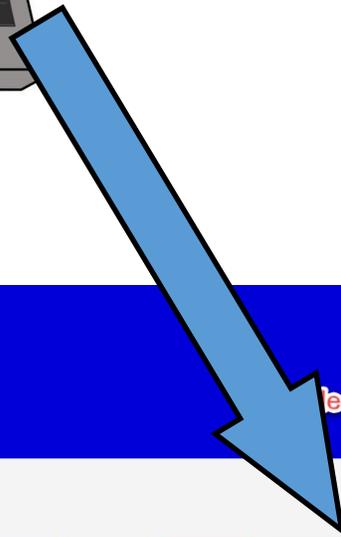
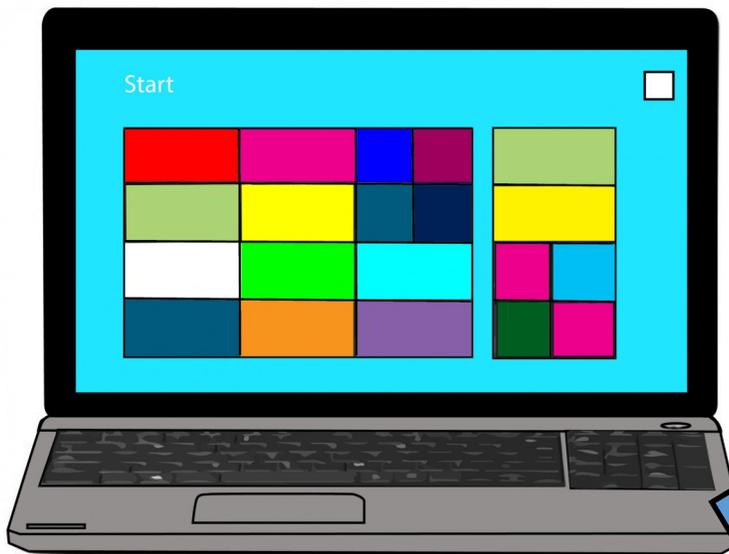


# How to Back Up your Teacher Laptop Files to Microsoft 365—OneDrive (Your Online Storage)



## Introduction

Microsoft OneDrive is a part of Microsoft Office 365. It is your “online hard drive” where you can “get to your files from anywhere, on any device, and then share and work together with anyone” as well. It helps to eliminate the need for flash drives and other back up methods.

In a recent email, you were notified that each teacher will be receiving a new laptop shortly, with Windows 10 and Office 365. In preparation for turning in your older computers, you should back up your files so they won't be lost in the changeover.

Here are several ways that you can easily back up your files by copying them to your Office 365/OneDrive. You can select the way that suits your needs best.

If you have any questions or concerns, please contact Gene or Roger.

[gkulbago@nfschools.net](mailto:gkulbago@nfschools.net)

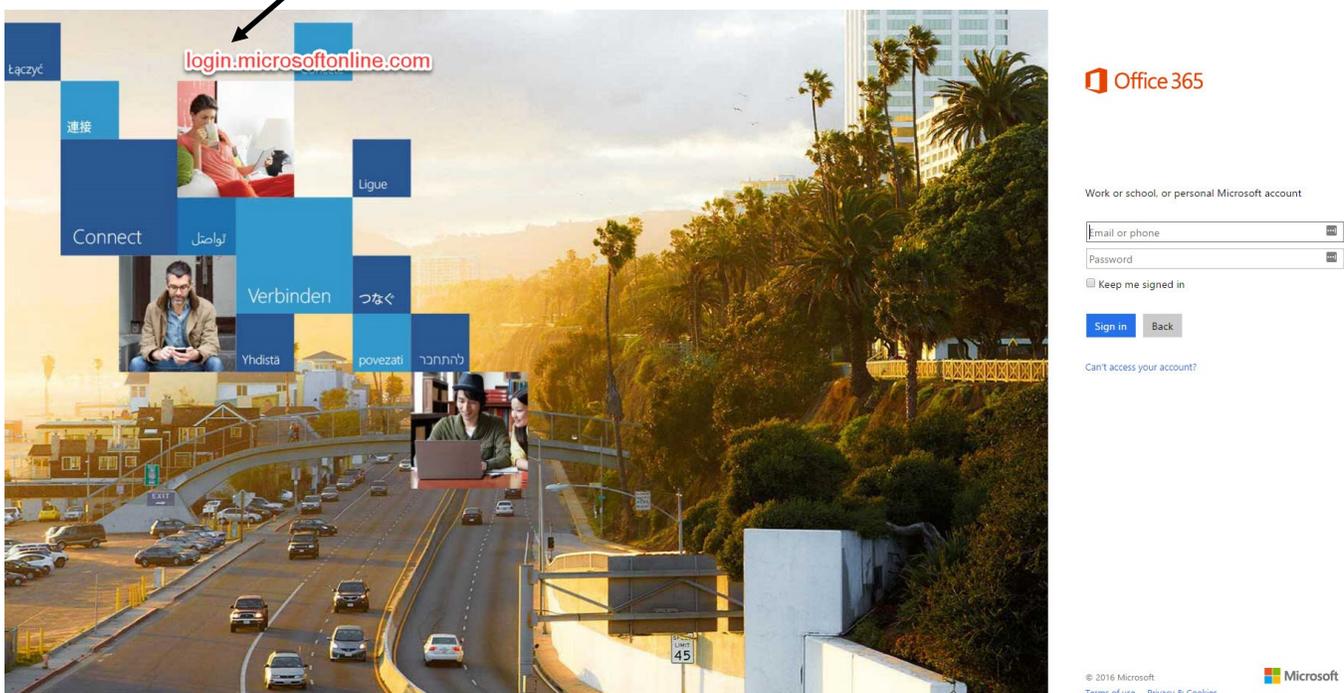
[rcarroll@nfschools.net](mailto:rcarroll@nfschools.net)

You will need to be on the Internet, but you can do this back up in school or at home. (Your home connection might be faster and save you some time if you have a lot of files to transfer.)

Here are the various ways to do your back ups.

**Important: If you have the Chrome browser installed on your laptop, please use it. Sometimes Firefox and Explorer have problems. Chrome seems to work better for back ups.**

The first step for any backup is to logon to Office 365 using your account username and password

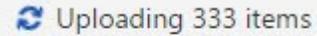


The screenshot shows the Office 365 login page. On the left, there is a grid of blue and white squares containing various words for 'connect' in different languages: 'łączyć', 'Connect', 'Verbinden', 'つなぐ', 'Yhdistä', 'povezati', 'להתחבר', 'Ligue', 'تواصل', and '连接'. A red box highlights the URL 'login.microsoftonline.com' with an arrow pointing to it. The main content area features the Office 365 logo, a sign-in form with fields for 'Email or phone' and 'Password', a 'Keep me signed in' checkbox, and 'Sign in' and 'Back' buttons. Below the form is a link for 'Can't access your account?'. The footer includes '© 2016 Microsoft' and 'Terms of use Privacy & Cookies'.

## An Important Message Before You Start

When you upload files it takes time.

Be sure that all your files have uploaded before you leave the page or start something else. For example, I uploaded a folder with 333 pictures to OneDrive. It took almost 20 minutes to finish! Check for this at the top and wait until it disappears.

 Uploading 333 items

Documents are smaller and upload much faster. Pictures, videos and music files are large and upload more slowly.

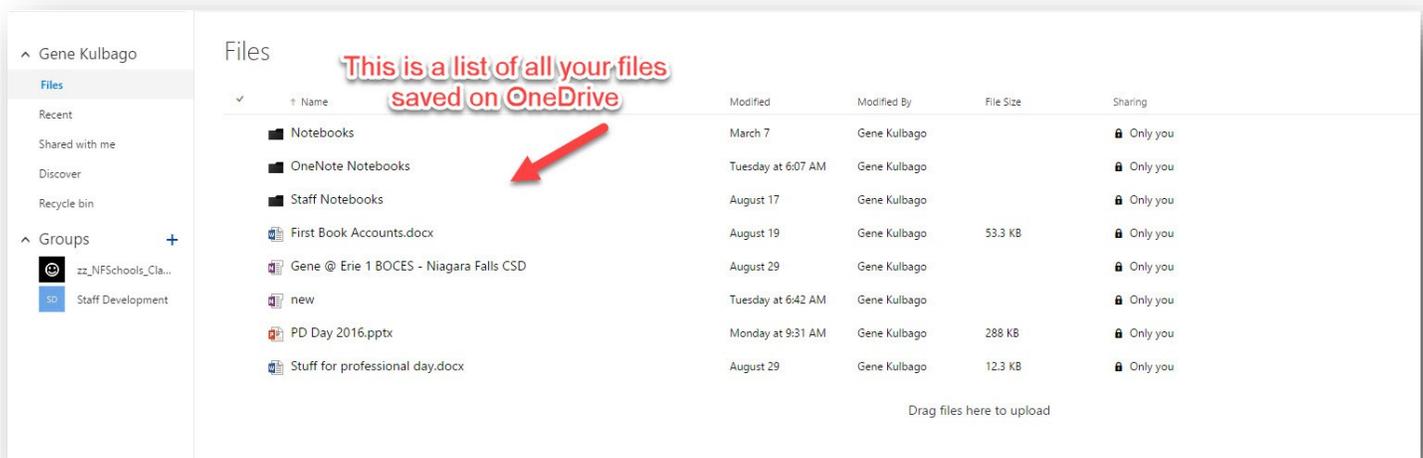
## Using the Drag and Drop Method

The way is probably the easiest, so let's check it out first.

1. After you logon, you will arrive at the page pictured below. Select **OneDrive**.

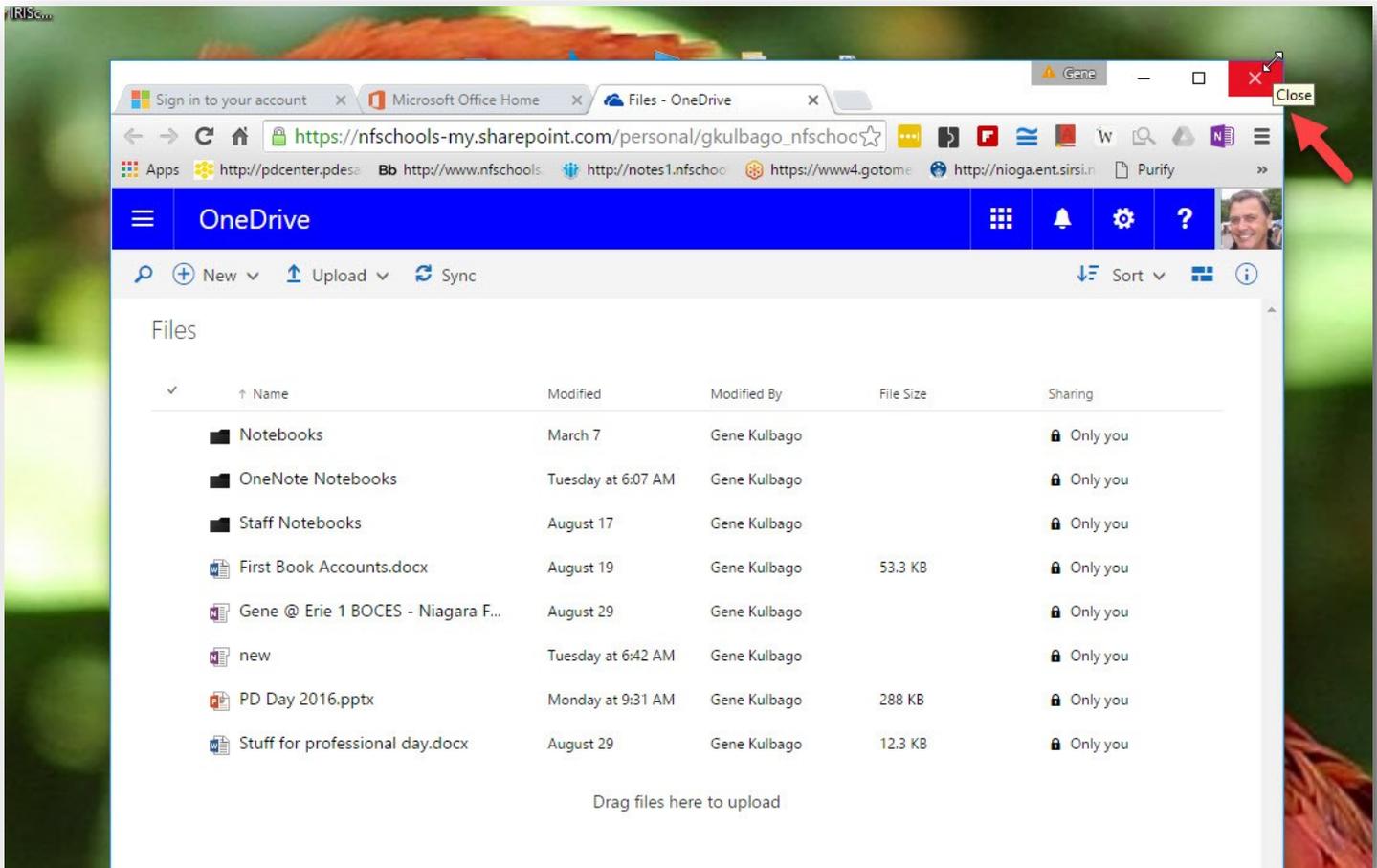


2. Your OneDrive will look something like this. I have already uploaded some files.

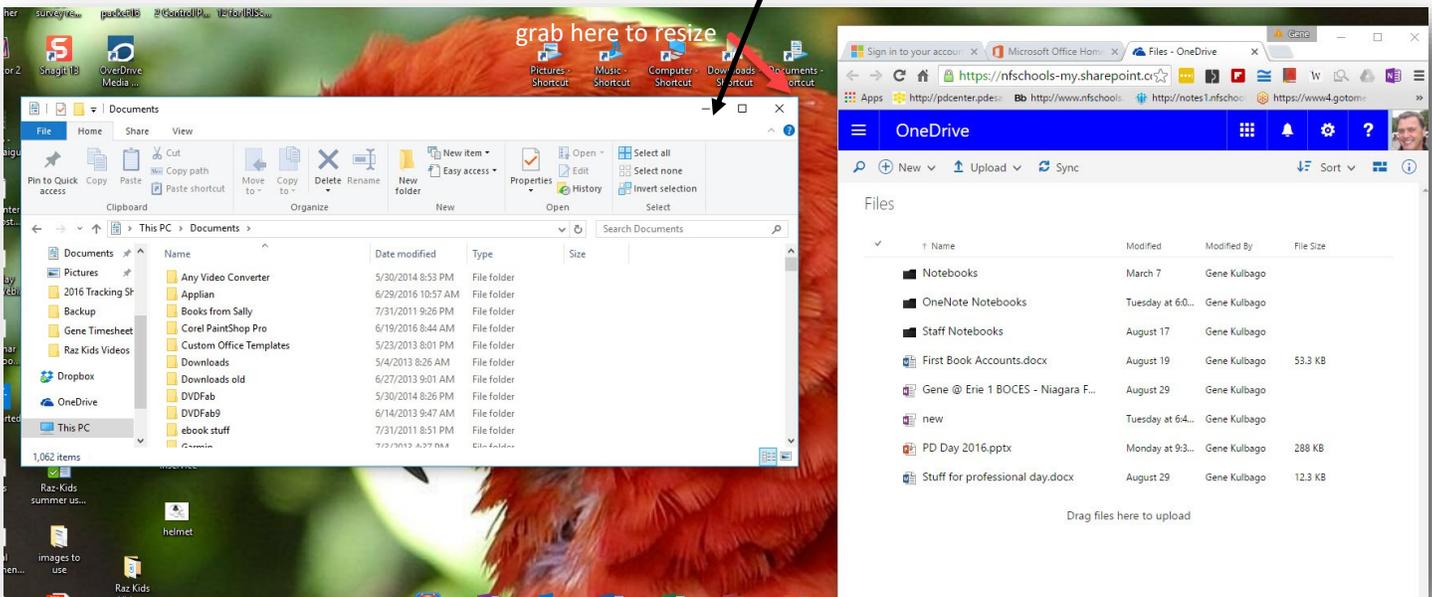


3. Make the window smaller by going to the top right hand corner of the page. Click on the middle icon (the box or square). This will make the window smaller. You can then grab the top right hand of the window and make it even smaller if you need to.

I suggest making it about 1/3 the size of your screen so you can see the desktop behind it.

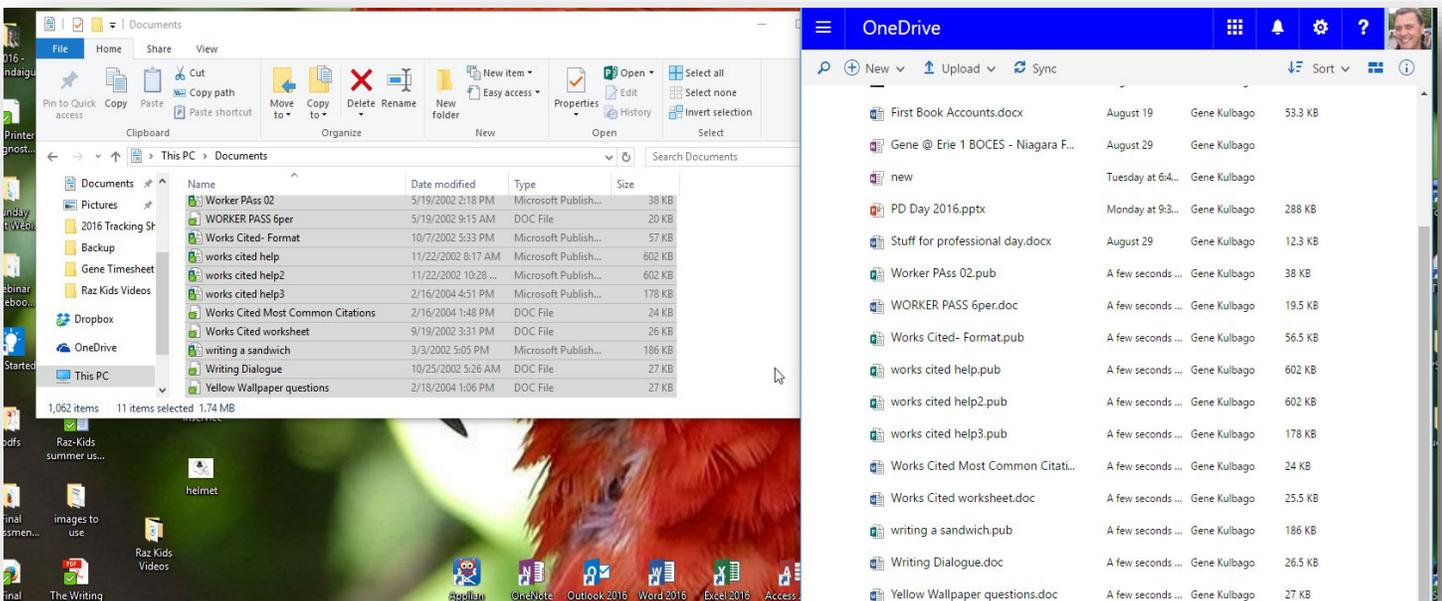


4. Do the same thing with the **My Documents** window. Then place the two windows side by side.

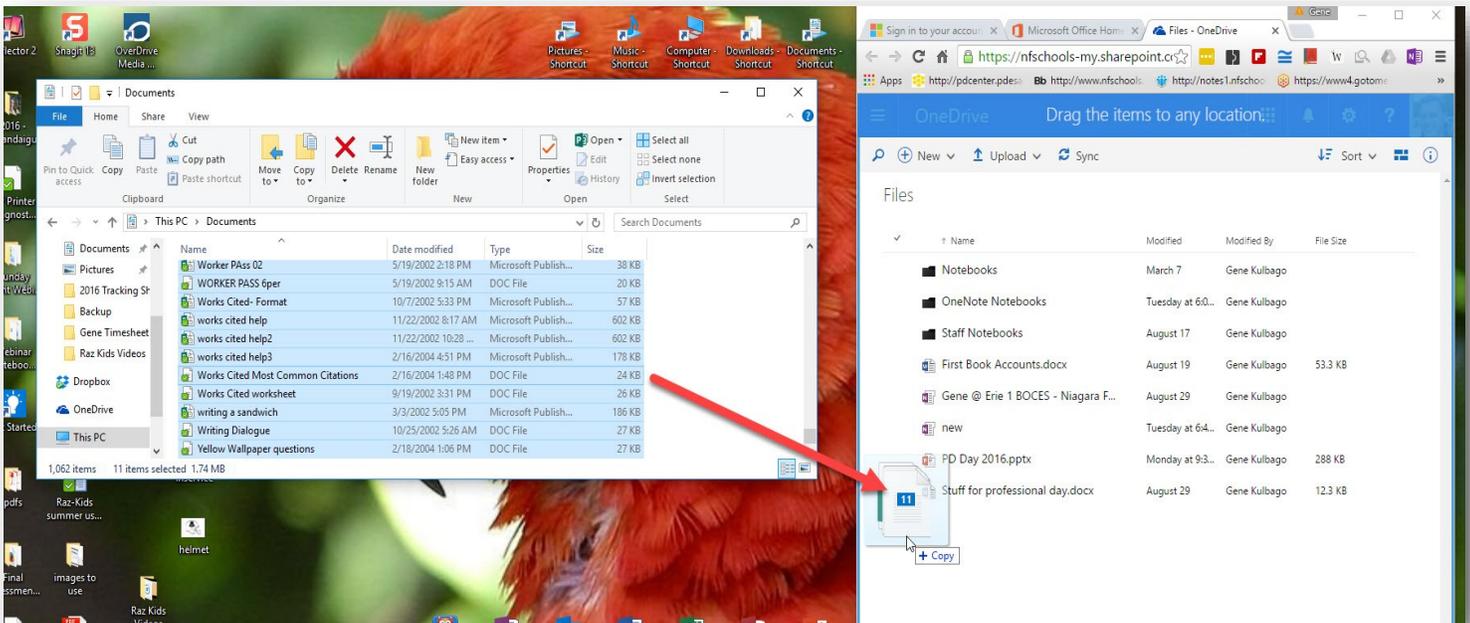


5. Note: If you are acquainted with “Drag and Drop,” you may wish to go to page 7 for another method to try. It can save some time. If you are somewhat new to the process, just continue below. It will go step by step.

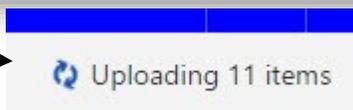
In your documents file, select all the files and folders to wish to copy into **OneDrive**. You can click on one and then use CTRL A (hold down CTRL and tap A) to select all the files and folders in your **My Documents**. If you just wish to select some, hold down the CTRL key and select each one you want.



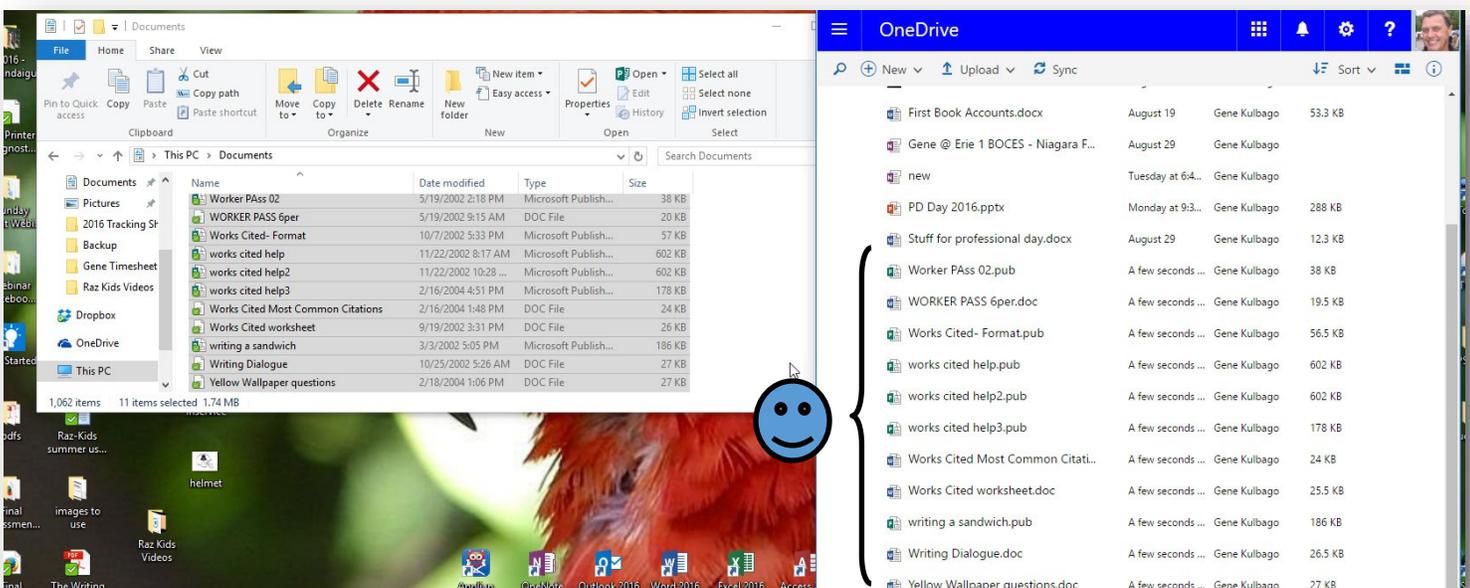
6. Click on the selected files in *My Documents* and drag them into the *OneDrive* Window. If you are asked whether to copy or move, select **copy** for now. (This is a safety factor.)



Remember to look for this!



7. Your Files will be copied to the OneDrive. Double check to make sure that you have copied all the files and folders you want correctly. NOTE: Check each folder to make sure the files inside the folder have been copied. (Once in a while, there is an empty folder, especially with Firefox and Explorer, or you did not allow enough time. You may have to try again or use the **UPLOAD** method, which is upcoming.)



8. Once you have copied all your documents, you may need to copy your Videos, your Music and your Pictures to OneDrive as well. This will give you some more practice and soon you will be a “drag and drop” expert. Again, check to make sure you have copied all the files and folders you wish to save.

When the time comes for your computer exchange, you may wish to double check that you have copied all your files. Then you can delete to files and documents you have copied to OneDrive from your computer before you turn it in.

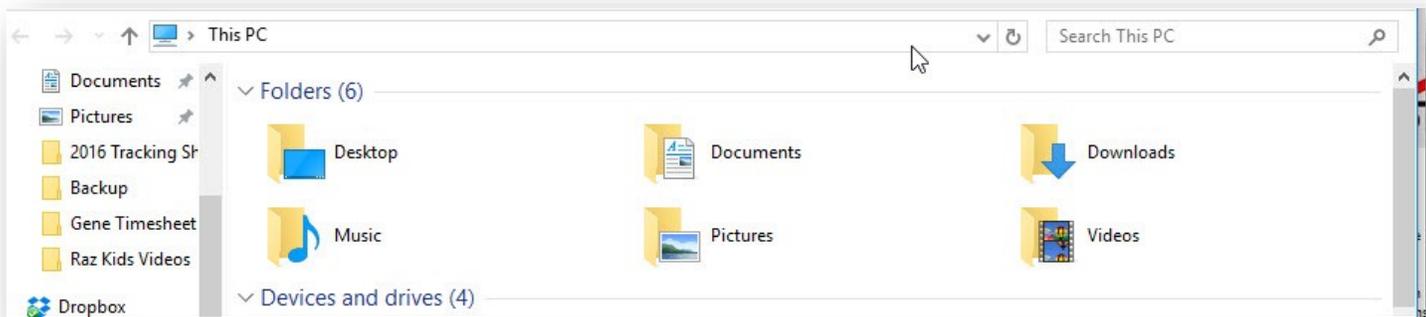
## Time Saver for More Advanced Tech Users Using the Chrome Browser

1. Log in to Office 365 online . (login.microsoftonline.com)

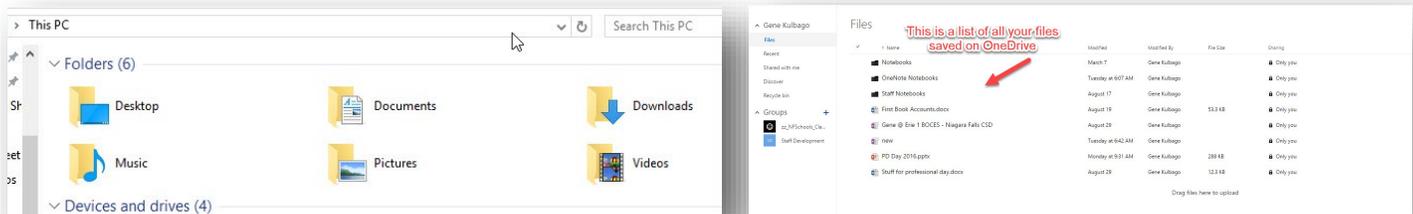
2. Open OneDrive

3. Make the window smaller so you can see the desktop. (Step 3 in drag and drop)

4. Open the This Computer (or This PC). It will look like this:



5. Arrange the windows like you did with My Documents (Step 4 in drag and drop)



6. Right click on Documents, Music, Pictures, or Videos and drag the icon into OneDrive. Again if it asks, select Copy. When you are finished, check each folder to make sure all files have been copied. This may take some time if there are a lot of files.

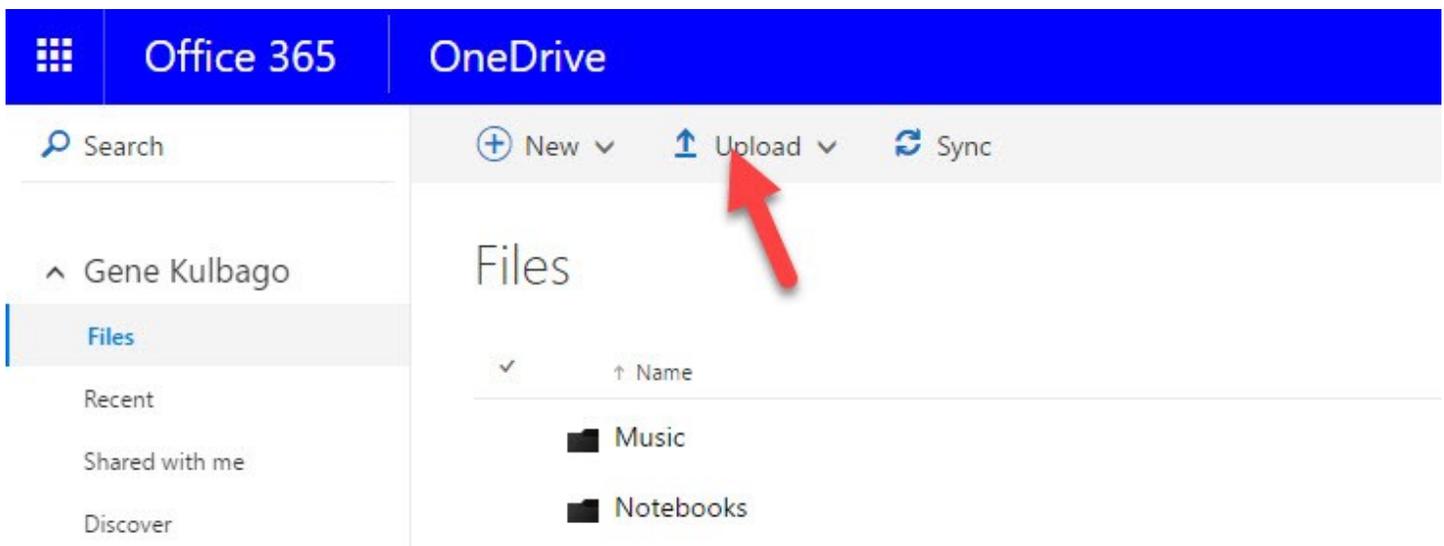
This works with Chrome, but may not with Firefox or Explorer! If it does not work with your browser, simply use the method outlined on the previous pages. Or you may try the “Upload” method.

## The "Upload" Method

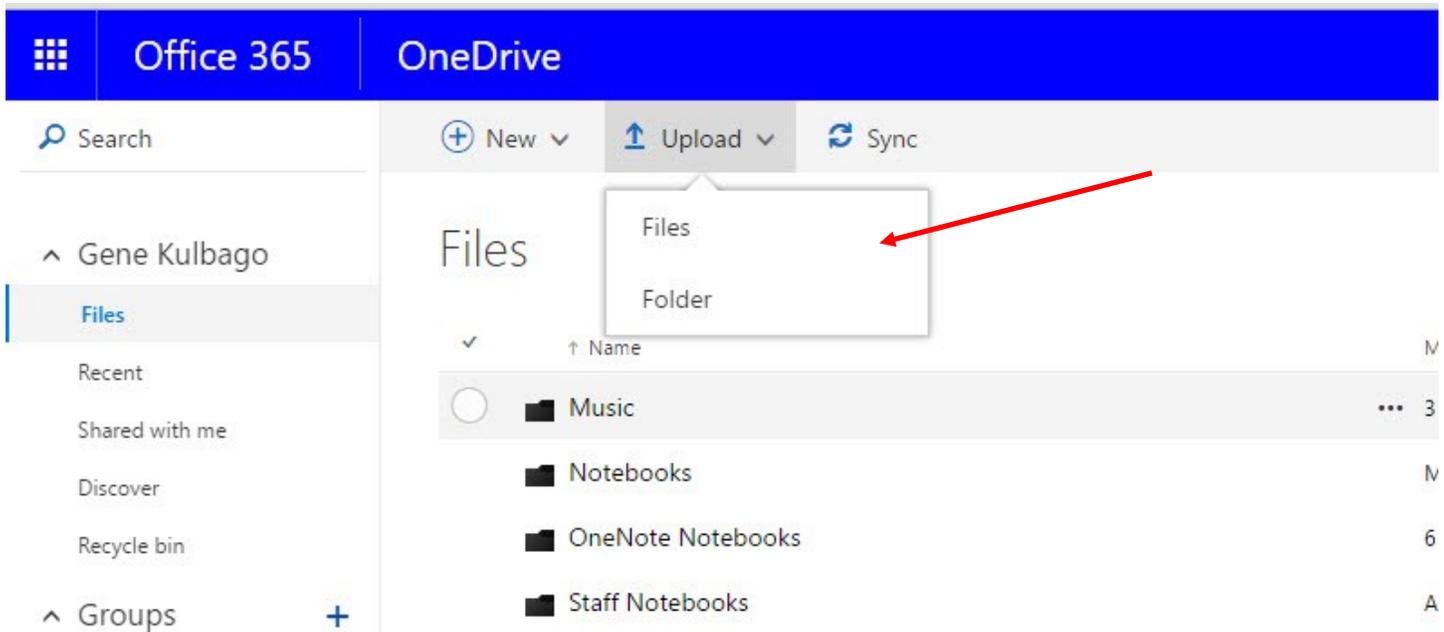
In OneDrive, there is a second method that will work in uploading files and folders. There is a command button named "Upload" on top which will lead you through a very easy process of selecting files or folders and uploading them to OneDrive.

Note: In using this method, I have found out that the Google Chrome browser seems to work best here. I have had trouble selecting folders to upload when I used Firefox or the older Explorer. I could only upload files using these browsers.

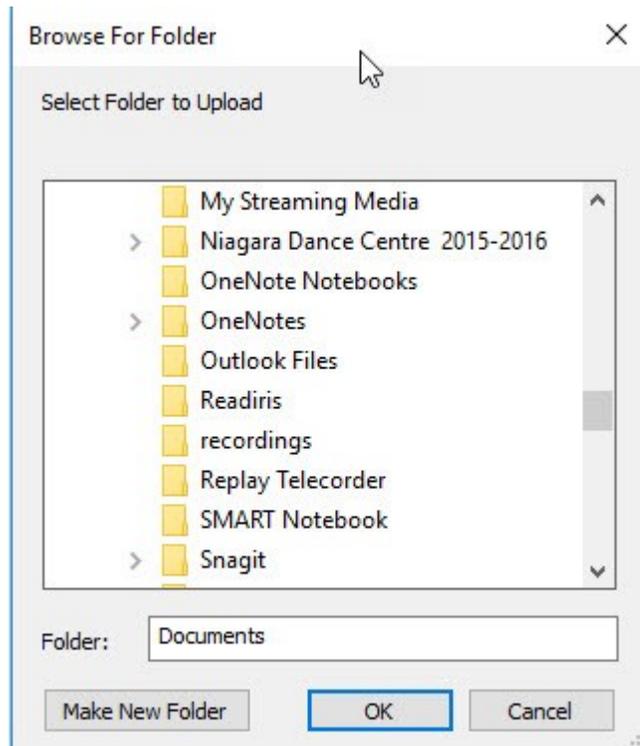
1. In the OneDrive Window, select "Upload"



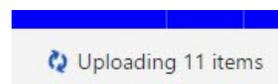
2. Select either Files or Folders. (I will select Folders here for the demonstration, but the Files selection works the same.)



3. Browse to the Documents, or Folder you wish to upload. *I could only upload one folder at a time.* This can be time consuming, but you can be more careful that all files are copied.



4. Click OK and the upload process should begin. Look for this:



5. When the Uploading disappears, check to make sure the files have been uploaded properly.

6. If you are uploading folders, you will have to repeat this for each folder.

Backing up your files on OneDrive helps assure that you will not lose them. If your computer malfunctions, or your hard drive goes bad, your files are safe in the “cloud.”

You may wish to back up your files periodically to make sure that you have saved all the important ones.