

OneDrive Backup Instructions (Windows 10)

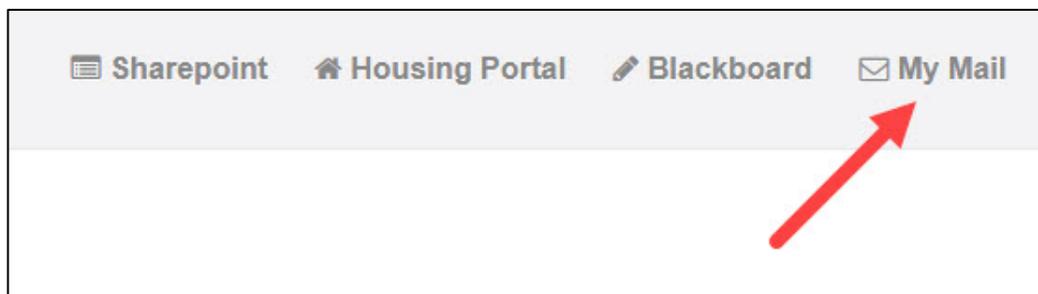
All Lander employees with user accounts are provided 1 TB (1000 GB) of OneDrive cloud storage for use in backing up work-related files and folders. Any personal files should only be stored on your own personal drives or cloud services (iCloud, Google Drive, etc.). University data should never be uploaded to any unauthorized (personal or otherwise) cloud service.

Recommended: Weekly backup of all critical files/folders (usually Desktop, Downloads, Documents)

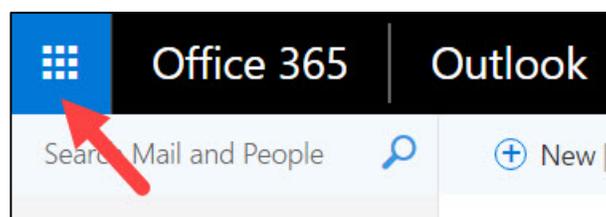
Security: Sensitive information should not be stored locally on your computer and, thus, should never be a part of your OneDrive cloud backup. Due to the nature of cloud storage, a strong password is necessary to protect against unauthorized access to your OneDrive backups. If you need assistance changing your password, contact the ITS Help Desk at Ext. 8234.

Accessing OneDrive through Office 365

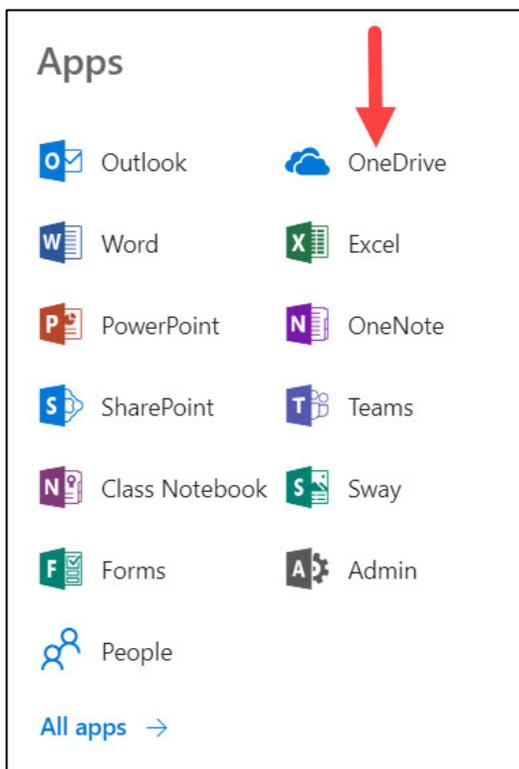
1. Open a web browser (Google Chrome is recommended for this backup process) and navigate to the MyLander portal by following the link from the Lander homepage or by going to <https://mylander.lander.edu>.
2. Sign in to MyLander and select "My Mail" in the upper right corner of your screen.



3. On the Office 365 email page, select the blue square in the upper left corner.

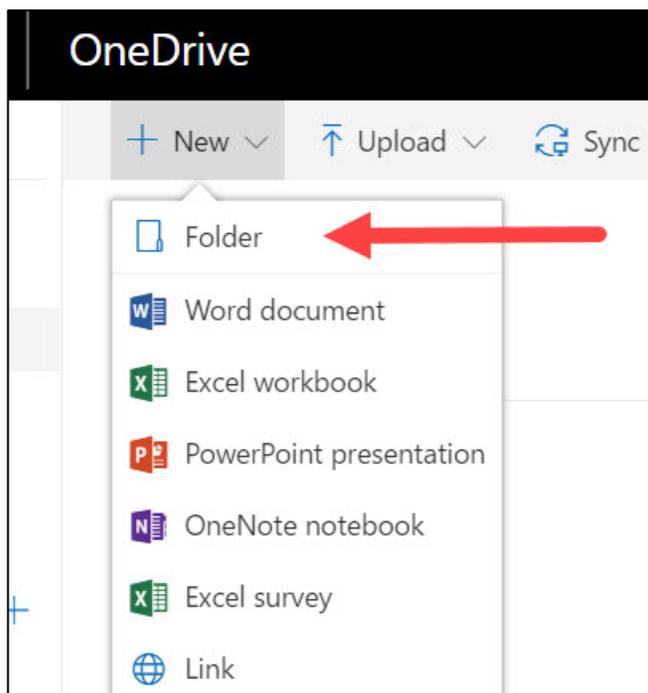


4. From the dropdown list of applications, select “OneDrive”.

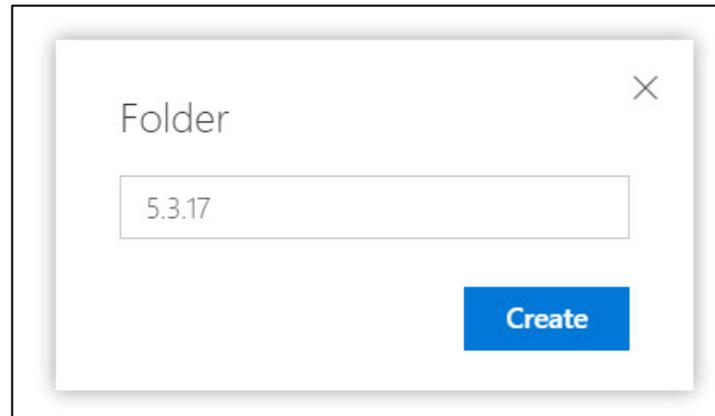


Backing up your data in OneDrive

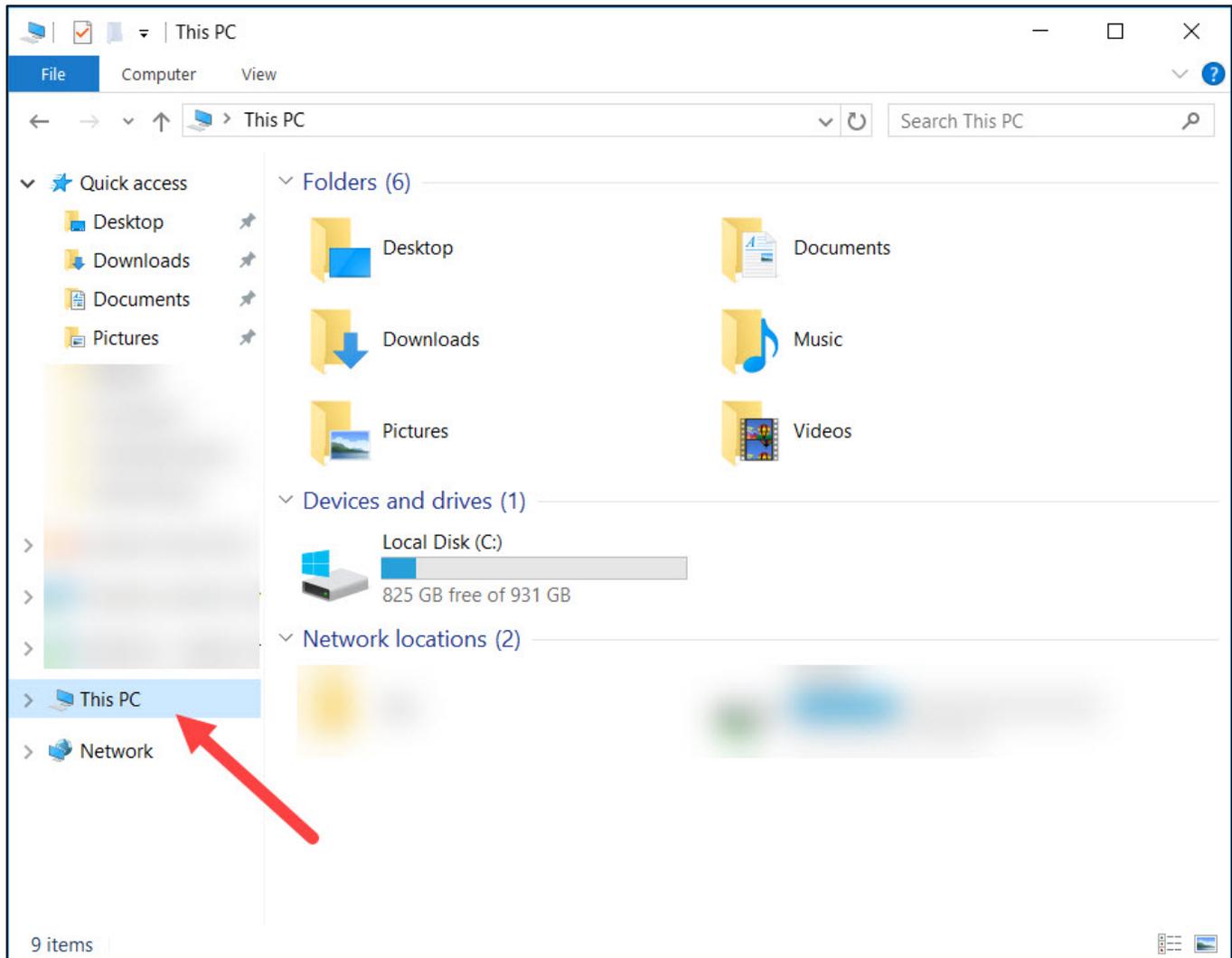
1. In OneDrive, select “New” and then choose “Folder” from the dropdown menu.



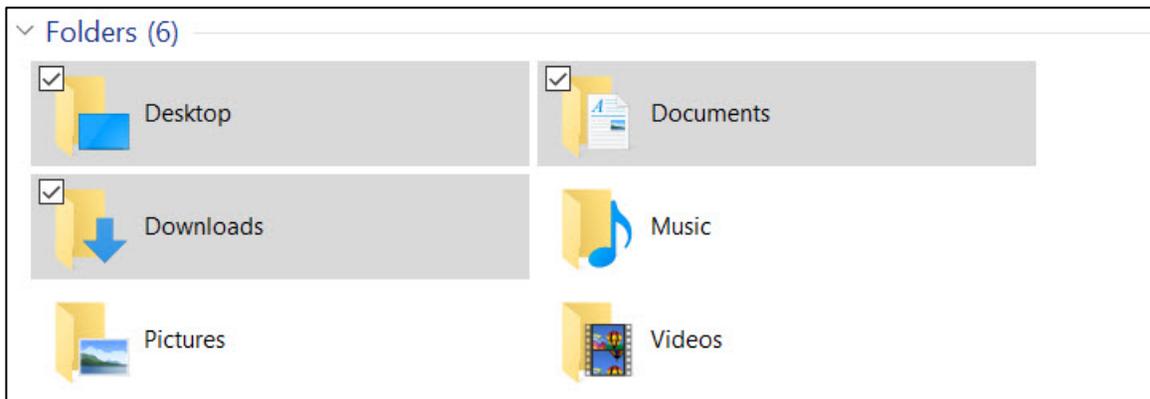
2. If this is your first time backing up data, name the folder "Backups". Open the newly created "Backups" folder. Create another new folder and name it today's date ("May 3, 2017"; "050317"; etc.). Open the new folder with today's date that you just created.



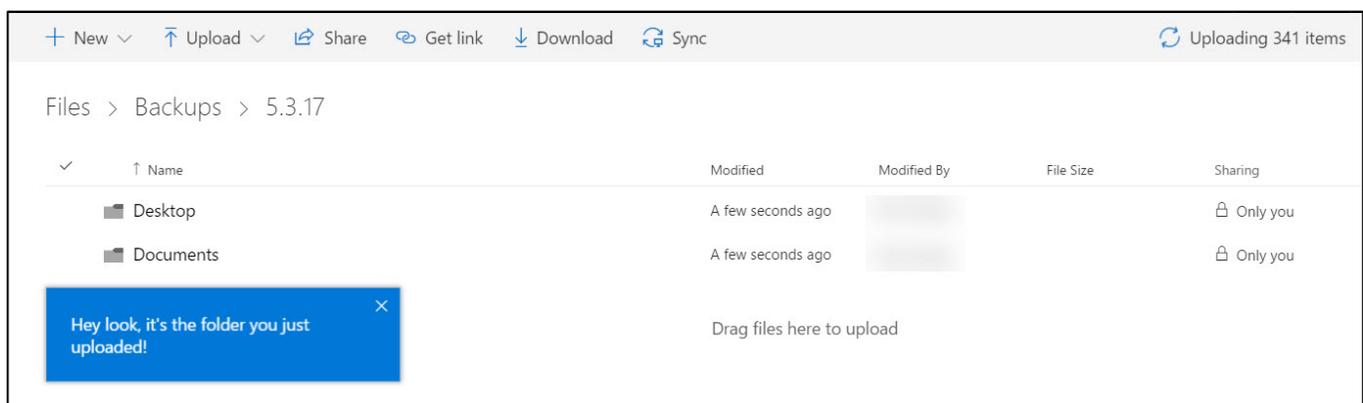
3. Open "File Explorer" (yellow folder icon at the bottom of your screen). Select "This PC" on the menu at the left.



4. Select any folders where you store work-related files. Typically, the “Desktop”, “Documents”, and “Downloads” folders should be included, but some employees may only need to back up the “Documents” folder.



5. Drag any selected folders into your web browser window and drop them into the “Drag files here to upload...” area. You can check the status of this process by clicking “Uploading ... items” in the upper right corner. While your files are uploading to OneDrive, you can continue working on your computer, but be sure to leave the OneDrive window open until the process is complete.



Note: OneDrive may reject some files or folders because of an invalid file name or file type. File/folder names should not include special characters (#, %, etc.). If a file/folder with an invalid name is rejected, simply rename the file/folder on your computer and drag it back into OneDrive.