

# 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 OneDrive

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

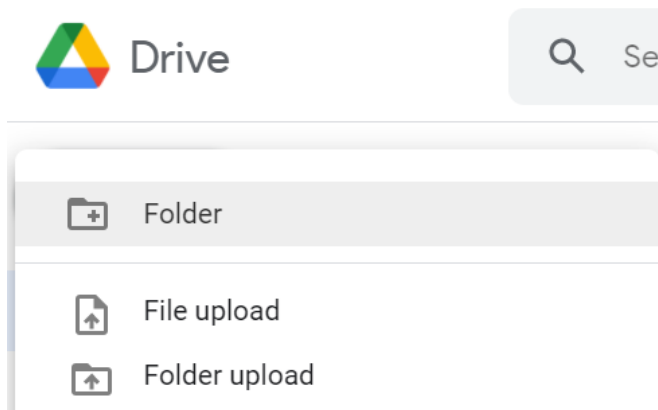
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You'll also see a folder in Finder called **OneDrive - YourName**

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](https://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**.