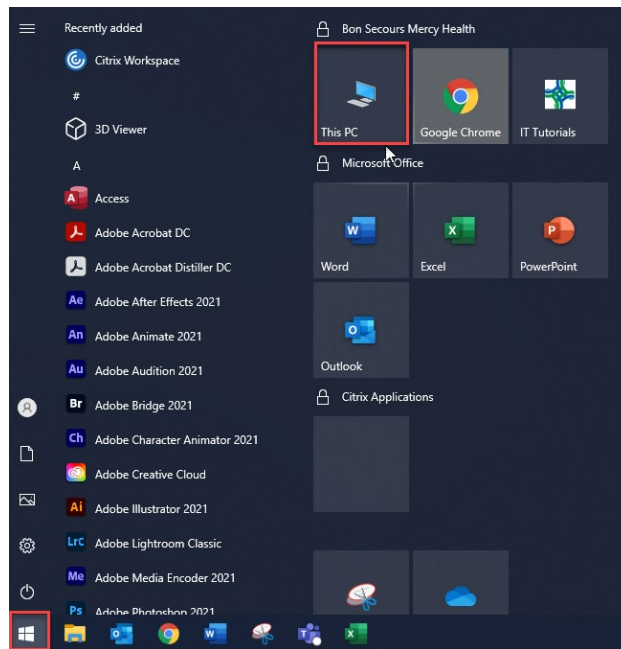


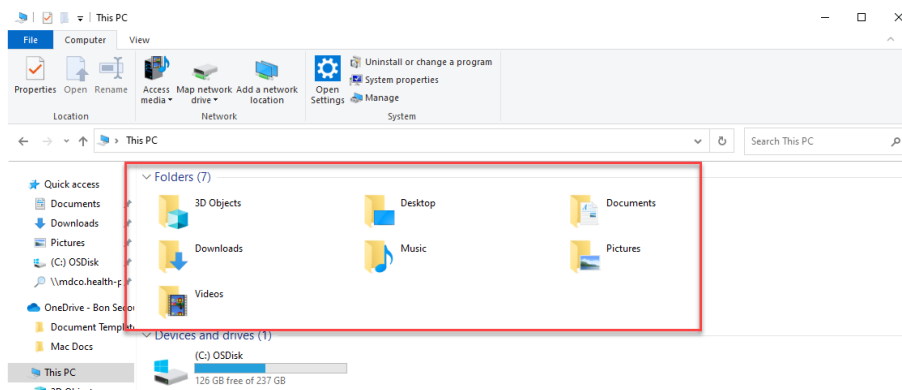
Transferring Local Documents to OneDrive

Uploading local documents to OneDrive on a Windows OS.

1. Launch the **Start Menu** and click **This PC**.

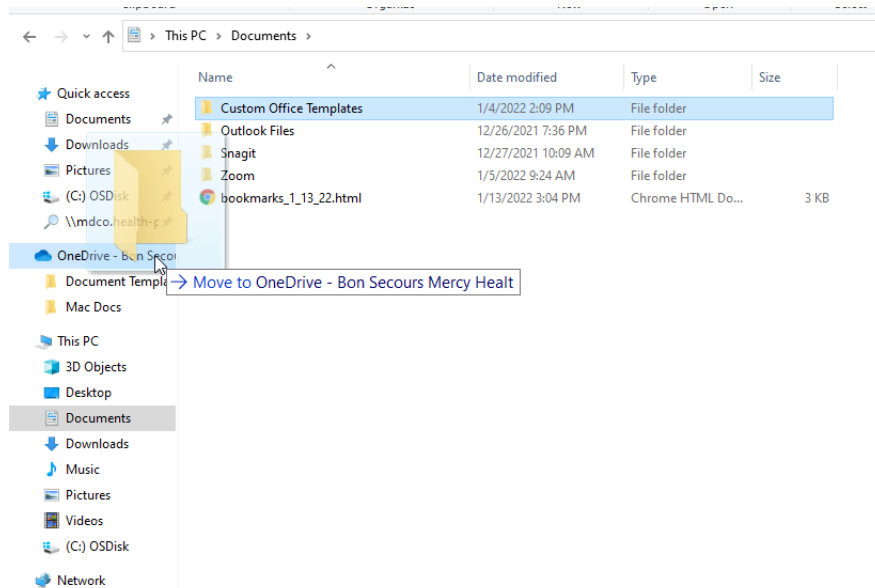


2. Take inventory of the documents you want to upload to OneDrive.
For example, documents in the:
 - a. Desktop Folder
 - b. Documents Folder
 - c. Downloads Folder
 - d. Pictures Folder
 - e. Any Remaining Folders you may have created



NOTE: If you are uploading the documents due to receiving a new computer, any documents on the old laptop which are not uploaded to OneDrive or a network drive, will be lost.

3. Select the folders you would like to move to your OneDrive.
4. Drag and drop the desired folders to One-Drive.



5. These files will now be accessible on your new computer via OneDrive.

Uploading local documents to OneDrive on a Mac OS.

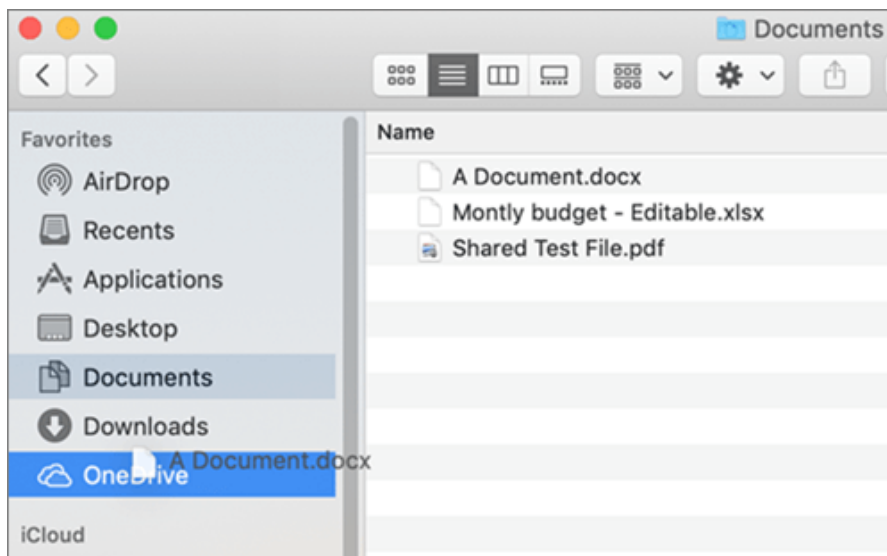
1. Launch Finder – To do so, locate and click the Finder icon on the bottom ribbon.



2. Take inventory of the documents you want to upload to OneDrive.
For example, documents in the:
 - a. Desktop Folder
 - b. Documents Folder
 - c. Downloads Folder
 - d. Photos
 - e. Any Remaining Folders you may have created

NOTE: If you are uploading the documents due to receiving a new computer, any documents on the old laptop which are not uploaded to OneDrive or a network drive, will be lost.

3. Select the folders you would like to move to your OneDrive.
4. Drag and drop the desired folders to One-Drive.

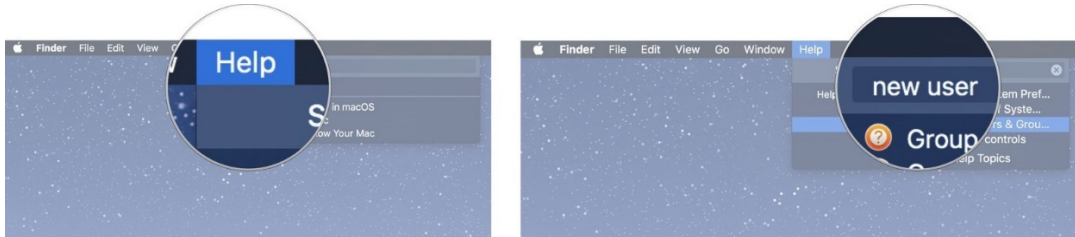


5. These files will now be accessible on your new computer via OneDrive.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.
2. Type the subject or issue you'd like help with in the Search field.



3. Click a search result from the list.
4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website:
<https://support.apple.com/mac/macbook>
2. Scroll to the bottom of the page and utilize the “Search for More Topics” query.