

OneDrive: Backup Feature

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Introduction

Backing up important folders on your computer regularly is vital to ensure the safety of your data from potential loss. Doing so through OneDrive provides the added feature of making these files available on other devices. The following steps will walk show how to back up your Desktop, Documents, and Pictures folders to OneDrive on a Windows PC.

Initiating a Back Up

1. Select the OneDrive cloud icon from the toolbar.



2. Select "Help & Settings", then "Settings".

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Open your OneDrive	lern Connect	icut State University fo	ld
Settings	2		
View online			
Pause syncing		~	
Manage storage			
Get help			
Send feedback	14 <u>7</u> .		
Close OneDrive			
	\oplus	£33	
Open folder	View online	Help & Settings	
		2:24 PM	

4. Select the "Backup" tab, then "Manage Backup".

Microsoft OneDrive		×	
Settings Account Backup	bout		
Important PC Folders			
Back up your files in the Desktop, Documents, and Pictures folders to OneDrive, so they're protected and available on other devices.	Manage b	ackup	2
More info			
			<
	OK	Cancel	
	04	Carlos	

5. By default, the Desktop, Documents, and Pictures folders will be selected. You may uncheck any folder you don't wish to backup, however it is recommended to keep all selected. Once finished, select "Start backup".



6. You may view the progress of the backup by selecting "View sync progress".



7. The status bar at the top of the window will display when the backup is finished syncing your files with OneDrive. These folders will now be actively syncing with OneDrive and be accessible via any OneDrive platform.

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Processing 158 char	nges		
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Open folder	View online	Help & Settings	