
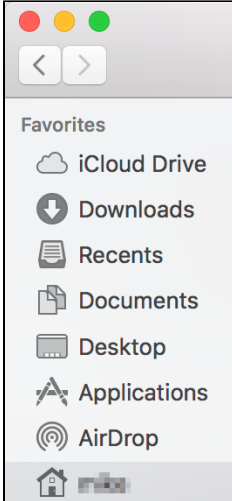


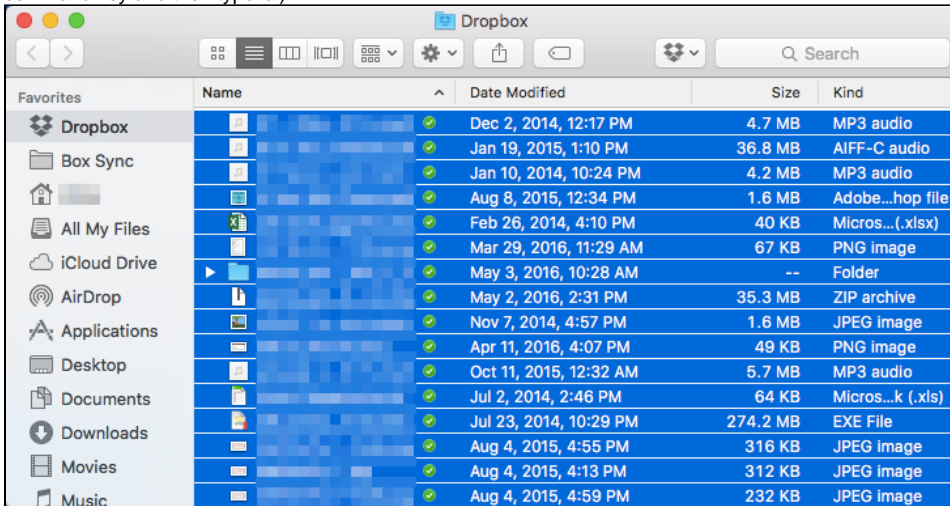
# Move Files from your Mac to OneDrive for Business

 In order to move your files from your Mac to your OneDrive for Business account, you will first need be sure OneDrive for Business is set to [sync your files](#) from your Mac to your OneDrive for Business account.

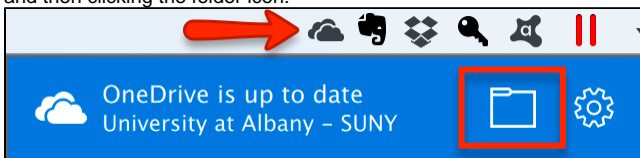
1. Open Finder and find the location(s) where you store your files that you intend to move to OneDrive for Business.
  - a. Consider all of the locations you may have files, including **Documents**, **Desktop**, **Downloads**, etc.



2. From one location at a time, select all of the files and folders from your local hard drive clicking on them or by typing cmd-a (hold down the command key and then type 'a').



3. Type cmd-x (hold down the command key and then type 'x') to **cut** all of the files and folders.
4. Navigate to your OneDrive for Business folder. You can find this by clicking the OneDrive cloud icon in your Menu Bar at the top of your screen and then clicking the folder icon:



5. Type cmd-v (hold down the command key and then type 'v') to paste the contents of your Dropbox folder into your OneDrive for Business folder. Your items will start to sync with your OneDrive for Business as soon as the paste is complete.

**Need more help? Submit an [ITS Service Desk Request](#).**