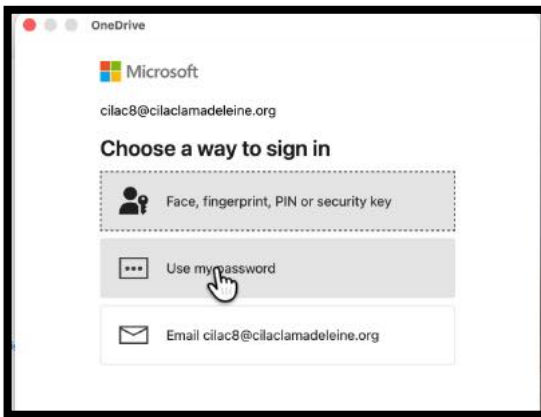


Launch of the OneDrive app. Enter the Microsoft ID and password.

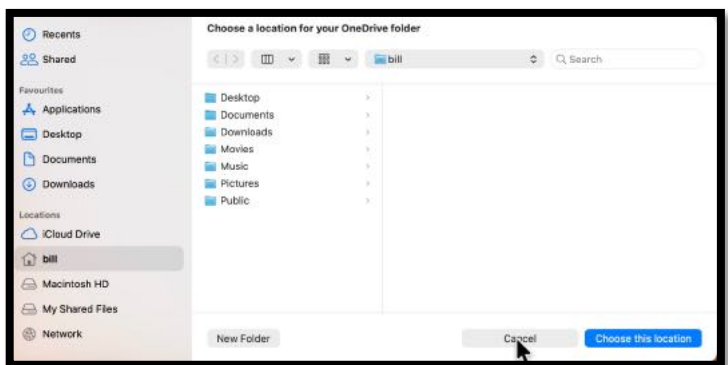
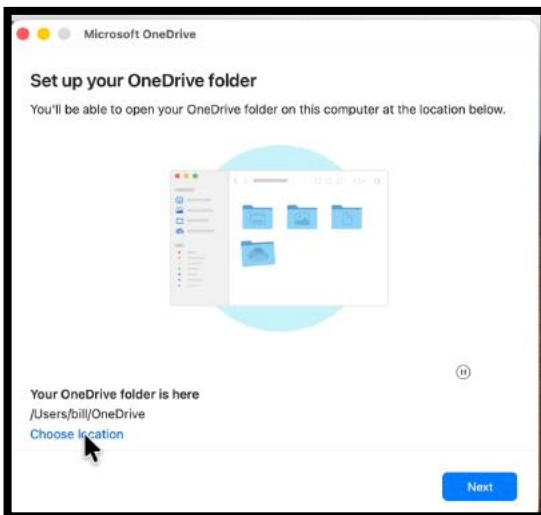
Editor's note: for this chapter I will be working in a virtual machine under macOS 27 beta under the UTM virtualization application.



Microsoft OneDrive on Mac



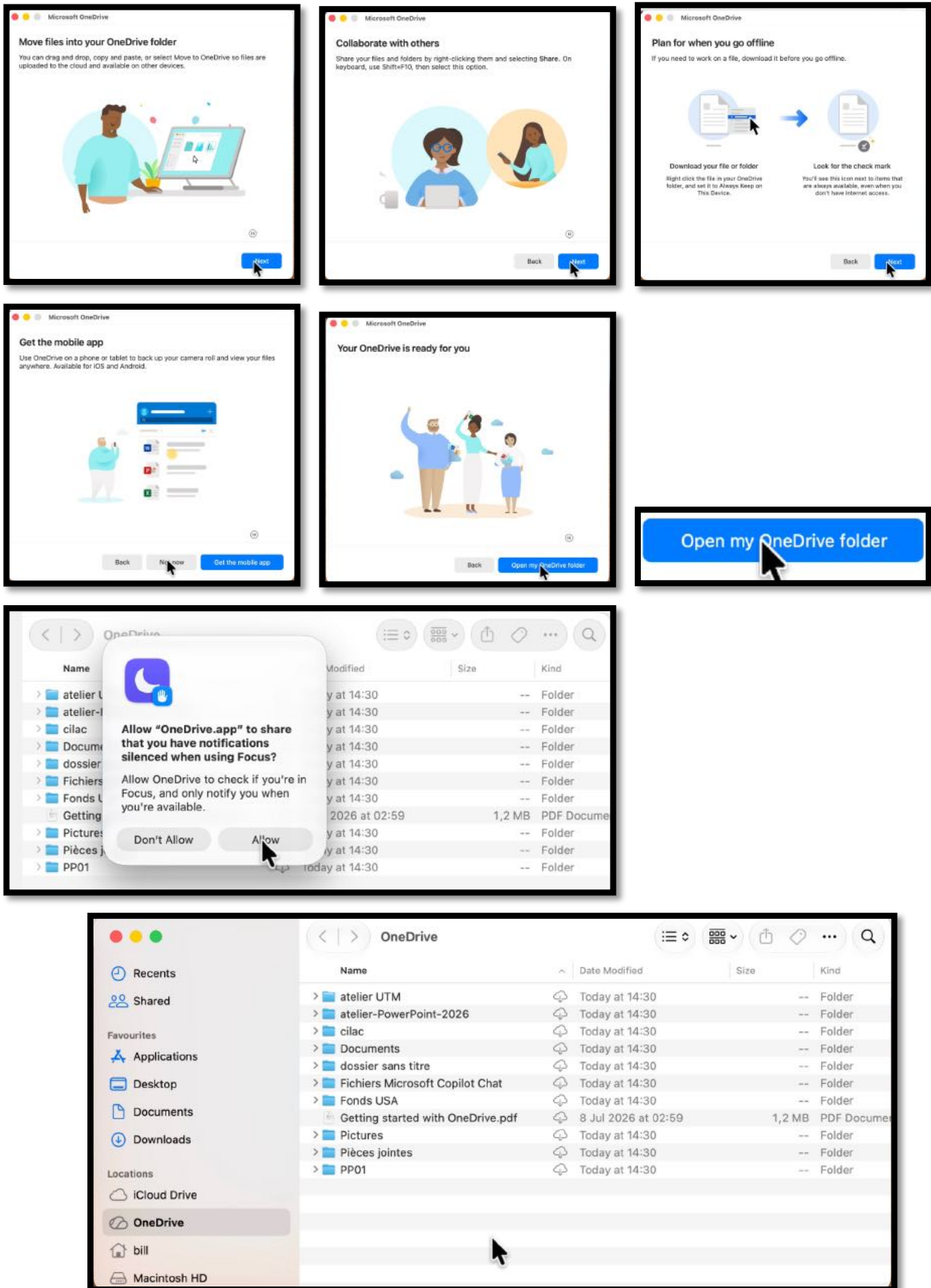
CHOOSE THE LOCATION WHERE THE ONEDRIVE FOLDER WILL BE STORED.



Your OneDrive folder is here
/Users/bill/OneDrive
[Choose location](#)

*I choose the location, in this case the standard location (users/bill/OneDrive); it is possible to change the folder by clicking **[Choose location](#)**.*

Microsoft OneDrive on Mac

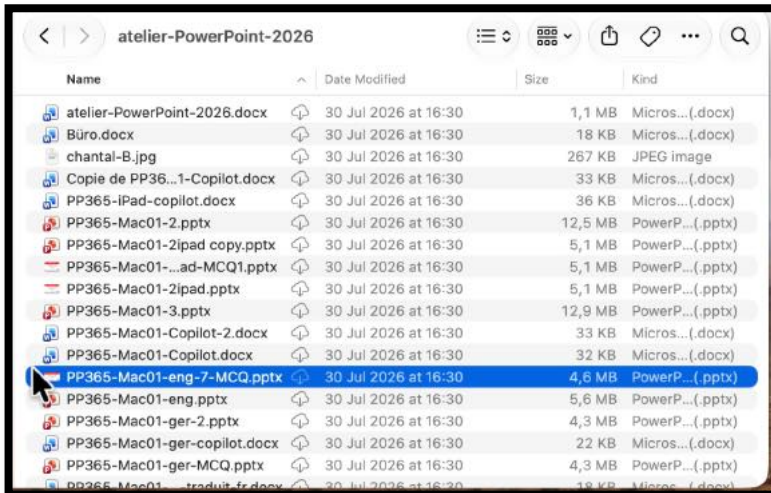
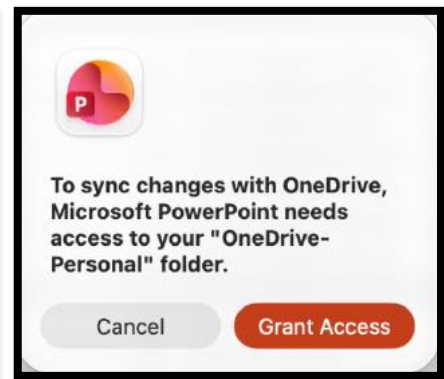
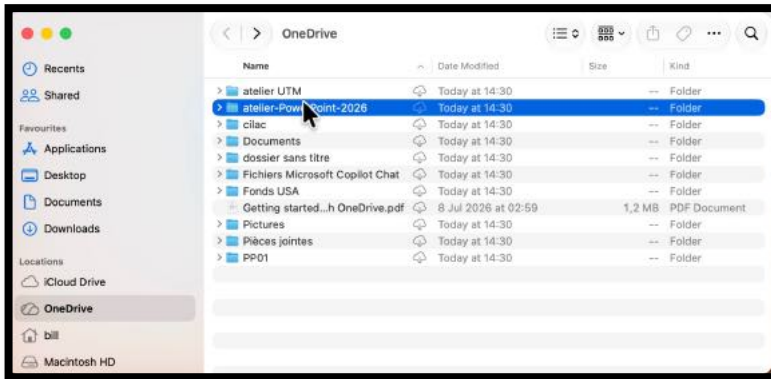


The symbol indicates that the file or folder is in the cloud (i.e., stored on the internet).

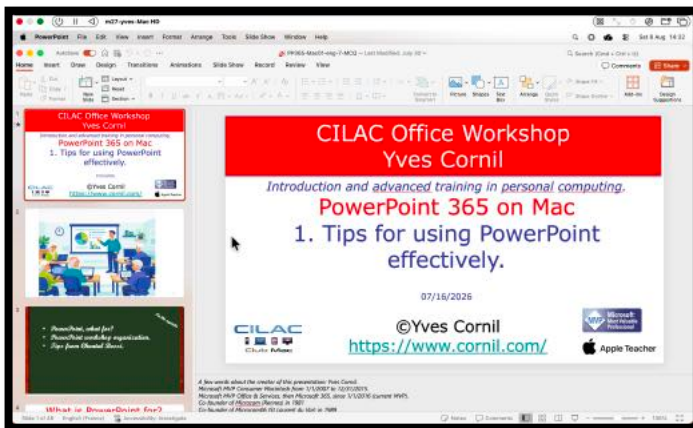


The OneDrive icon has been installed in the menu bar.

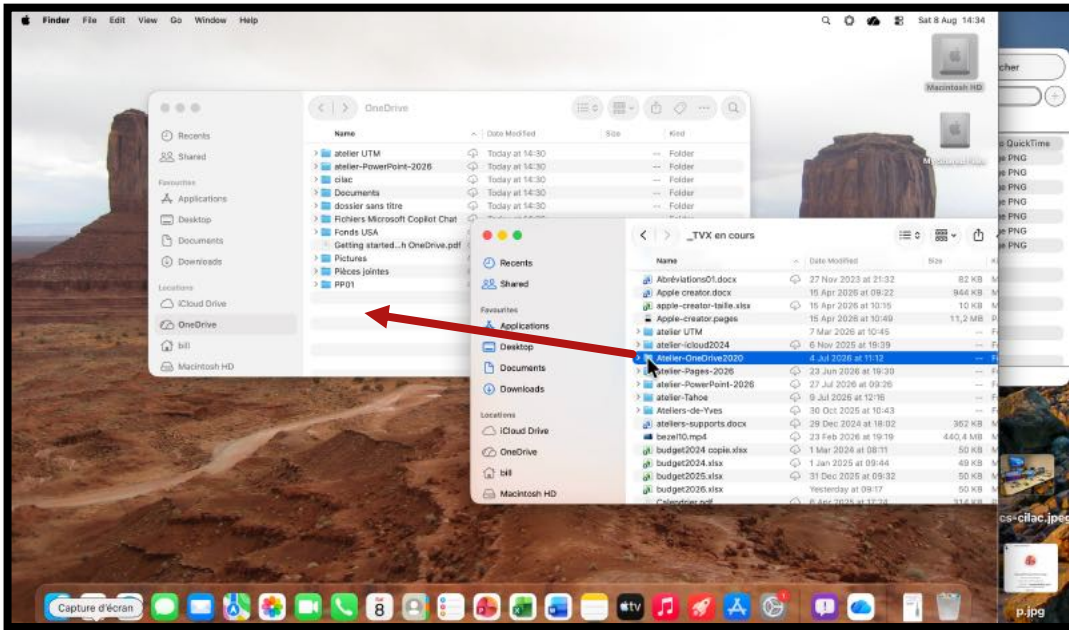
OPENING A FILE.



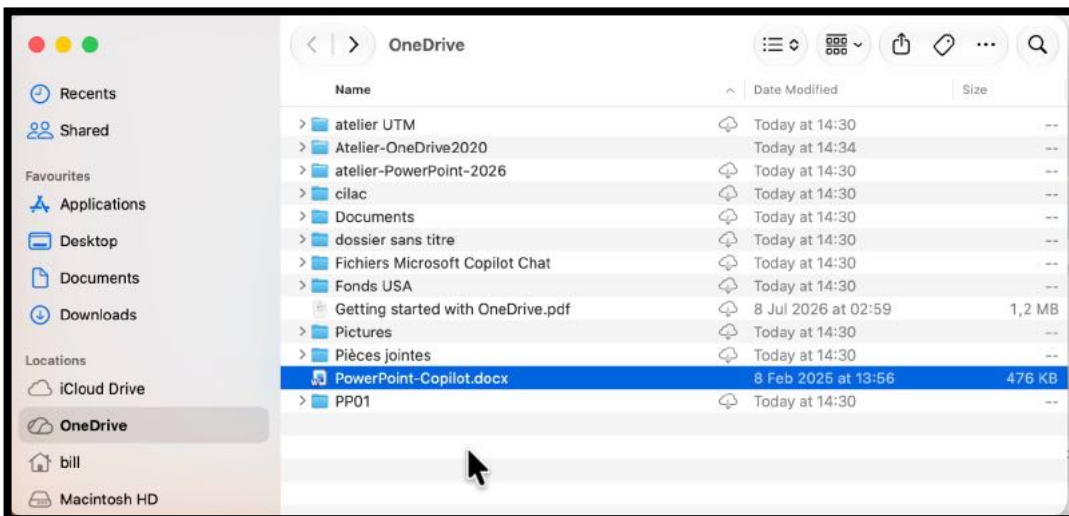
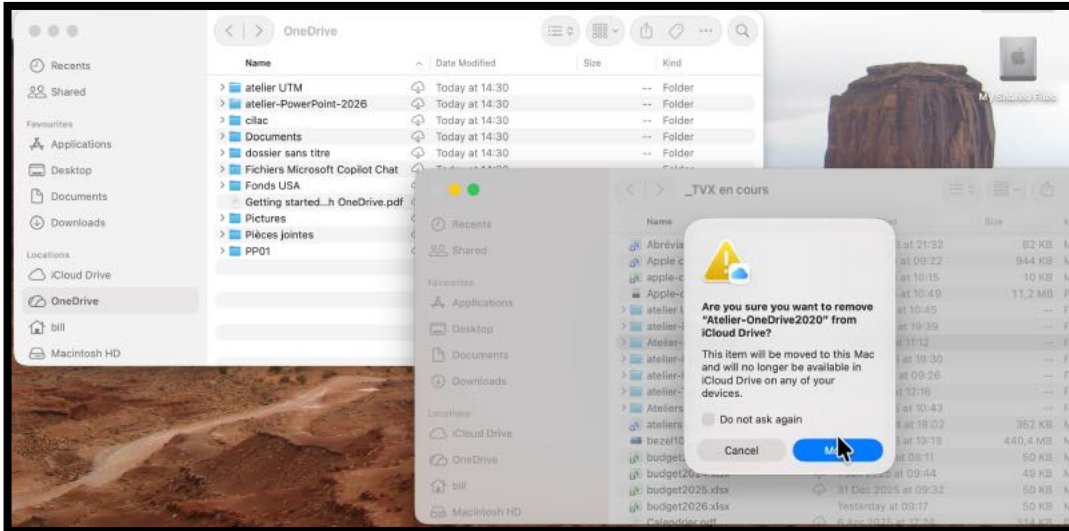
I open a folder, then I double-click on a PowerPoint file.



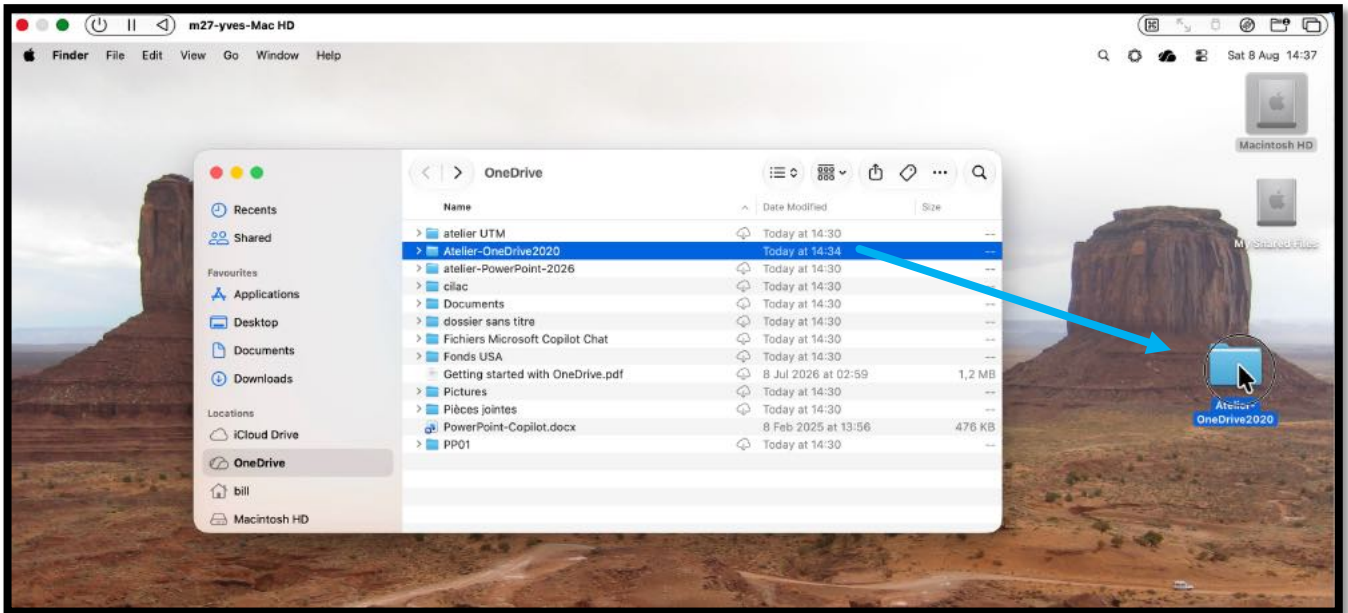
DRAG AND DROP A FILE OR A FOLDER INTO ONEDRIVE.



Here, I'm going to drag and drop a folder from iCloud Drive to OneDrive.



DRAW AND DROP A FOLDER FROM ONEDRIVE TO DESKTOP.



Attention message.

ONEDRIVE AND MICROSOFT 365 APPS

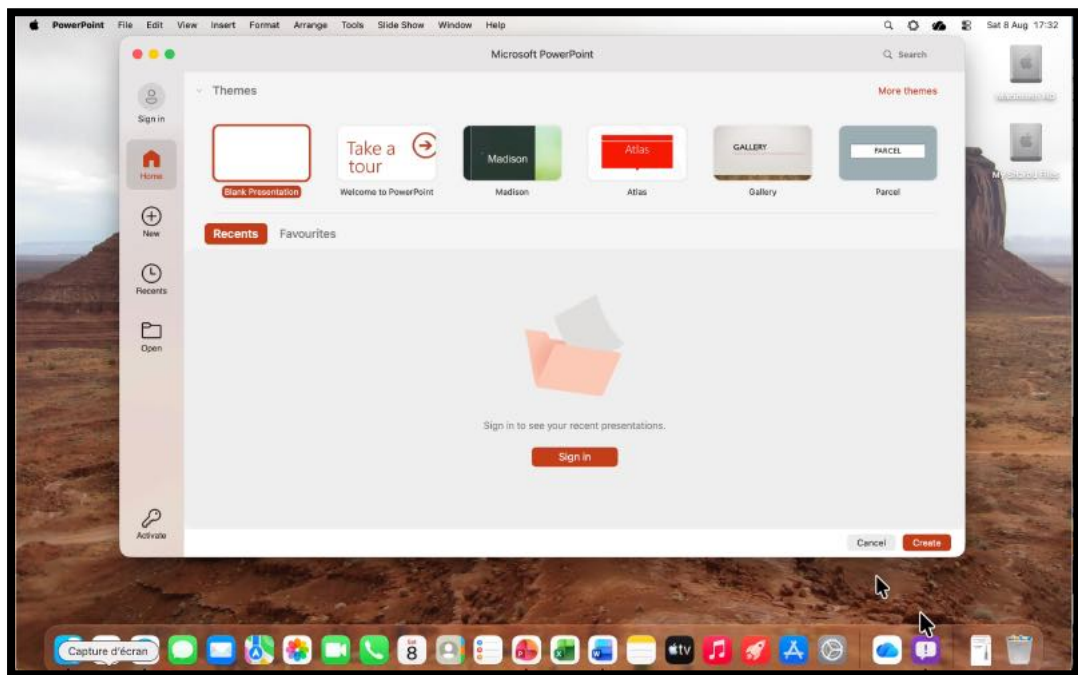
The Microsoft account may be the support for Microsoft 365 subscriptions, in particular the Microsoft 365 Family subscription, either as an "owner" or as a beneficiary of the sharing of this subscription; it will be possible to access multiple OneDrives from a Microsoft 365 application, for example in PowerPoint, Excel and Word.

ONEDRIVE IN POWERPOINT FOR MAC.



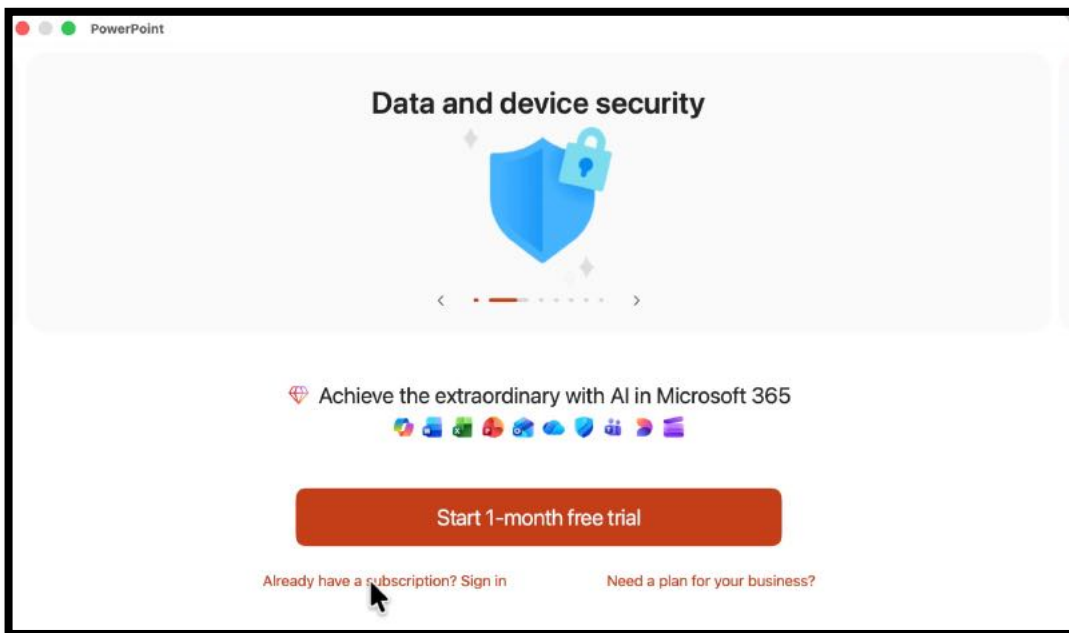
I launch PowerPoint from the Dock.

ACTIVATION.



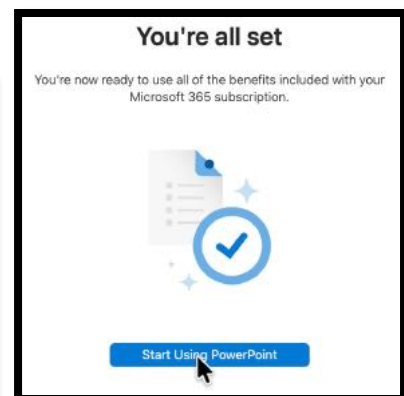
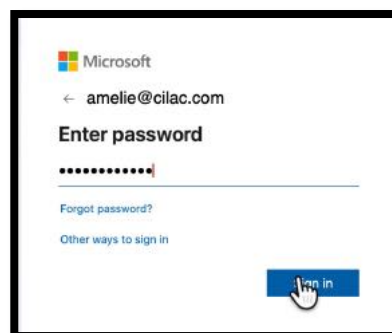
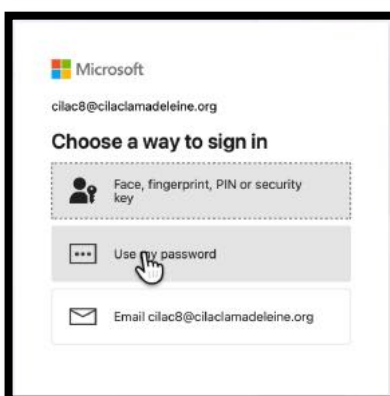
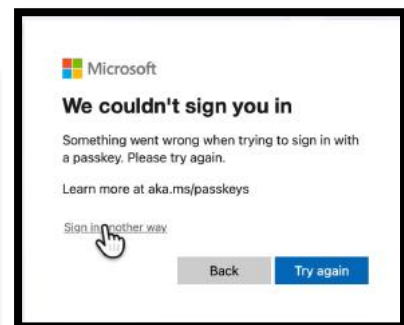
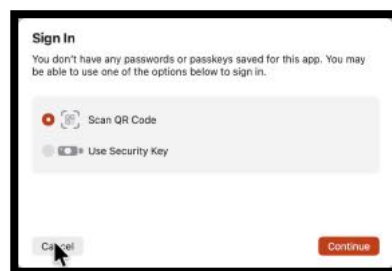
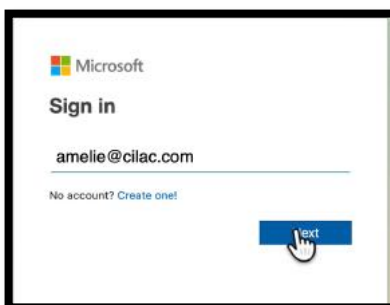
You must activate the PowerPoint application.





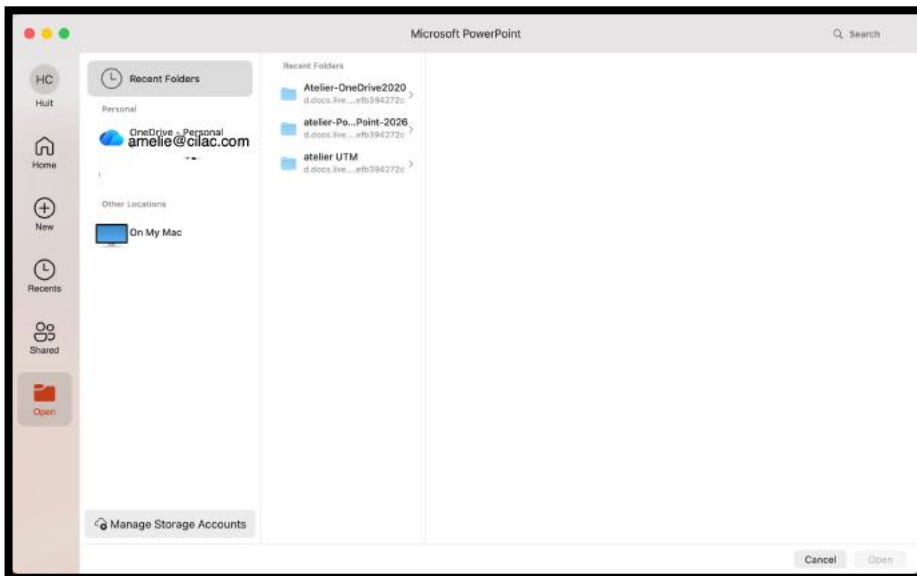
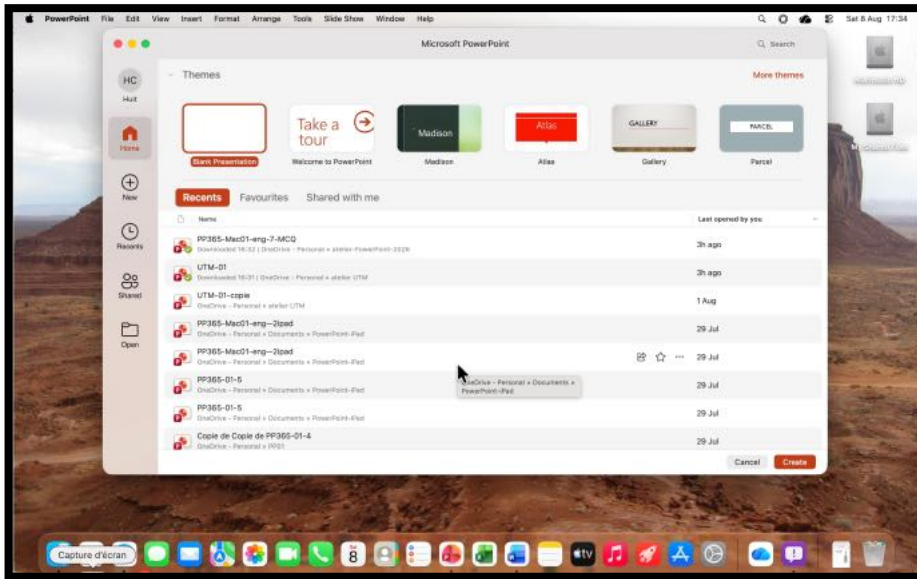
Activation consists of checking the validity of your user license. If you don't have a subscription, you can purchase a personal license or a Family license; You can also start a free trial.

If you are already subscribed, click on the link.

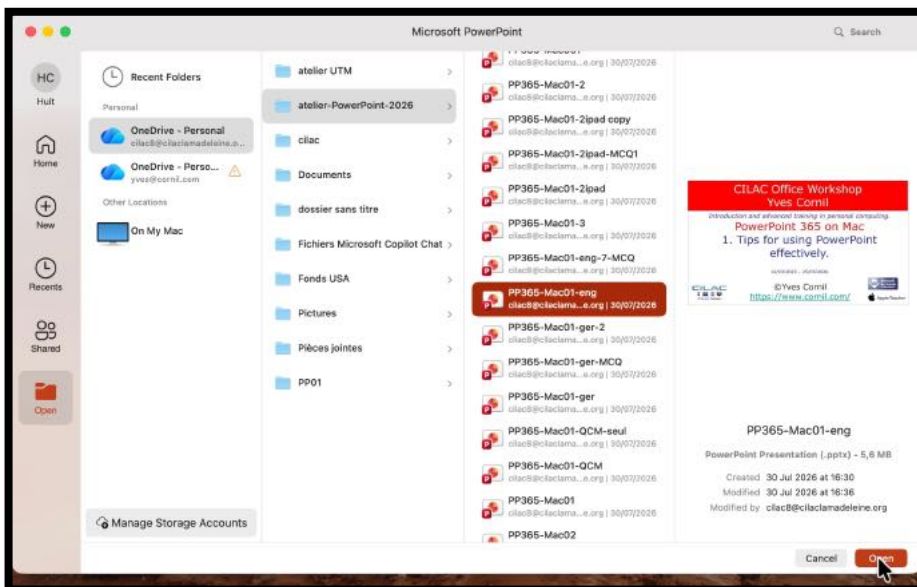


I enter Amélie's username, then the password, and click **Start using PowerPoint**.

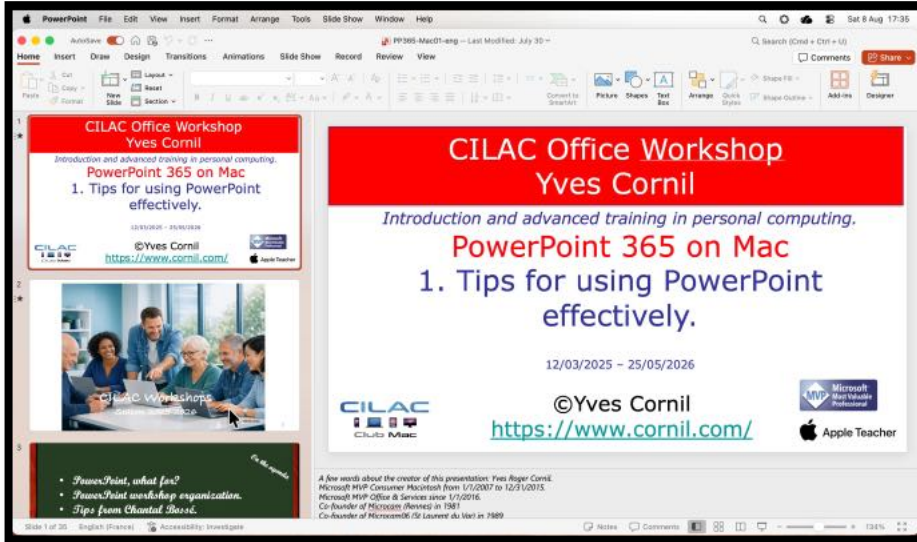
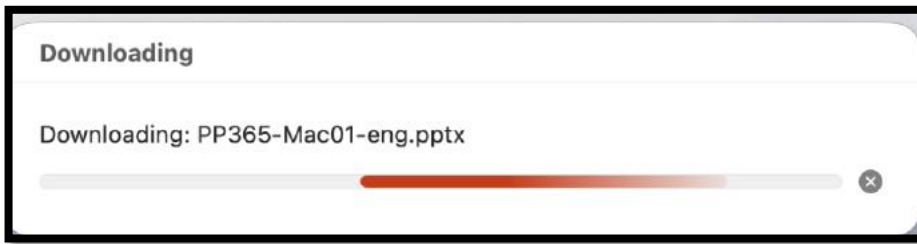
OPENING OF A PRESENTATION.



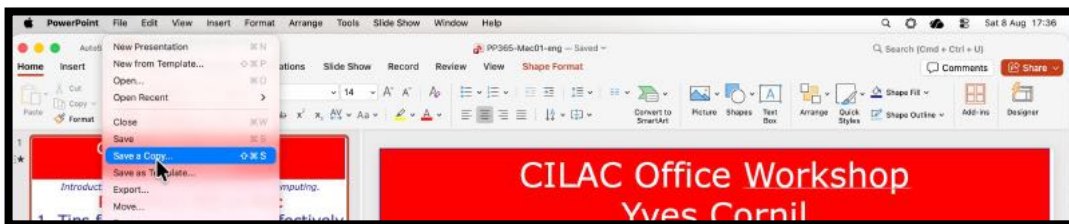
I click **Open** from the PowerPoint sidebar; I can choose Recent Folders (if displayed), or access presentations from **OneDrive Personal** (Amelie) or **On My Mac**.



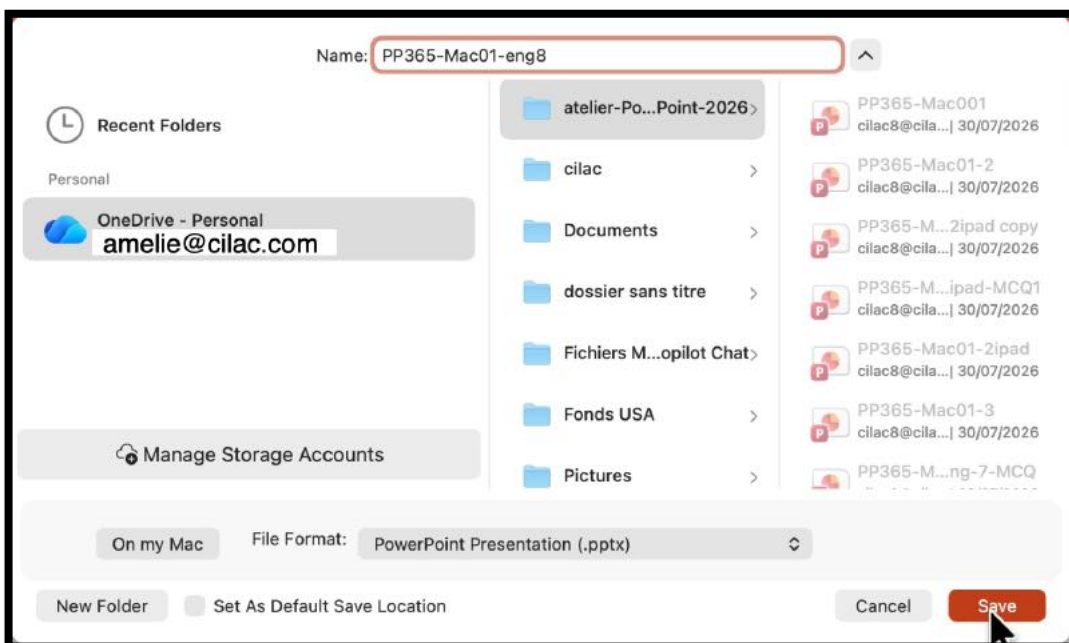
Microsoft OneDrive on Mac



SAVE A COPY.



I have modified the presentation; Now I'm going to save a copy.

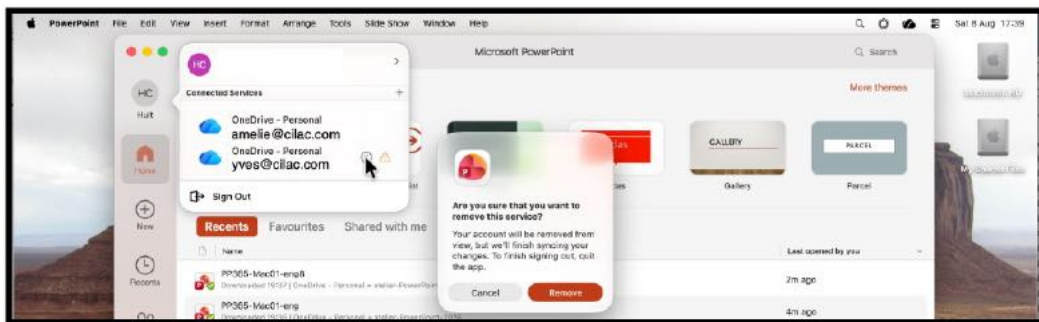


The presentation is saved in the Amelie's OneDrive.

MANAGE THE ONEDRIVE STORAGES.

It is possible to add more connected services.

REMOVE A SERVICE.



Here, I have two storages services; I decide to delete the yves's service.



The remove a connected service, click on the X of the service, then remove.

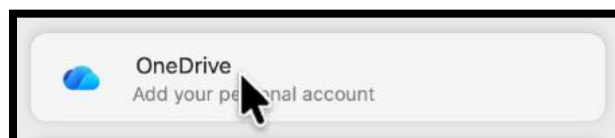
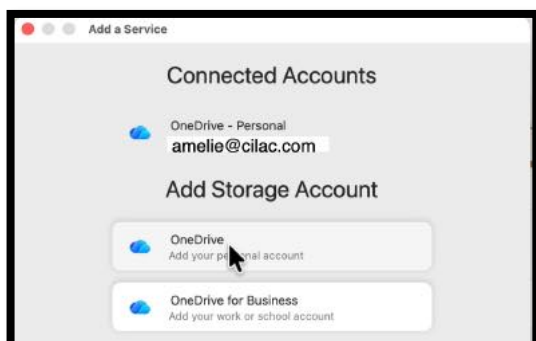


The yves@cilac.com access is deleted.

ADD A CONNECTED SERVICE.

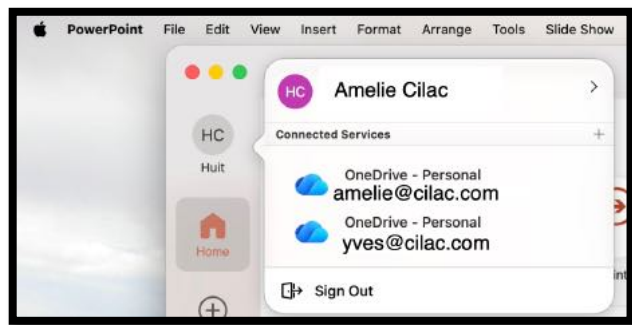
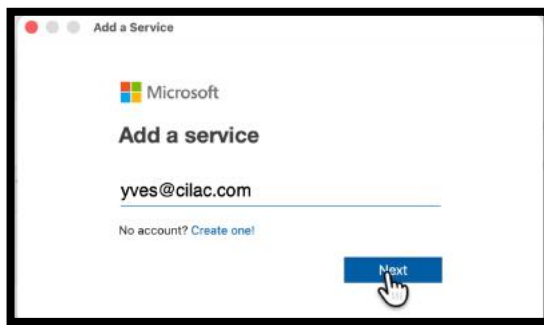


To add a connected service, click on +.



Click on **Add your personal** (or school) **account**.

Microsoft OneDrive on Mac



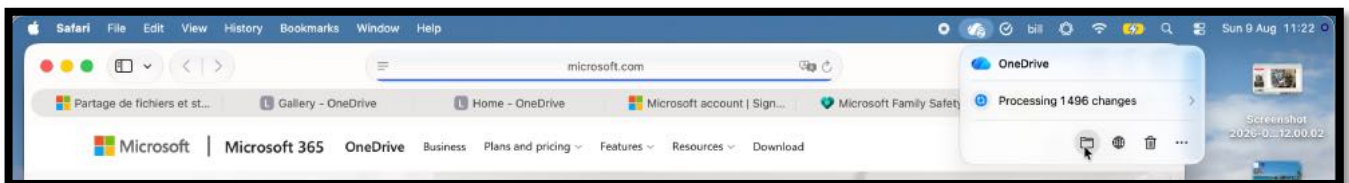
Enter the OneDrive address and password.

FROM ONE ONEDRIVE TO ANOTHER

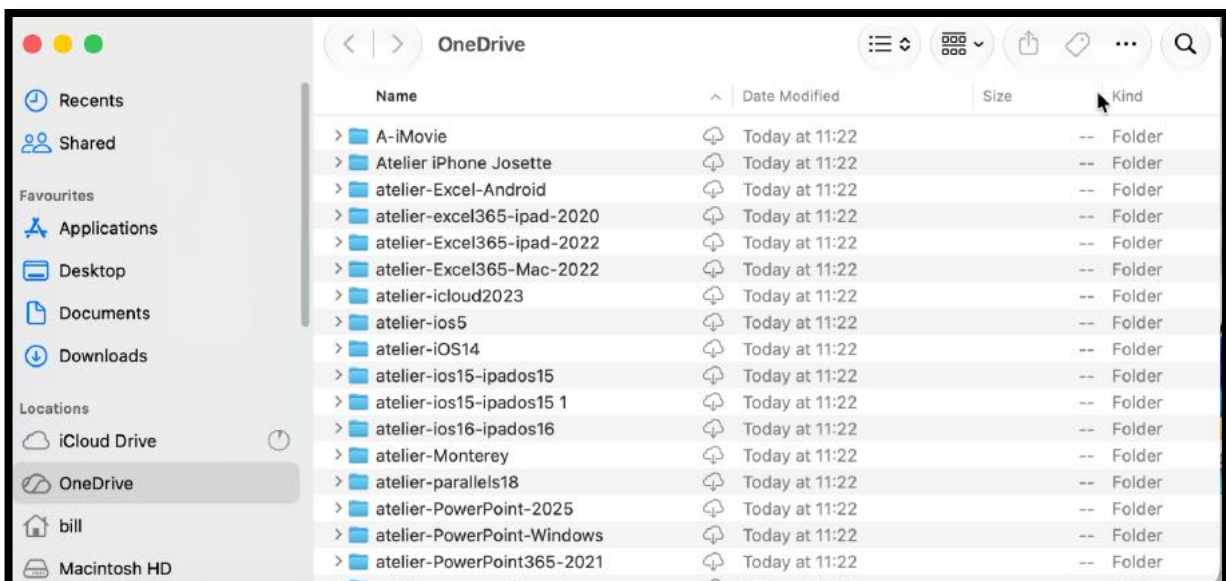
It's possible to transfer data from one OneDrive to another OneDrive.



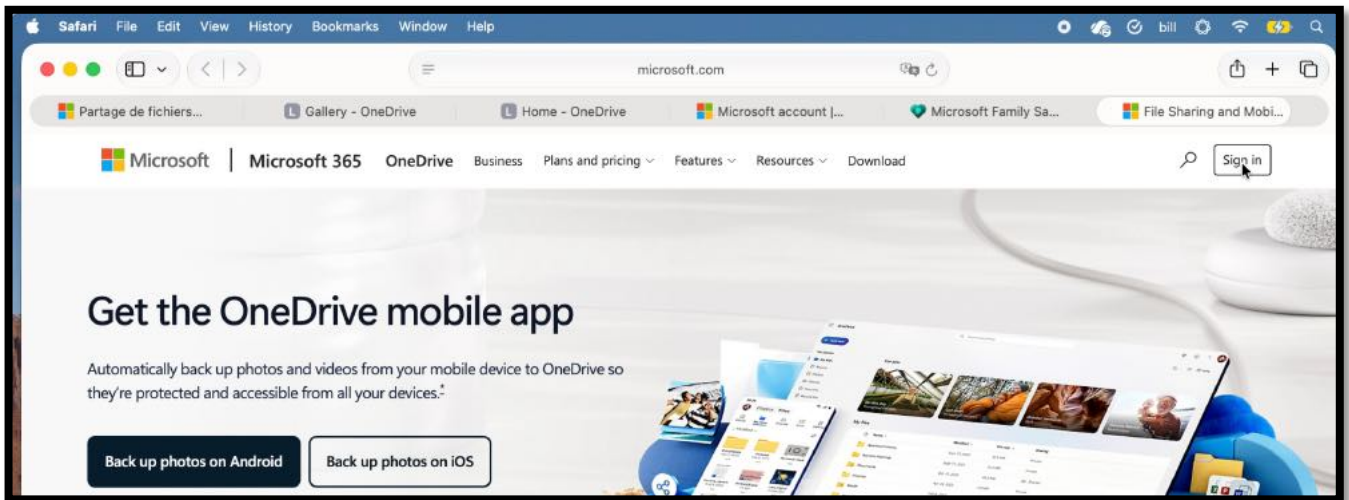
I am connected to Yves's Macintosh; the OneDrive address is yves@cilac.com.



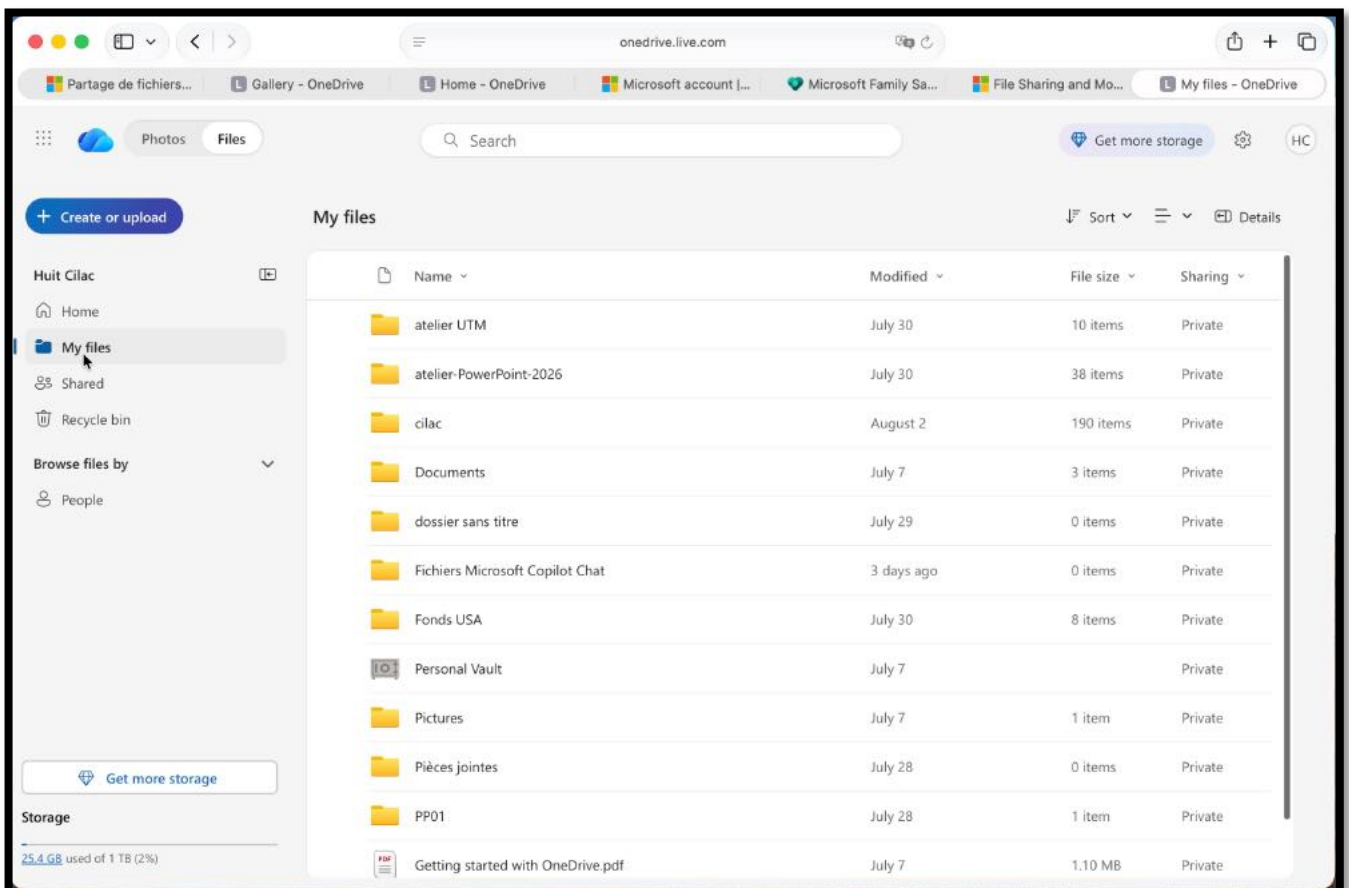
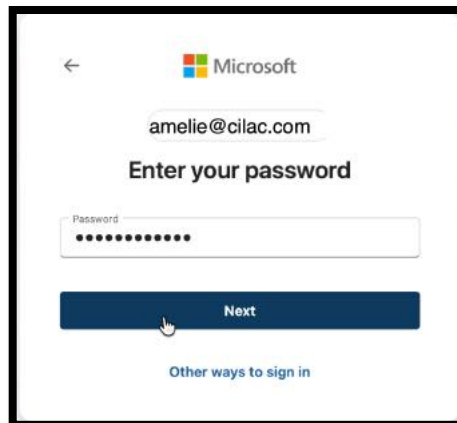
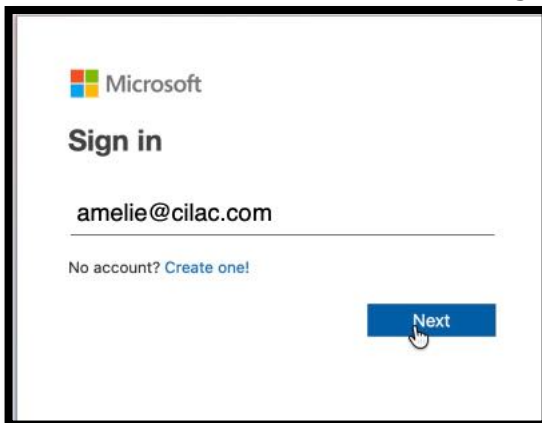
I click on the OneDrive icon in the menu bar, then I click on the folder icon.



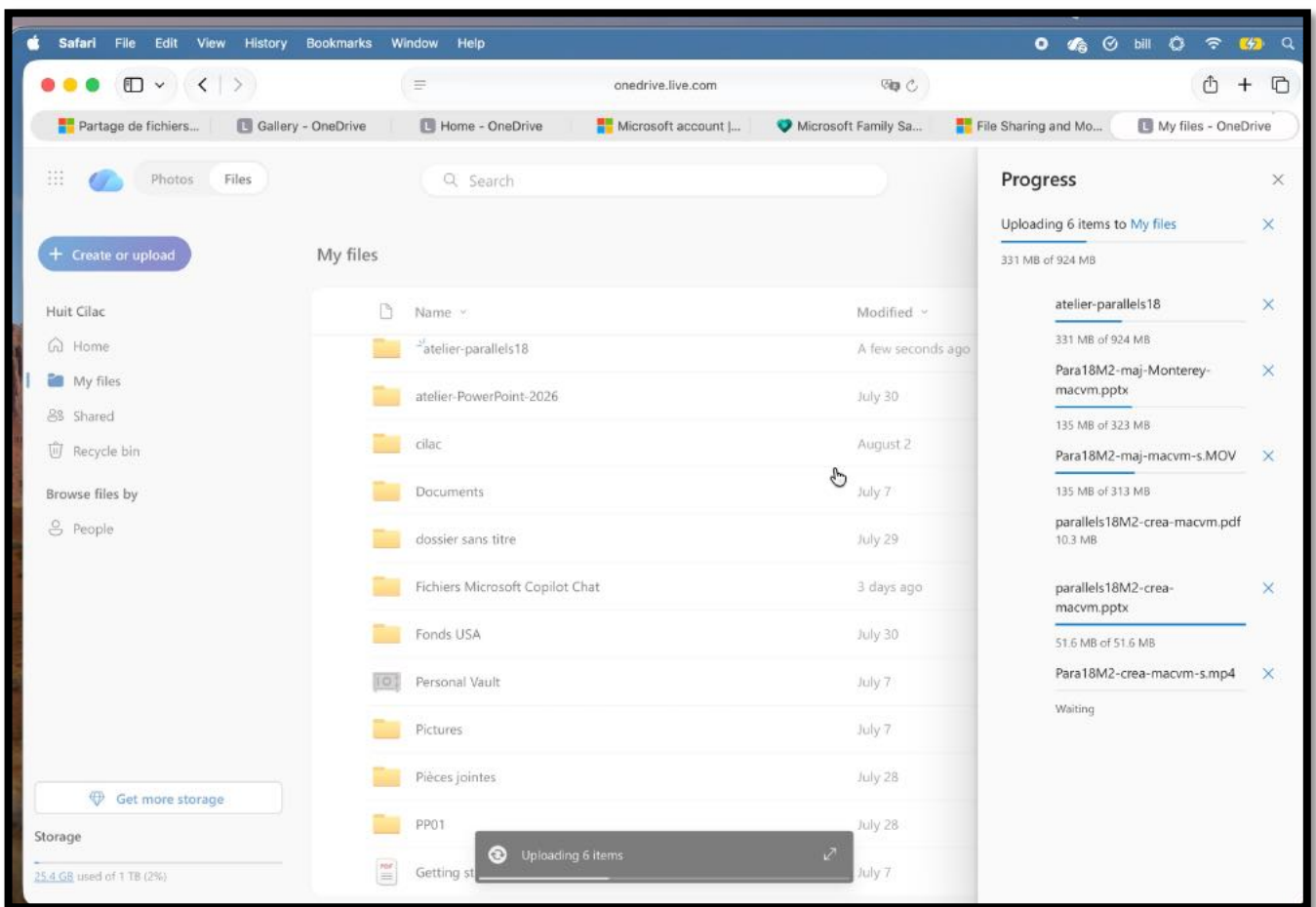
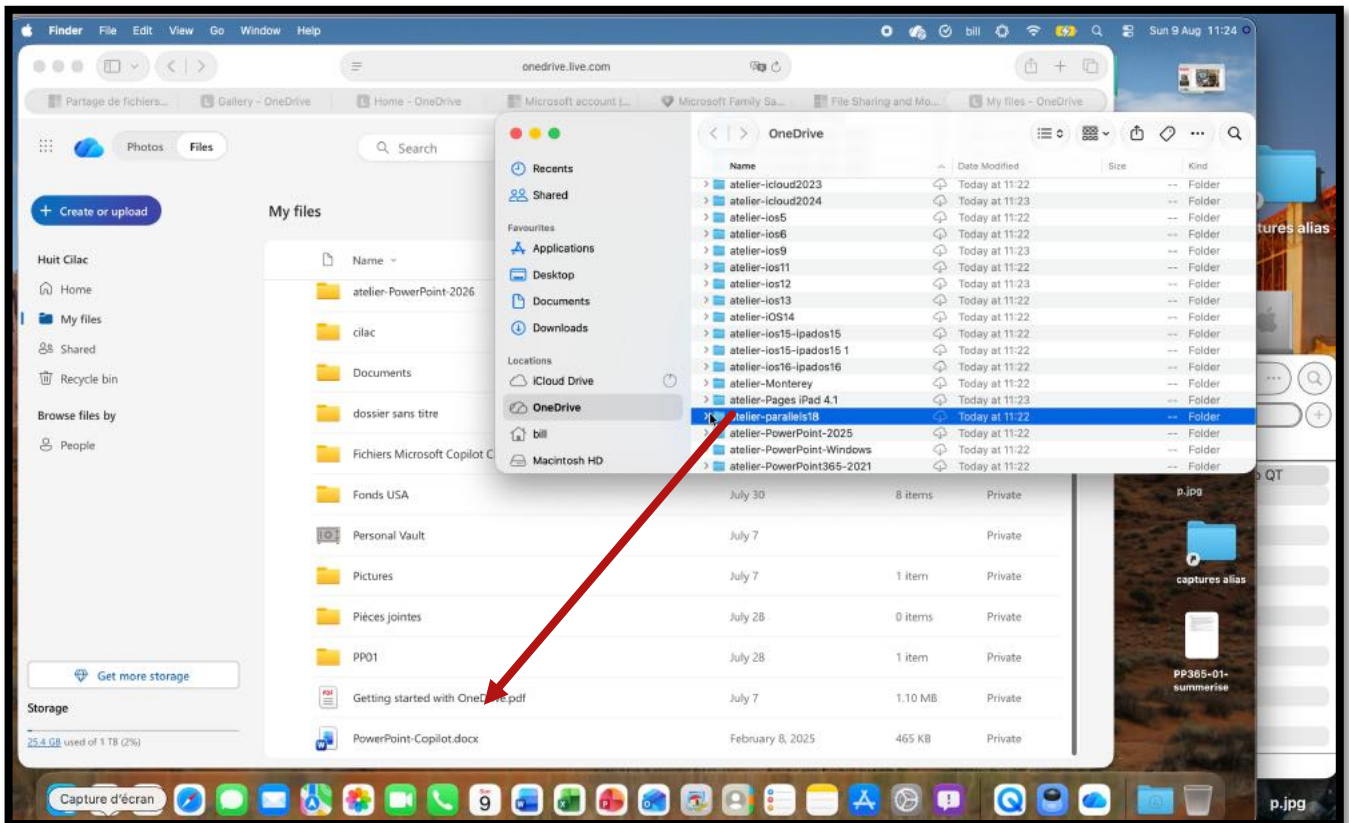
The Yves's OneDrive.



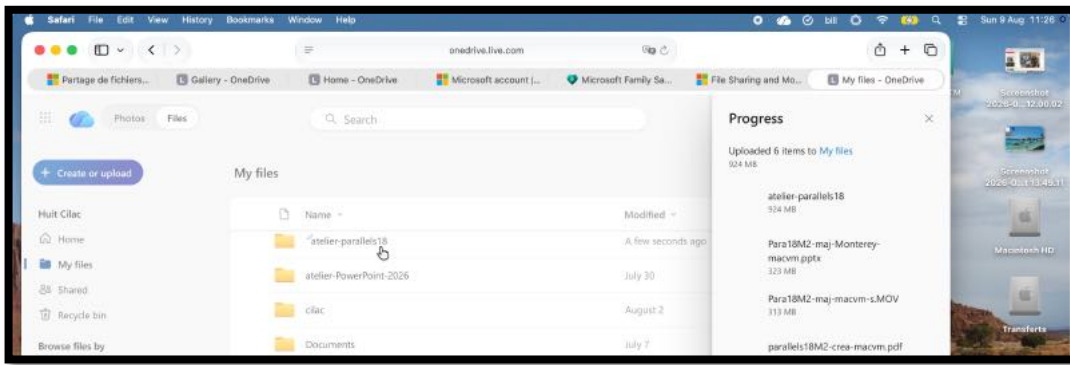
I sign in Amelie's OneDrive.



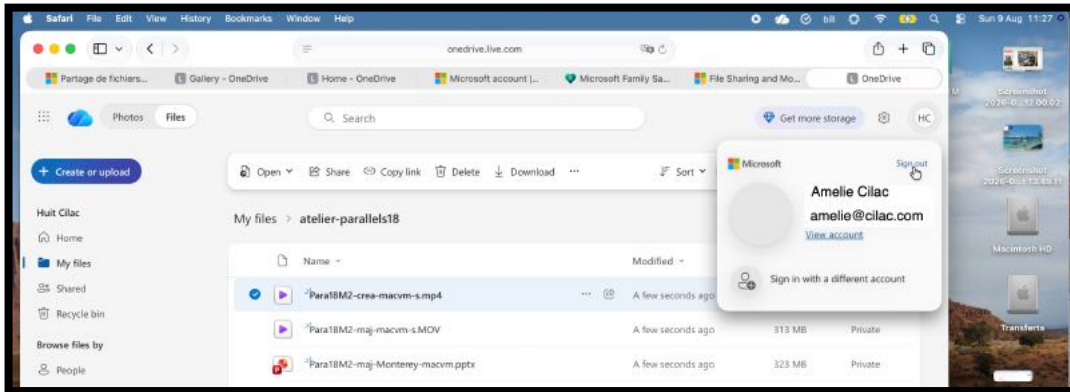
Microsoft OneDrive on Mac



Microsoft OneDrive on Mac

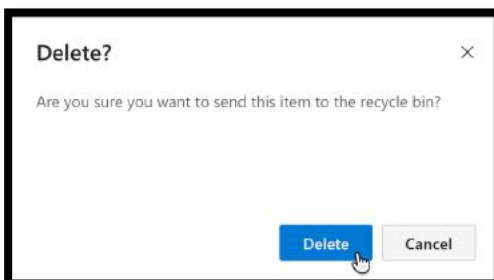
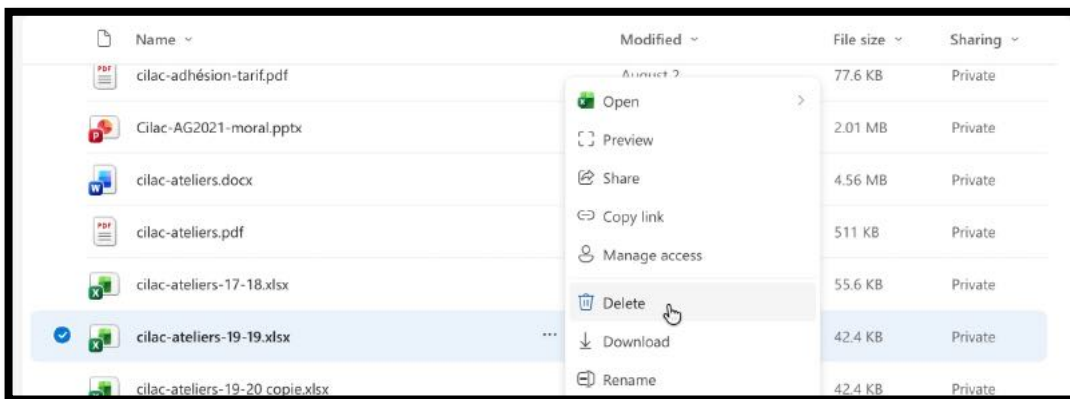


SIGN OUT.



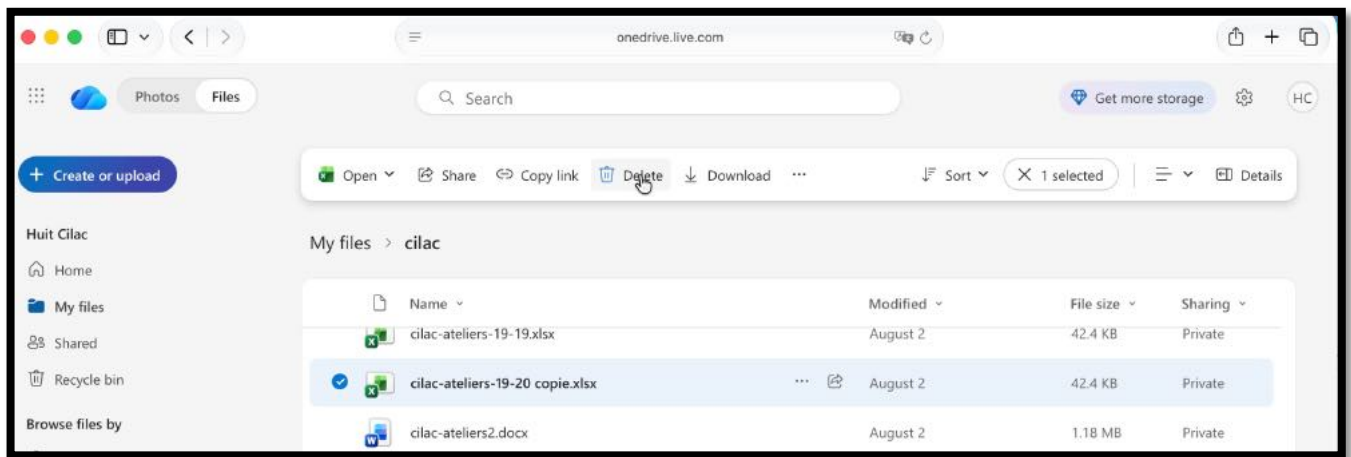
ACTIONS ON FOLDERS AND FILES.

DELETE A FILE OR FOLDER.



- Select the file you want to delete, then click the 3 dots (more actions), and then click Delete.
- Then confirm the deletion.

Microsoft OneDrive on Mac



IF YOU LIVE IN THE LILLE METROPOLIS (MEL).

The CILAC computer club is a non-profit association under the law of 1901 which is hosted by the C.C.A. of La Madeleine. It is operated by volunteers and by the contributions of its members.

- CILAC's working base is the Macintosh as well as Apple iPad® tablets and iPhone® smartphones.

The objectives of Cilac.

- To bring together people who want to use a microcomputer, a tablet, a mobile phone, or everyday computers to help them get started and respond to their problems.
- To allow insiders to improve their skills, to approach specific software and to understand the new technologies of the Apple world.
- All this within a club open to exchanges and in a great conviviality.

How is Cilac organised?

The CILAC club is open, outside school holidays, on Mondays, Tuesdays from 2:30 p.m. to 4:30 p.m., Wednesday, Thursday and Friday from 2:30 p.m. to 4:30 p.m.

The Piet Mondrian room is equipped with 6 Macintoshes and two large modern televisions for the introduction and improvement of the use of the Mac (operating system, office automation, photos, video, Artificial Intelligence, sharing of data, photos and videos, social networks, etc.).

NB: the opening hours are given as an indication.

We will also add the club's website, which contains a wealth of very useful information.

cilaclamadeleine.org

