

# How to Backup Files

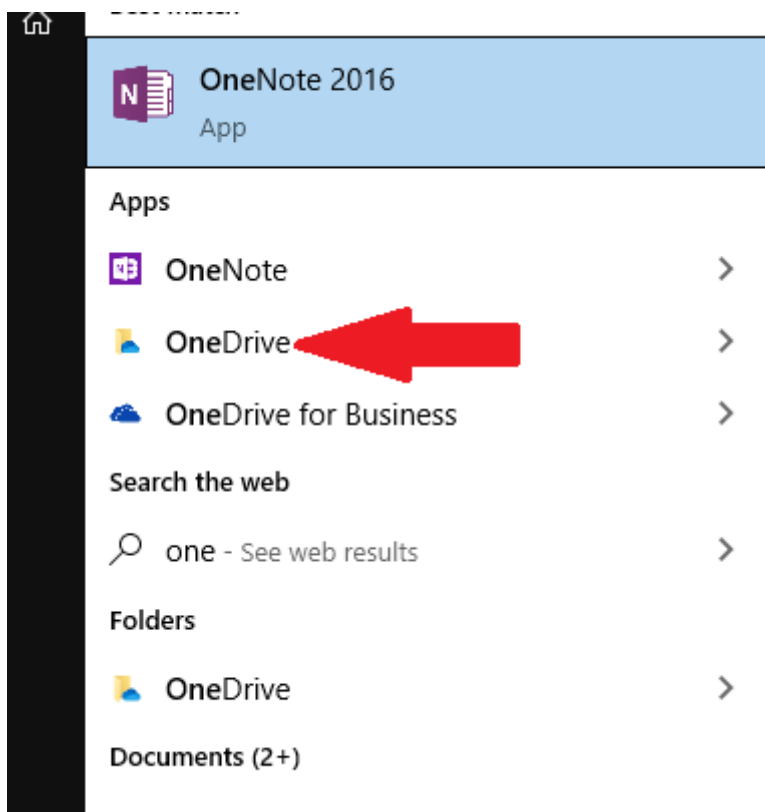
- How to Backup Files on a Windows Computer
  - How to Backup Your Windows Computer with Microsoft OneDrive
  - How to Backup Your Computer with Google Drive
- How to Backup Files on a Macbook
  - How to Set up OneDrive Sync on Macbook
  - How to Backup Your Computer with Google Drive

# How to Backup Files on a Windows Computer

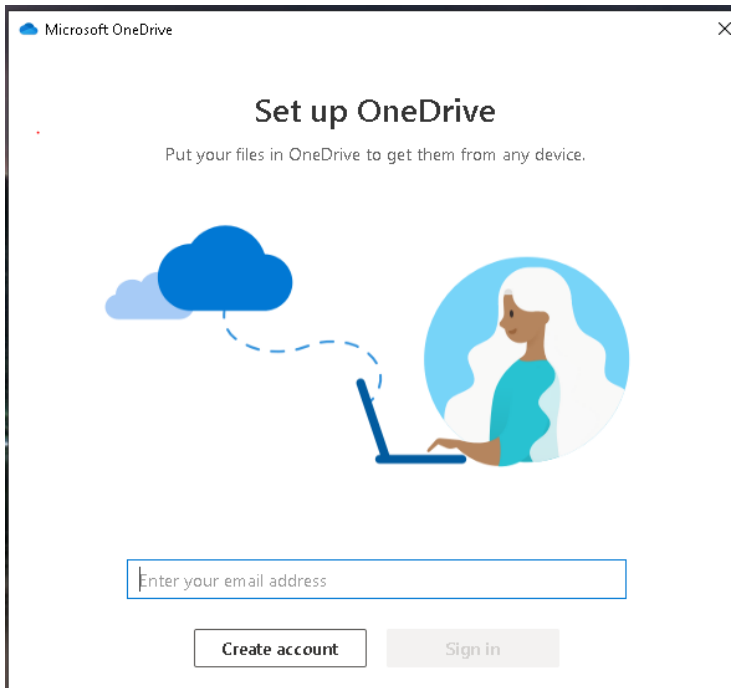
# How to Backup Your Windows Computer with Microsoft OneDrive

[CLICK HERE](#) to see a video on how to do this, or follow the steps below.

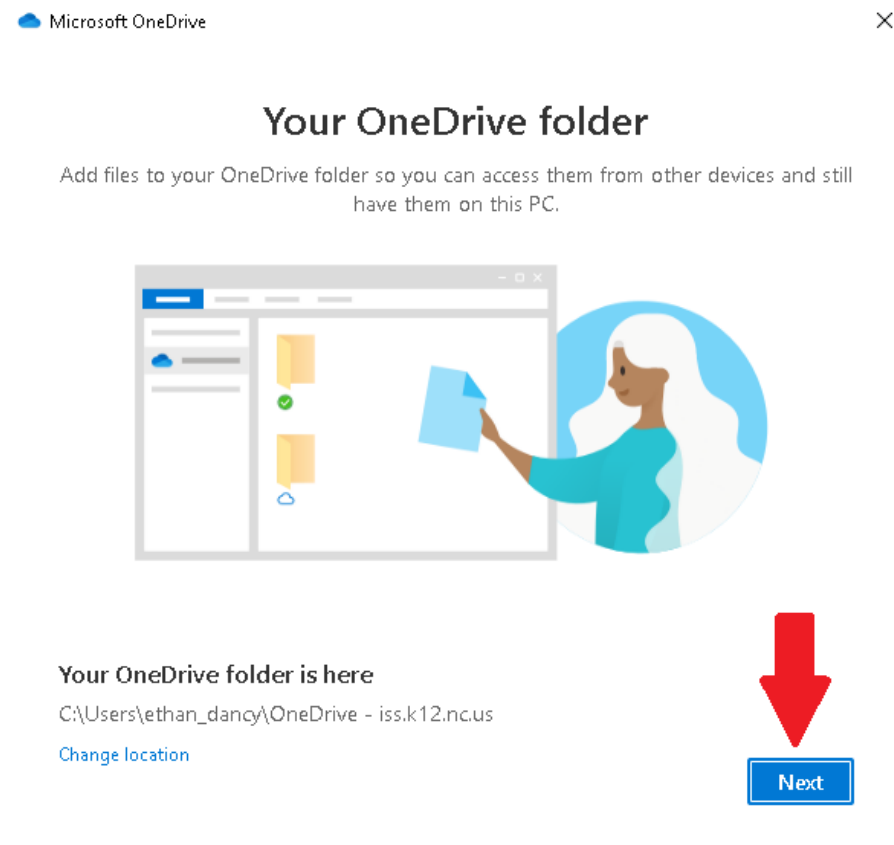
Step 1. Go to Start, and search for OneDrive. Click on the OneDrive App



Step 2. Sign into the Microsoft Account with Your ISS Email Address & Password



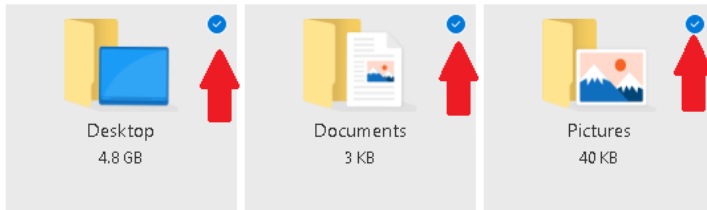
Step 3. Click Next on the following screen on where to store your OneDrive Folder




Step 4. On the next screen, you can choose which folders on your computer that you want to backup. You can change these later if you want to.

## Back up your folders

Selected folders will sync in OneDrive. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)



Space left in OneDrive after selection: 1,018 GB

 [VSDC Free Video Editor](#).lnk and 2 other files in the selected folders have the same name as files already in OneDrive. For each duplicate, we'll add '-Copy' to the end of the name, and both items will be available in OneDrive.

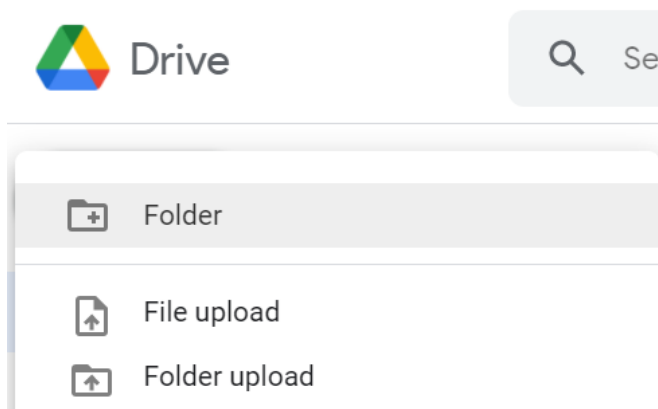


Click next on the following screens, and choose "Later" on the screen that asks you about the mobile app unless that is something that you are interested in.

**Once these steps have been completed, the folders that you chose will backup to your Microsoft OneDrive Account. You can verify that your files are backing up by going to <https://onedrive.live.com/about/en-us/signin> and signing in to your Microsoft Account using your ISS Email Address and Password.**

# 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**.

# How to Backup Files on a Macbook

# 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.
3. When setting up your OneDrive, it has a default location set.

Screenshot of the first page of OneDrive Setup

### 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 the first page of OneDrive Setup  
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 first page of OneDrive Setup  
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 the first page of OneDrive Setup  
Screenshot of OneDrive in the menu bar on a Mac after finishing Welcome to Onedrive

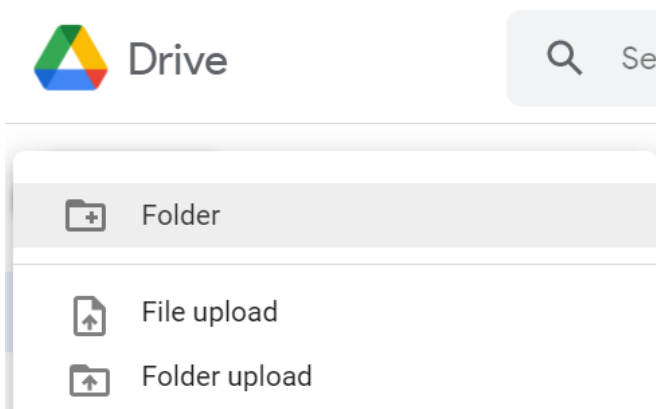
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You'll also see a folder in Finder called **OneDrive - YourName**

Screenshot of the first page of OneDrive Setup  
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**.