Installing OneDrive on your computer (FOR MAC)

1. Go to https://www.microsoft.com/en-ww/microsoft-365/onedrive/download and then click on the "Download" button to start downloading the OneDrive installer.

2. After successfully downloading the installer, open it and follow the installation instructions.

3. After installation, open OneDrive and sign in with your **Office 365 email,** which should be "(username)@outlook.up.edu.ph."
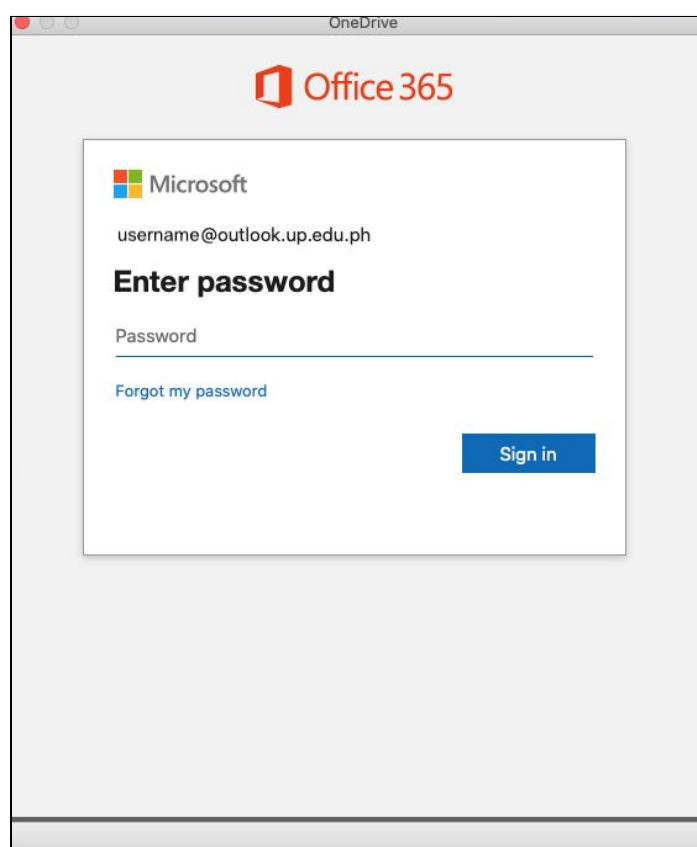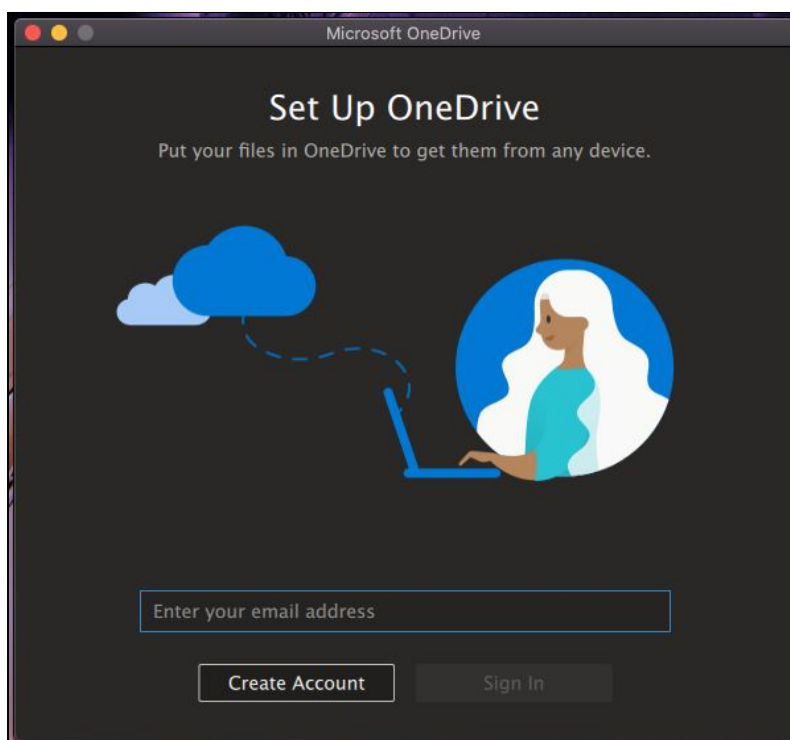
4. Select the location in your computer for your OneDrive. Once done, click "Next."
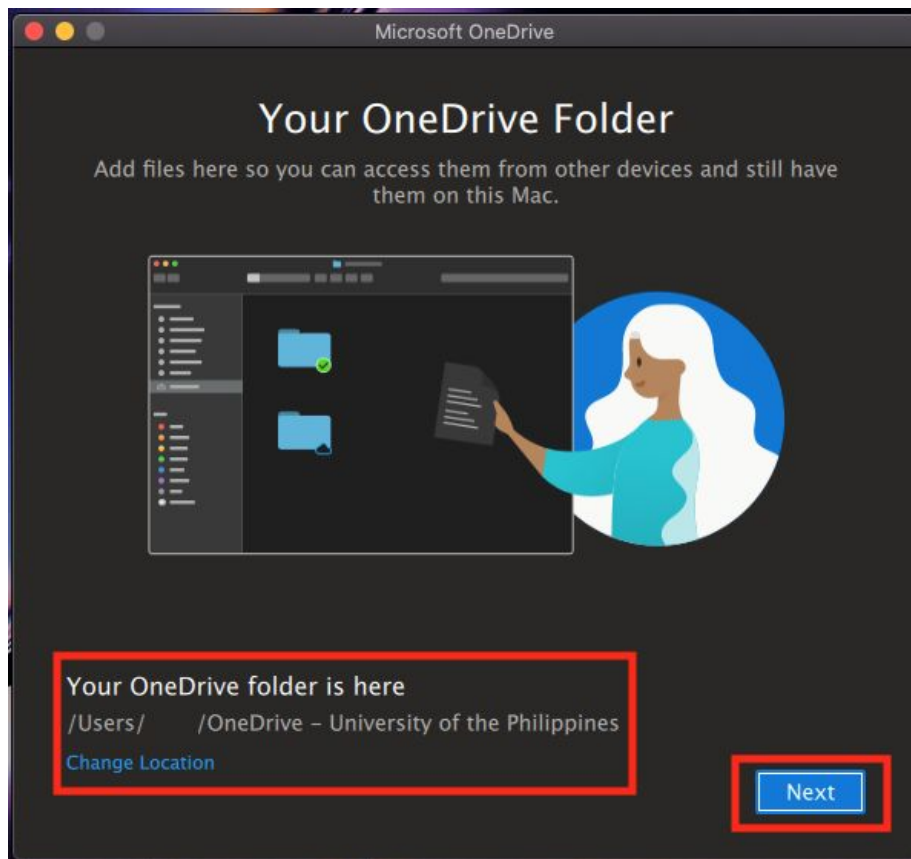

5. Your OneDrive should then already appear on your selected location, where you can access it.
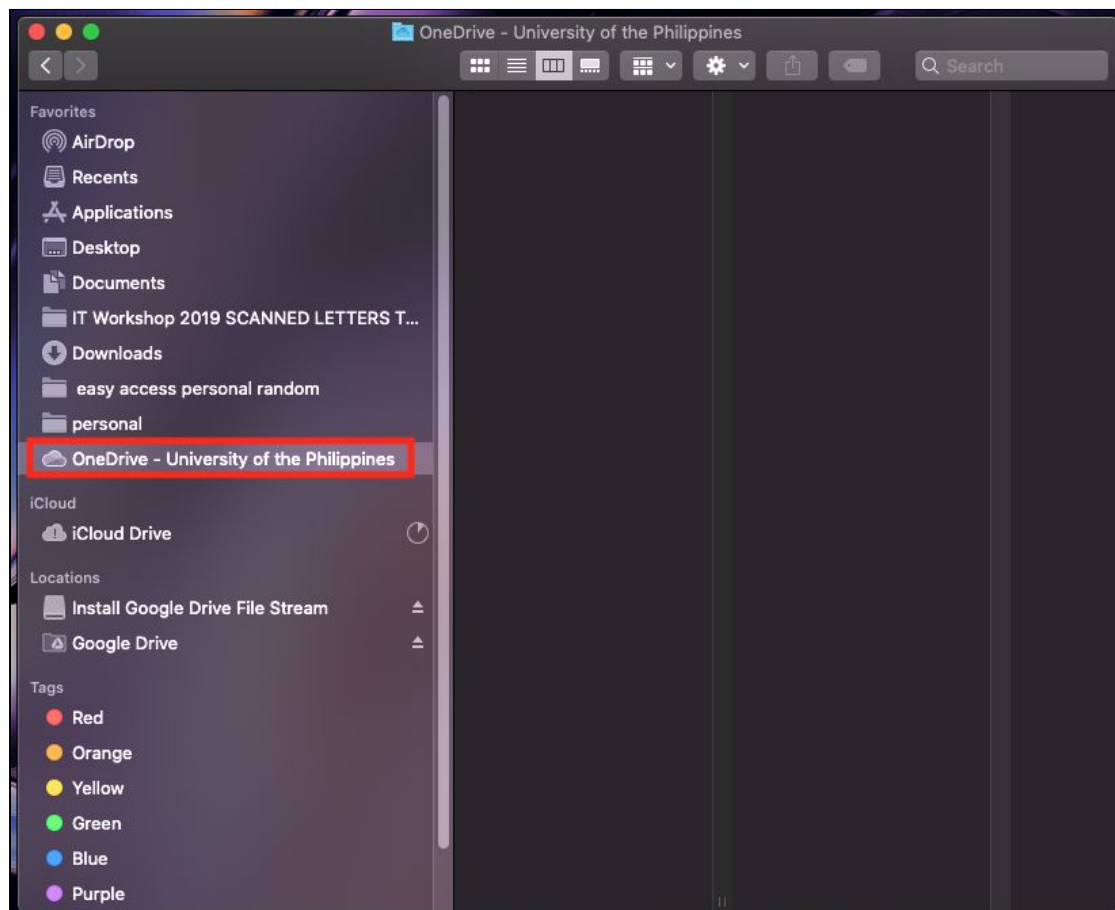
How to Upload Zoom Meeting Recordings to OneDrive Automatically (FOR MAC)

1. You can create a new folder in your OneDrive named "Zoom Meeting Recordings." Once your online Drive and computer Drive are synced, the new folder you created should be accessible in both drives.

2. In the Zoom computer app, change the location for your Local Recordings to your new folder in your OneDrive.
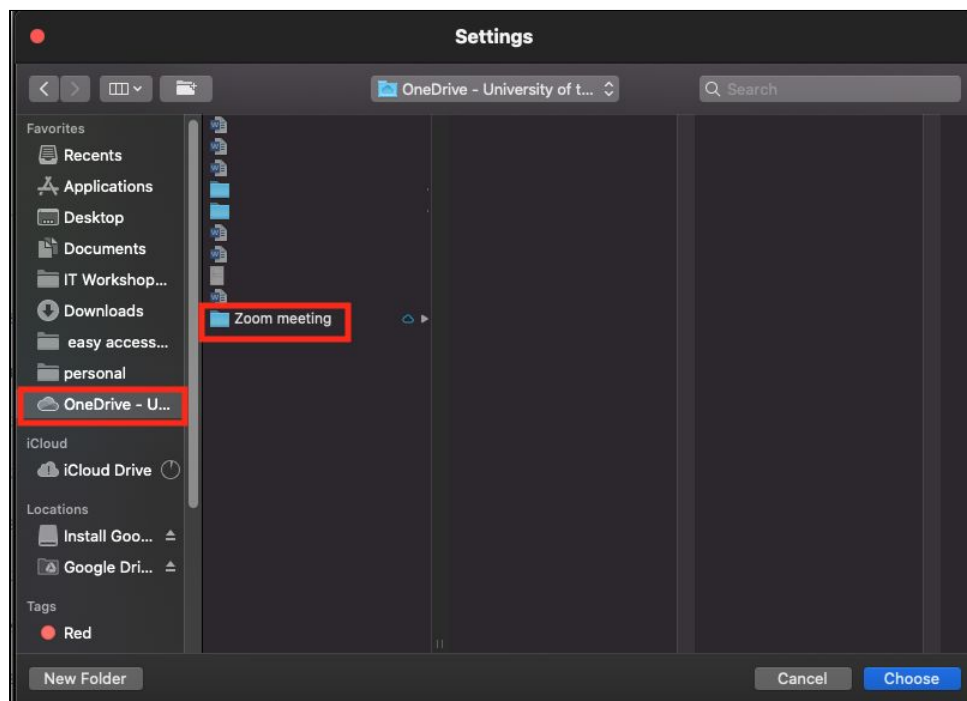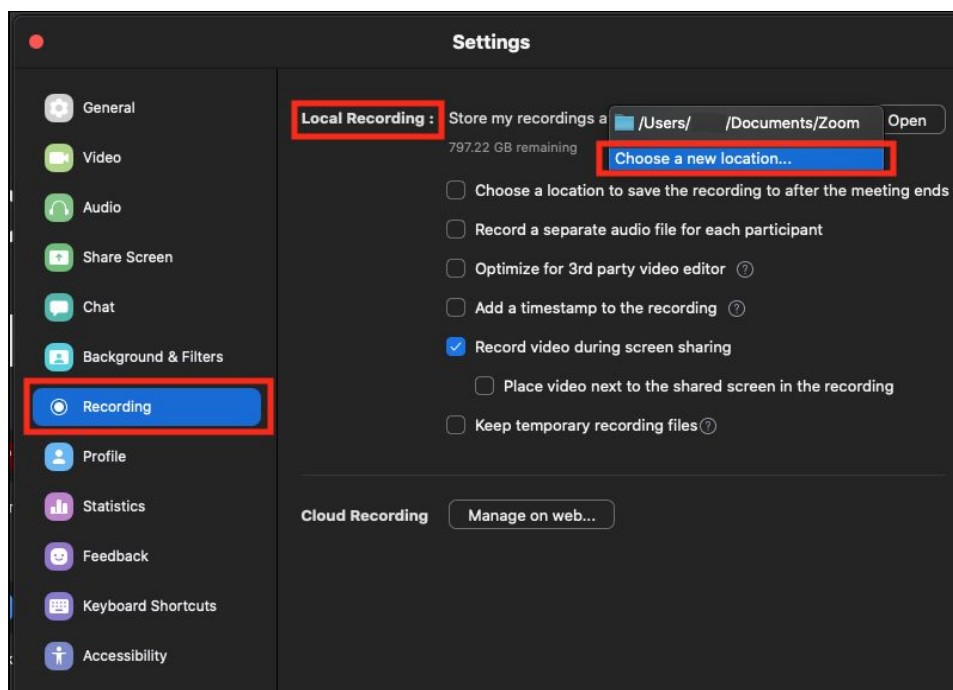
3. NOTE: Make sure that when you record your Zoom meetings, you record them locally in your computer and **not** in the cloud.