How to Backup Files on a Macbook

- How to Set up OneDrive Sync on Macbook
- How to Backup Your Computer with Google Drive

How to Set up OneDrive Sync on Macbook

1. Install OneDrive for Mac.
   Important: If you are currently using the OneDrive Mac Store app, you must first uninstall it before installing the latest build of the sync app.

2. If you're not signed in to OneDrive with any account, start OneDrive to connect to your ISS Account.
   1. Start OneDrive by opening Finder, or Launchpad to launch **OneDrive**. This starts OneDrive Setup.
   2. Enter your ISS Email & Password and then select **Sign in** to set up your account. Screenshot of the first page of OneDrive Setup
   3. When setting up your OneDrive, it has a default location set.

   4. When you see the **This is your OneDrive folder** screen, you'll now see a path to the folder you selected. Click **Next** to continue.

Screenshot of This is your OneDrive folder screen after choosing a folder in the Welcome to OneDriv

On the **Sync Files from Your OneDrive** screen, you can choose the folders you want to sync to your computer, and click **Next**. This conserves space on your computer, and reduces bandwidth needed for the sync processes.

Screenshot of the OneDrive setup menu for selecting which folders or files to sync.

- You're done! Click **Open my OneDrive folder** to see your files sync to your folder.
  You can find OneDrive up in your Menu bar. You'll have a cloud icon for every account you've connected to OneDrive.
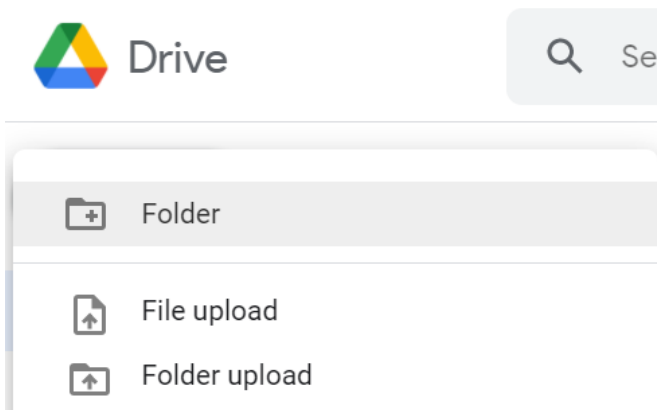 Screenshot of OneDrive in the menu bar on a Mac after finishing Welcome to Onedrive
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  You'll also see a folder in Finder called **OneDrive – YourName**
  Screenshot of Finder integration on Mac with sync overlays for synced files

How to Backup Your Computer with Google Drive

1. On your computer, go to drive.google.com. and sign in with your ISS Email Address and Password
2. At the top left, click **New** and then **File Upload** or **Folder Upload.**

3. Choose the file(s) or folder(s) you want to upload. **HINT**: You can click on one file, and then press the keys *CTRL + A* to select all of the files, or hold the *CTRL* key and select multiple files at once. After the folders & files are selected, click **Open**.