

## OneDrive: Backup Feature

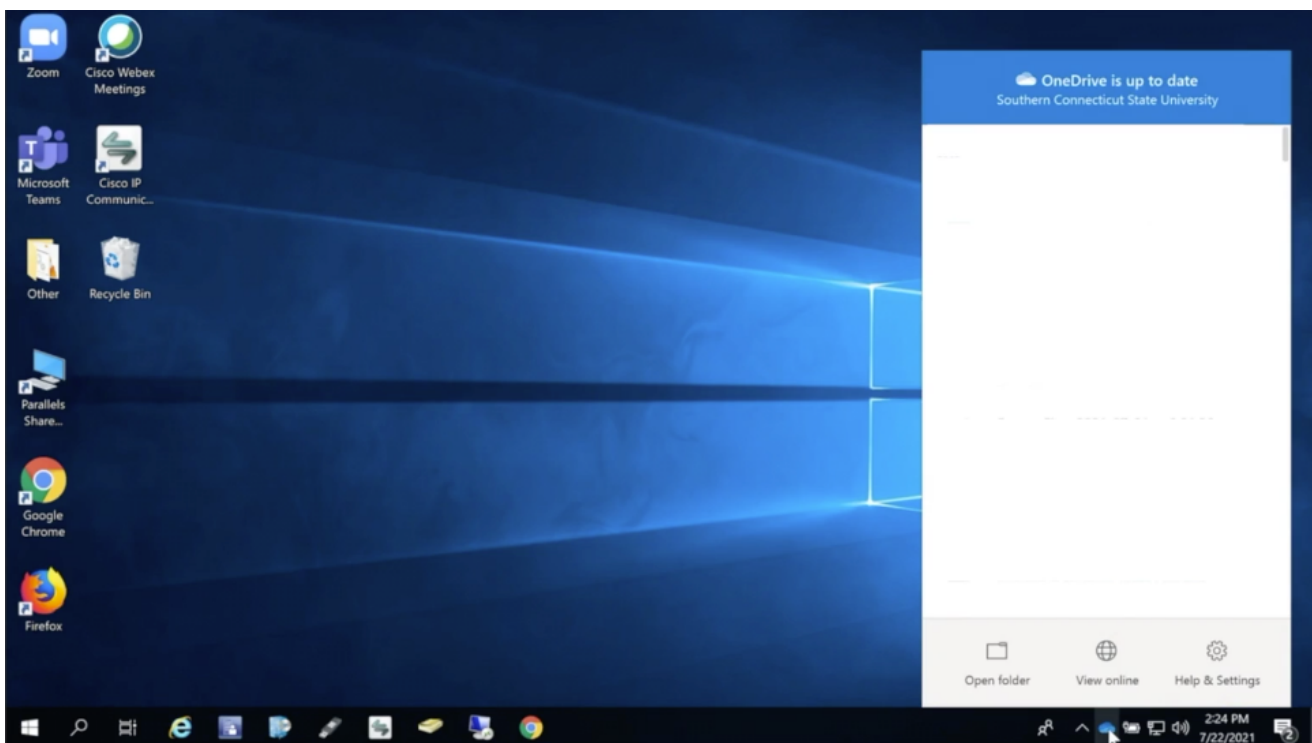
Introduction .....	1
Initiating a Back Up.....	1

### Introduction

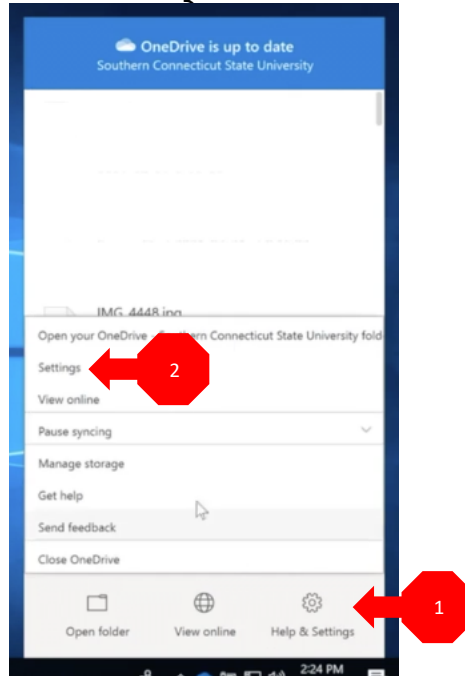
Backing up important folders on your computer regularly is vital to ensure the safety of your data from potential loss. Doing so through OneDrive provides the added feature of making these files available on other devices. The following steps will walk show how to back up your Desktop, Documents, and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

### Initiating a Back Up

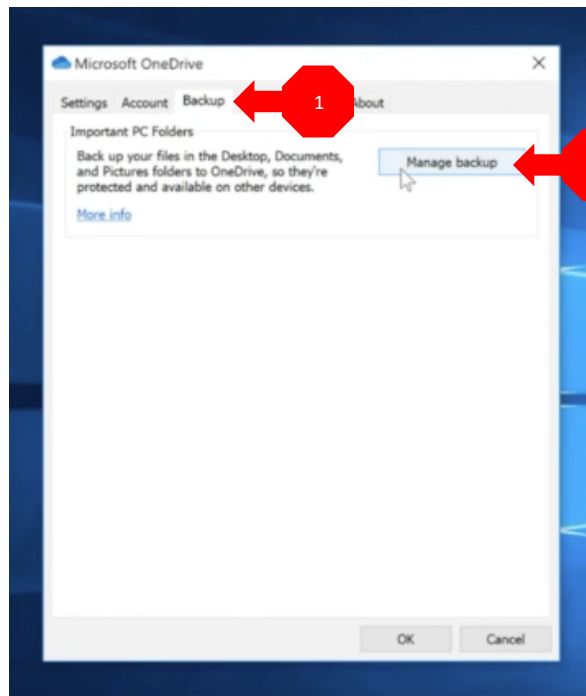
1. Select the OneDrive cloud icon from the toolbar.



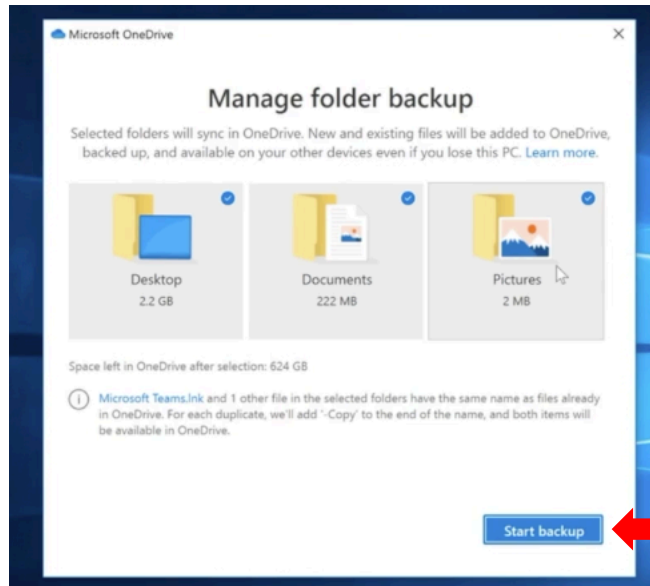
2. Select "Help & Settings", then "Settings".



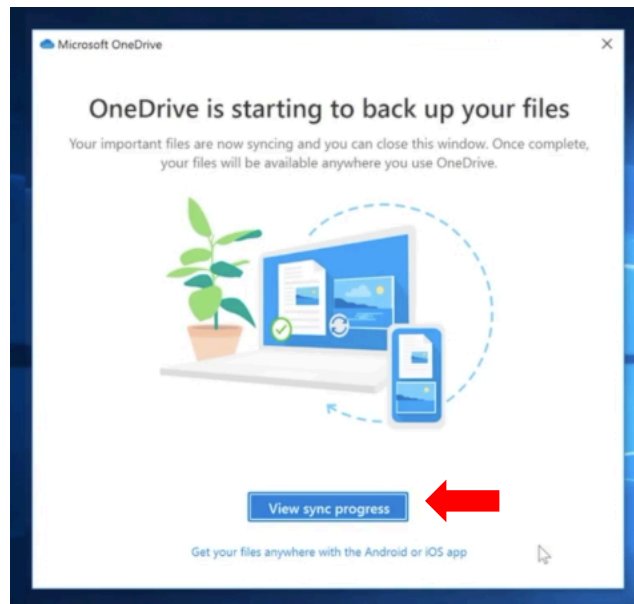
4. Select the "Backup" tab, then "Manage Backup".



- 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".



- 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.

