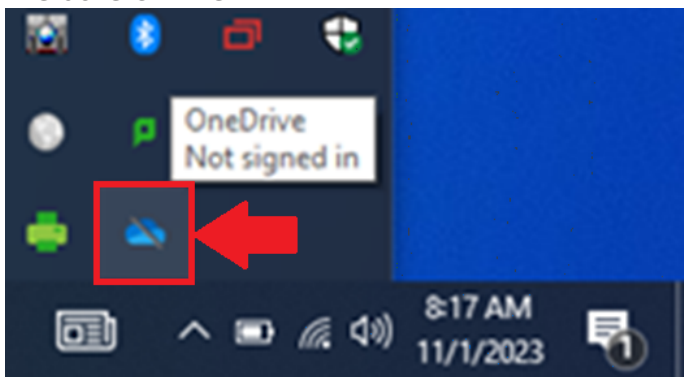
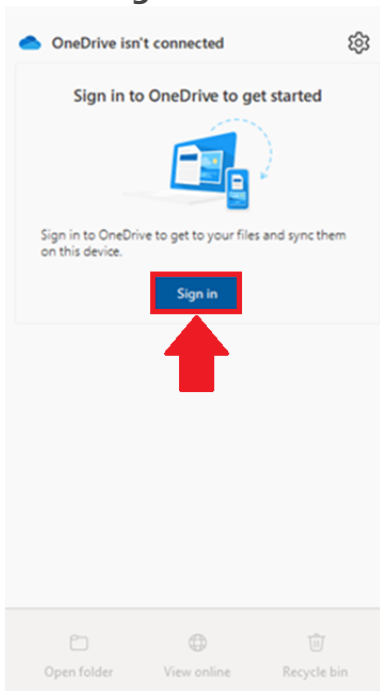


# OneDrive Backup (Windows)

1. Open **OneDrive** from the Shortcuts toolbar, located in the bottom right corner, next to the date & time



2. Select **Sign in**



3. If you are already signed in, please proceed to the next section

4. Enter your full email address and select **Sign in**

Microsoft OneDrive

X

## Set up OneDrive

Put your files in OneDrive to get them from any device.



Email address

jeffersondavis@piedmont.edu

Create account

Sign in

5. Follow through the on-screen prompts to finish signing in

6. If prompted that a OneDrive folder already exists, choose **'Use this folder'** (Figure 5)

Microsoft OneDrive

X

## Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

A OneDrive folder already exists on this PC

If you're connecting with the same OneDrive account as before, choose "Use this folder." Otherwise, choose a new location to avoid combining files from two accounts.

Use this folder

Choose new folder

Your OneDrive folder is here

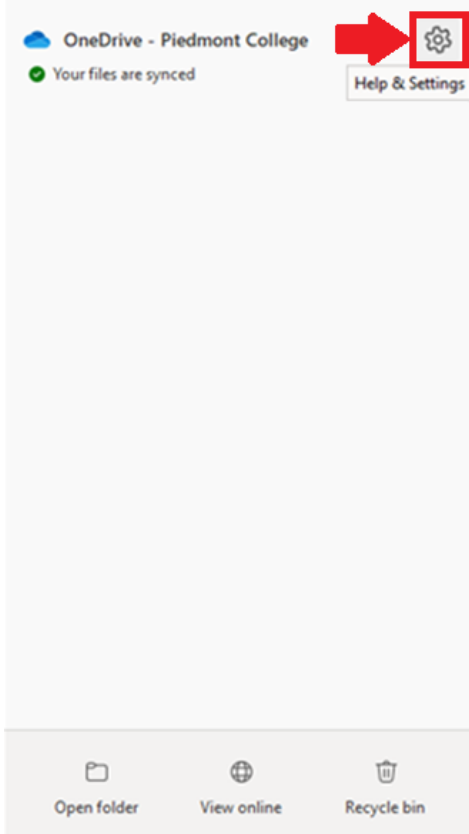
C:\Users\Jeffersondavis\OneDrive - Piedmont College

Change location

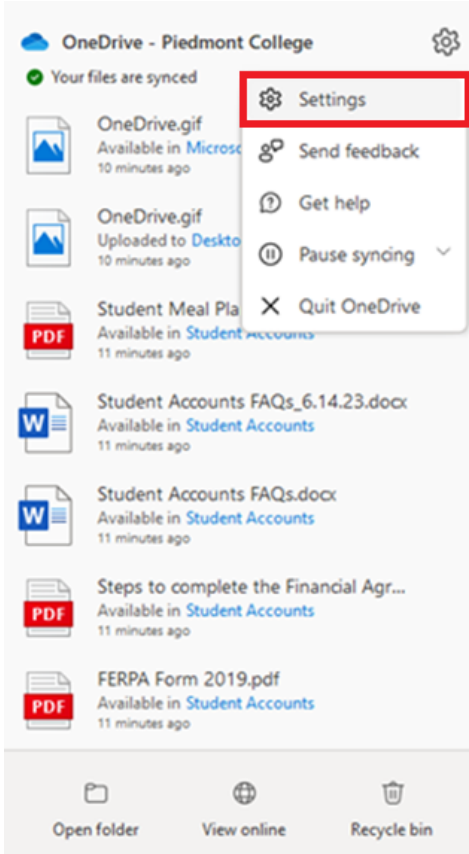
Next

7. Open **OneDrive** from the Shortcuts toolbar

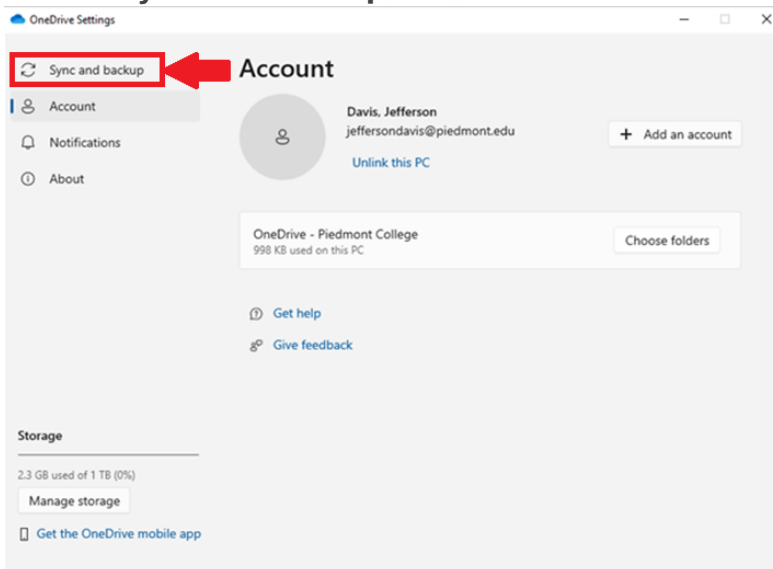
8. Select the **Gear icon** in the top right corner



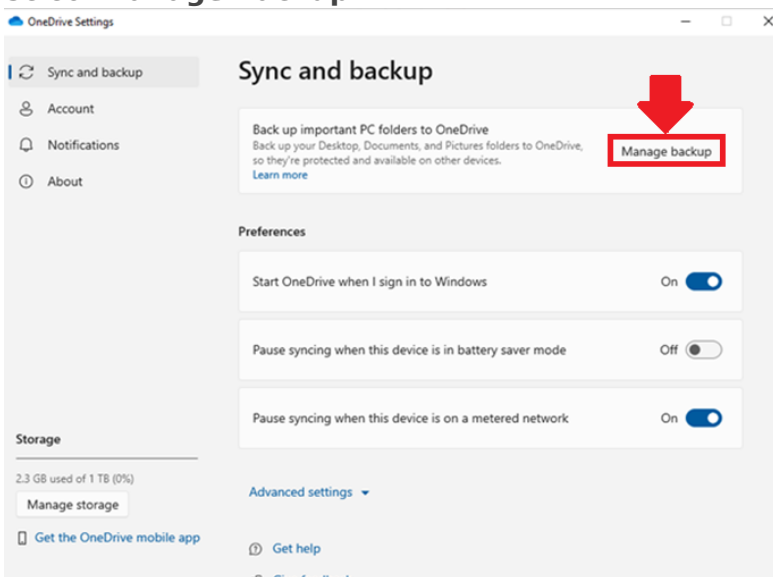
9. Choose **Settings** from the dropdown menu



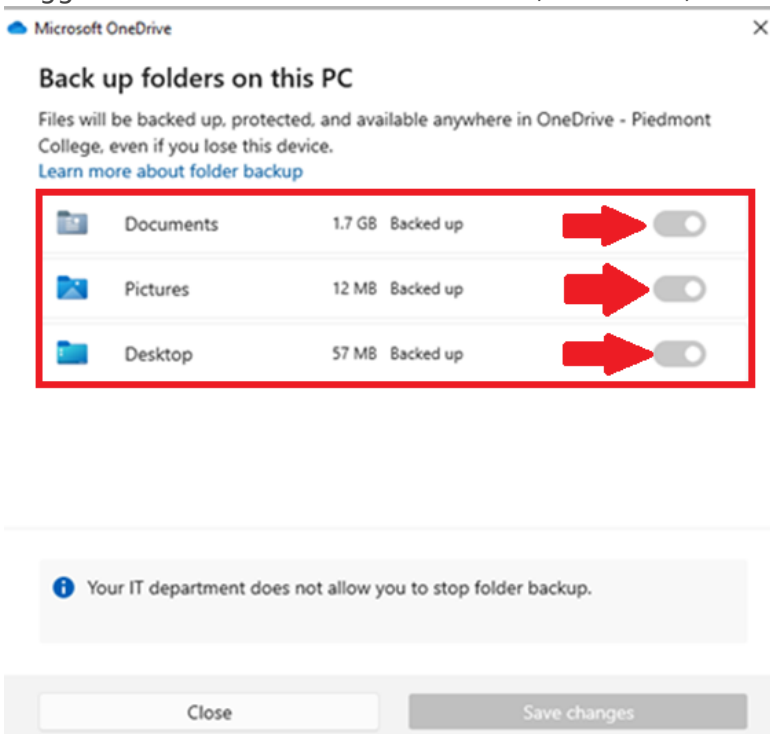
## 10. Choose **Sync and Backup**



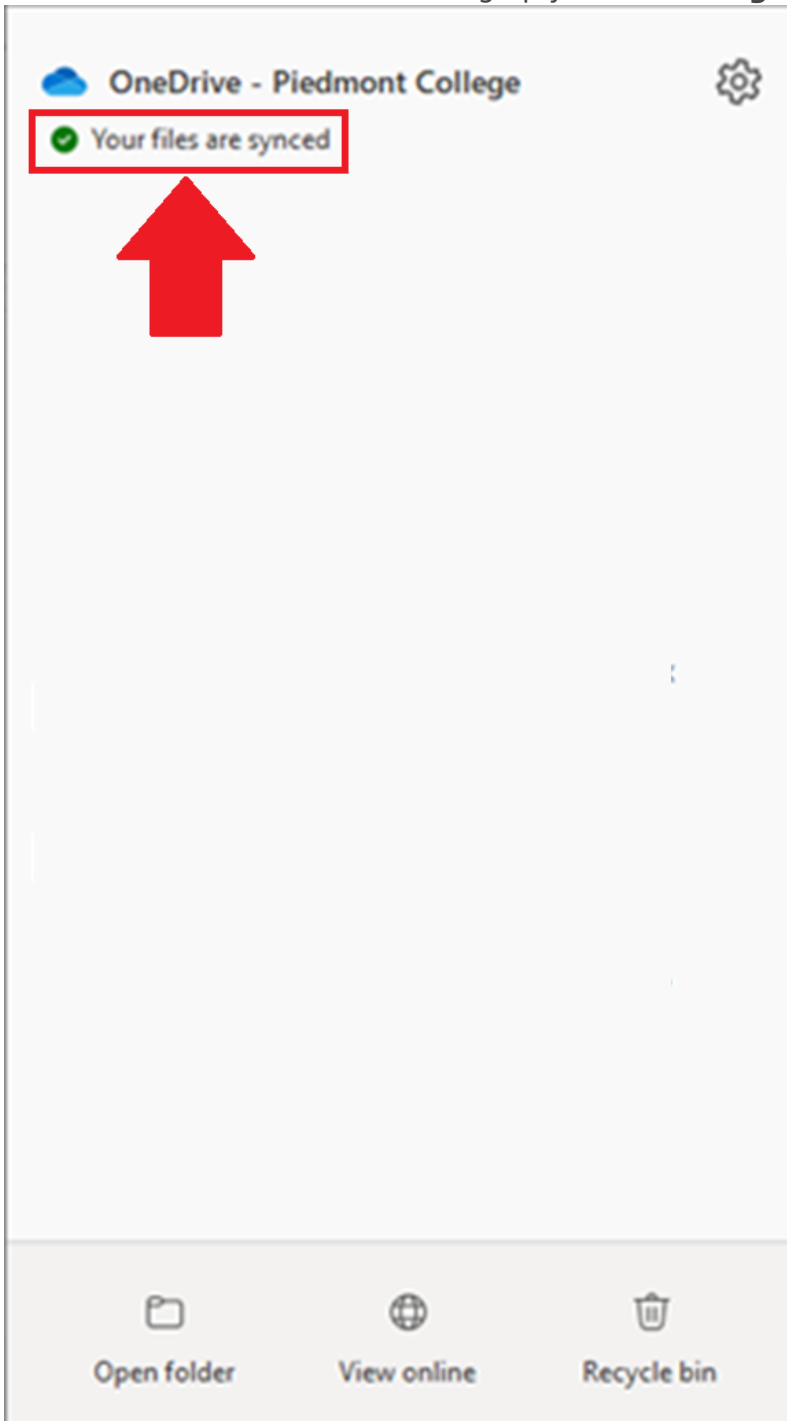
## 11. Select **Manage Backup**



## 12. Toggle the sliders **on** for **Documents**, **Pictures**, and **Desktop**



13. If these options are already enabled, then that data is being backed up — you do not need to proceed
14. Select **Save Changes**
15. When OneDrive is finished backing up you will see a **green checkmark**



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