# **Backing Up to OneDrive**

Open up One Drive program under all programs. You will get a box that looks like this:

<ul> <li>Microsoft OneDrive</li> </ul>	×
Set up OneDrive Put your files in OneDrive to get them from any device.	
Enter your email address	
Create account Sign in	

Enter your full email address using the @sbccd.cc.ca.us.

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y@sbccd.cc.ca.us	s				
1	y@sbccd.cc.ca.u	y@sbccd.cc.ca.us	y@sbccd.cc.ca.us	y@sbccd.cc.ca.us	y@sbccd.cc.ca.us

Enter your network password. (Same as you log into the computer on campus).

<ul> <li>Microso</li> </ul>	ft OneDrive	×
	Office 365	^
	<ul> <li>Microsoft</li> <li>← tlgray@sbccd.cc.ca.us</li> <li>Enter password</li> <li>Forgot my password</li> </ul>	
	Sign in with another account Sign in	, ,

It will show where your OneDrive folder is located on your computer.



Select Next

Next is a tutorial on about OneDrive.



### Select Next

## More Tutorials

<ul> <li>Microsoft OneDrive</li> </ul>	×
<b>Share files and fo</b> To let other people view or edit your files, you can sha folders shared with you	olders are them. You can also work on 1.
Back	Next

#### Select Next

More Tutorials Microsoft OneDrive  $\times$ All your files, ready and on-demand With Files On Demand, you can browse everything in your OneDrive without taking up space on your device. Online-only On this device Always available To ensure you can always access your important files These files don't take up When you open a file, it space on this device, and downloads to your device they download as you use so you can edit it while even when you're offline, right-click the file and select "Always keep on this device." you're offline. them. Back Next

Select Next

Select Later to skip getting the mobile app.



OneDrive is now ready



Now it will show you the files that are in the cloud. If you have not used OneDrive, it will look like the one below.



#### Right Click anywhere in the white area

#### Select Settings

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File Home Share View		6 B F	0 1 0 H Di					~ 🕐	
$\leftarrow \rightarrow \circ \uparrow \bullet$ Inis PC $\rightarrow OS(C)$	:) > Users > tigray > UneDrive - ^	Status	Date modified	Type	Size	~ C	Search UneDrive - San Bernar	., р	
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United Street Downloads									
View > Sort by > Group by > Refresh									
Customize this folder Paste									
<ul> <li>View online</li> </ul>									
Settings									
Always keep on this device Free up space									
Give access to									
New									
Properties									
1 item									

The following box will appear. Select the Backup tab

Micro	soft Onel	Drive				>
Settings	Account	Backup N	Offic	e Abou	it	
OneDri	ve - San Be	ernardino Com	munity Colleg	ge Distric	t (tlgray	@sbccd.cc.ca.us)
2 MB o Manag	f 5, 120 GB e storage	doud storage	used		Add a	an account
1 locat	ion is synci	ng				
OneDr	ive - San B	ernardino Con	nmunity Colle	ge Distri	ct	
0 KB u	sed on this	PC		Choose	folders	Stop sync
					OK	Cancel
					-	Cancer

Select Manage backup button.

	osoft Onel	Inve						×
Settings	Account	Backup	Network	Office	About			
Import	tant PC Fold	ders						
Back u Picture protec	ip my files in es folders to ted and av	n the Desl o OneDriv ailable on	ktop, Docu e, so they other devi	ments, a re ces.	nd	Manage	backup	

Now you are ready to start backing up your folders. Select the Start backup button.



OneDrive will start backing up your files.



You can now see that the Desktop, Documents, and Pictures have all automatically been backed up to OneDrive.

