Contents

1	Confirm OneDrive is installed on your device	2
2	Setup OneDrive for backups	3
2.1	Open OneDrive Settings	3
2.2	Sync and Backup OneDrive	4
2.3	Choose other folders for OneDrive	7
3	Change OneDrive syncing notification	8
4	View your synced OneDrive folders	8

1 Confirm OneDrive is installed on your device

- To confirm that the client is installed on your machine, you can:
 - Check to see if a blue cloud icon is present in your system tray (in the lower right-hand corner of your screen) or



• Click the Start button (in the lower left-hand corner of your screen) and start typing "OneDrive" to see if any application is displayed.

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• If the client is not installed on your device, you should contact the Service Desk by phone or email to request an install

2 Setup OneDrive for backups

2.1 Open OneDrive Settings

- Right-click on the blue cloud icon in the system tray (right-hand corner of your desktop)
- Click on the settings icon in the top right-hand corner of the OneDrive access menu
- Click 'Settings'



2.2 Sync and Backup OneDrive

• Click on 'Manage Backup'



• Ensure that your local files are selected to backup to OneDrive and then select 'Save Changes'

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Back up folders on this PC Files will be backed up, protected, and available anywhere in OneDrive Technical Community College, even if you lose this device. Learn more about folder backup	Fayetteville	Back Files wil Technica Learn m	up folders on thi I be backed up, protecte al Community College, e lore about folder backup	is PC ed, and available anywhere in OneDriv ven if you lose this device.	ve - Fayetteville
Documents 13.9 GB Not backed up			Documents	13.9 GB Ready to back up	
Pictures 0 KB Not backed up			Pictures	0 KB Ready to back up	
Desktop 941 MB Not backed up			Desktop	941 MB Ready to back up	
					1
1.9 GB used of 500 GB		() 16	5.7 GB of 500 GB will be	used after backup	
Close Save change	s		Close	Save char	nges

• These folders will immediately begin syncing to OneDrive

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Back Files w Technie Learn r	t up folders on ill be backed up, pro cal Community Colle more about folder ba	tected, and ava ge, even if you ackup	ilable anywhere in lose this device.	n OneDrive - Fayetteville	
	Documents	13.9 GB	Syncing		
	Pictures	0 KB	Syncing		
-	Desktop	941 MB	Syncing		
• 1	16.7 GB of 500 GB wi	ll be used after	r backup		
	Close			Syncing	

- If you have not closed out any files/folders during the syncing process, it will notify you that "Some files can't be backed up" with details of which files and folders failed during the sync
- If you are notified that these files/folders are currently open, please close them out and select '*Try* again'
- If you are unable to close out currently opened files/folders, please press 'Skip'

Some files can't be bac	cked up	
The file in use and can't be backed up. Cl skip this, they won't be backed u OneDrive.	.dotx and 2 other files are ose the files and try again. If you p until you move it into your	
Try again	Skip	

• You can view the progress of the sync by clicking '*View Progress*' until all files/folders are listed as '*Backed up*'

	 Microsoft OneDrive 			□ ×	
	OneDrive is backing	ı up your fil	es		
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	to OneDrive. These items wo	n't be backed up	and should be moved manua	ally.	
	Get your fi	View pro-	In the Android or iOS app		
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Files will Technica Learn me	be backed up, protect I Community College, e ore about folder backu	ed, and ava even if you p	ilable anywhere in (lose this device.	OneDrive - Fay	etteville
	Documents	0 KB	Backed up		
	Pictures	24 MB	Backed up		
	Desktop	208 KB	Backed up		

2.3 Choose other folders for OneDrive

• With the OneDrive settings window still open, select 'Account' and 'Choose Folders'

loneDrive Settings		– 🗆 X
 Sync and backup Account Notifications About 	Account @ad.faytechcc.edu Unlink this PC	+ Add an account
	OneDrive - Fayetteville Technical Community College 207 MB used on this PC ③ Get help	Choose folders
Storage 1.9 GB used of 500 GB (0%) Manage storage	g ^o Give feedback	
Get the OneDrive mobile app		

• Choose 'Make all files available' or select the folders you want available in OneDrive and select 'OK.'



3 Change OneDrive syncing notification

- You can choose to be notified when your OneDrive syncing is paused by going to the OneDrive settings, selecting *'Notifications'* and then ensuring that *'Notify me when syncing is paused'* is turned on
 - This will ensure that anytime a file or folder is not synced or syncing has been paused due to the file being opened, you will receive a desktop notification in your system tray

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4 View your synced OneDrive folders

- You can view your OneDrive sync status, files, folders, and other related account and backup settings anytime by clicking the blue cloud icon in the system tray located in the bottom right-hand corner of your desktop
 - You can click 'Open folder' which will open File Explorer on your desktop application or you can select 'View online' which will bring you to the Web interface for OneDrive

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