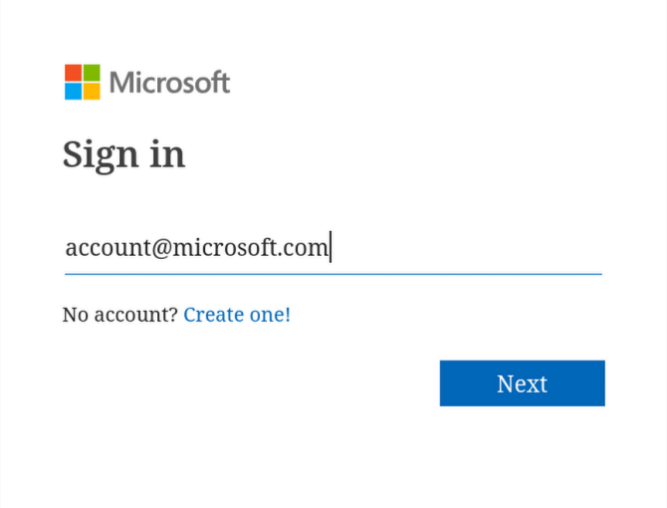
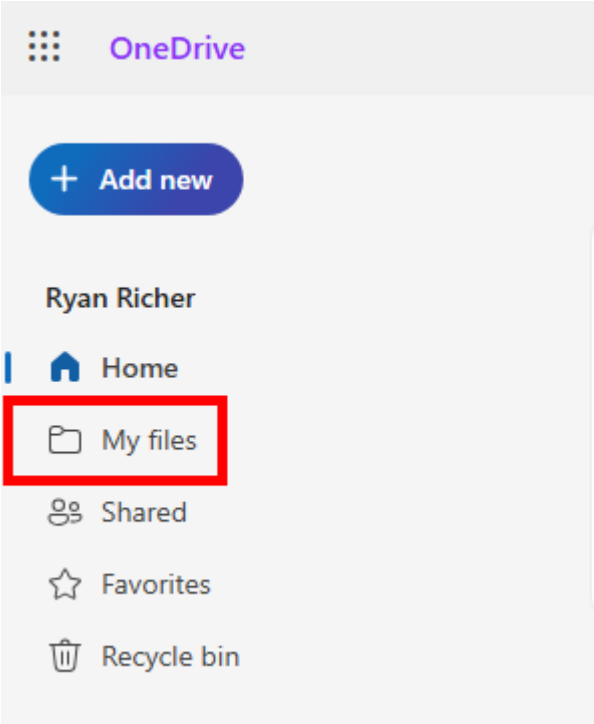
Backup folders & files with OneDrive online

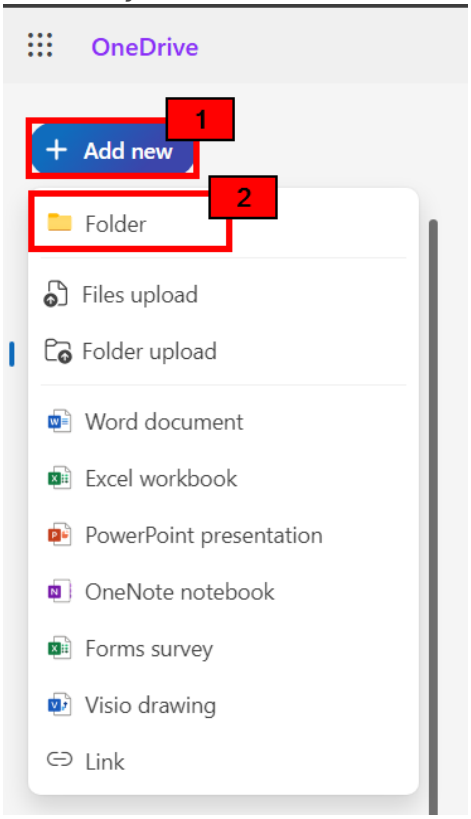
Log into OneDrive here, utilizing a **Microsoft Account.**



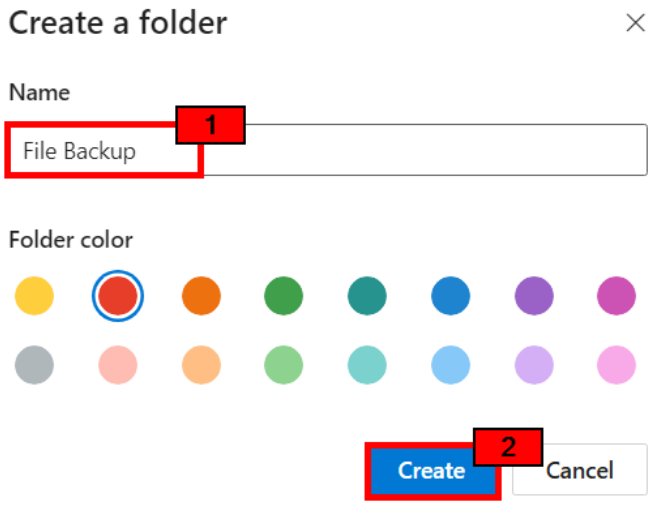
Once logged in, *OneDrive Home* will appear.
From the left menu pane, select **My Files**.



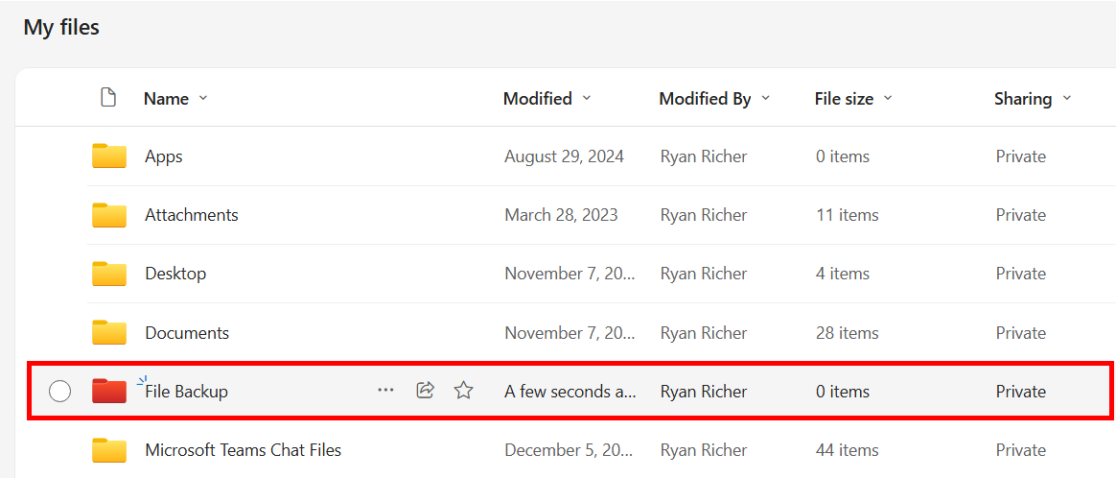
Within *My Files*, select **+Add New**, then select **Folder**.



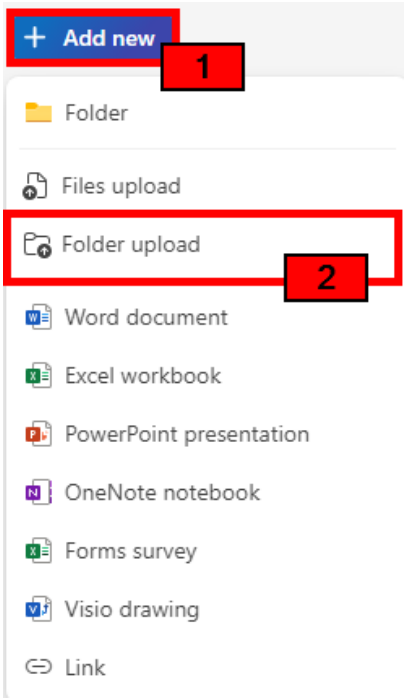
The *Create a folder* window will open.
Name the folder **File Backup**, change its colour as desired, and select **Create**.



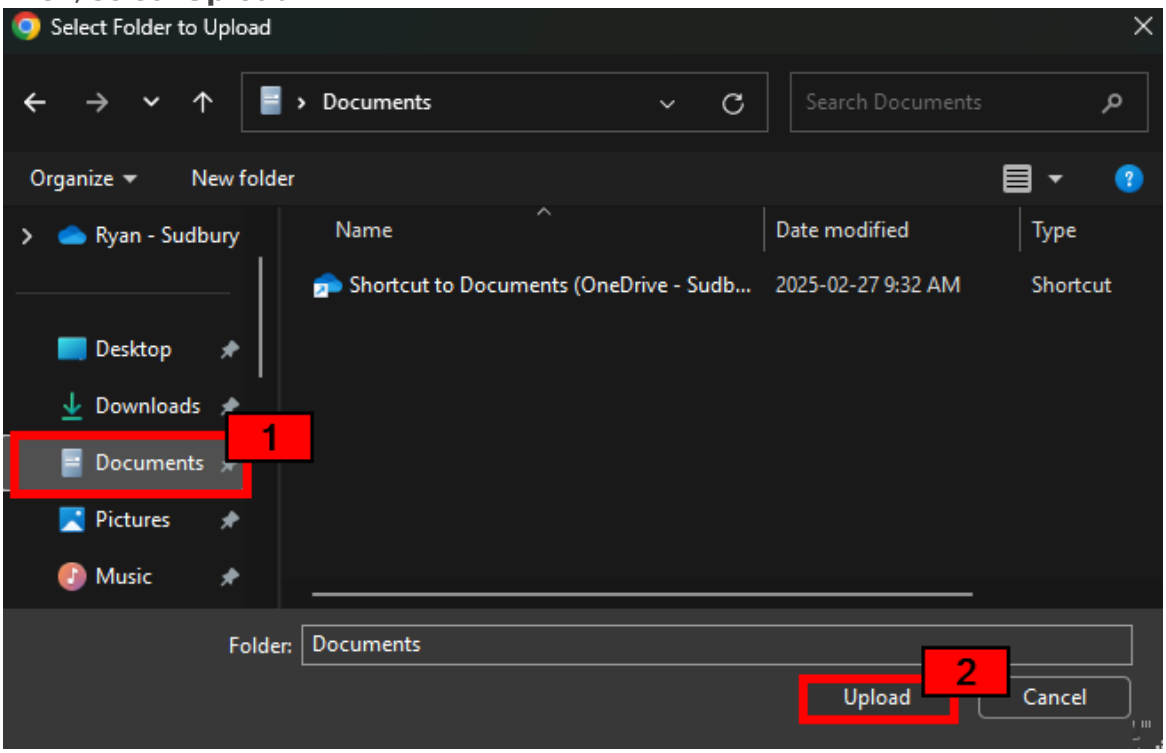
From *My Files*, select the new **File Backup** folder.



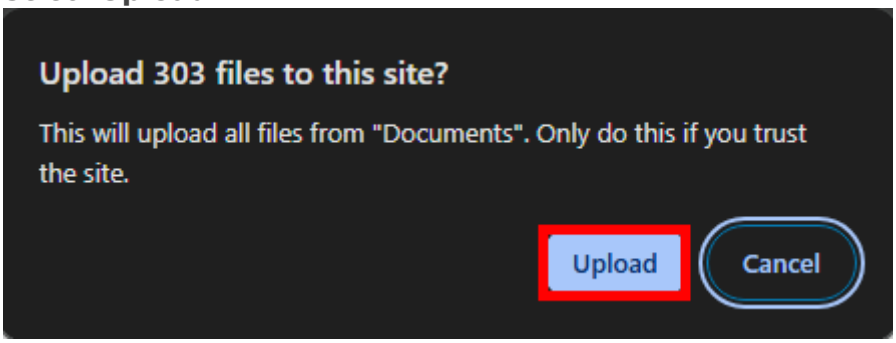
Within *File Backup*, select **+Add New**, then select **Folder Upload**.



A *File Explorer* (Windows) or *Finder* (Mac) window will open.
From the left menu pane, select **Desktop**, **Documents**, **Downloads**, or **Pictures**.
Then, select **Upload**.

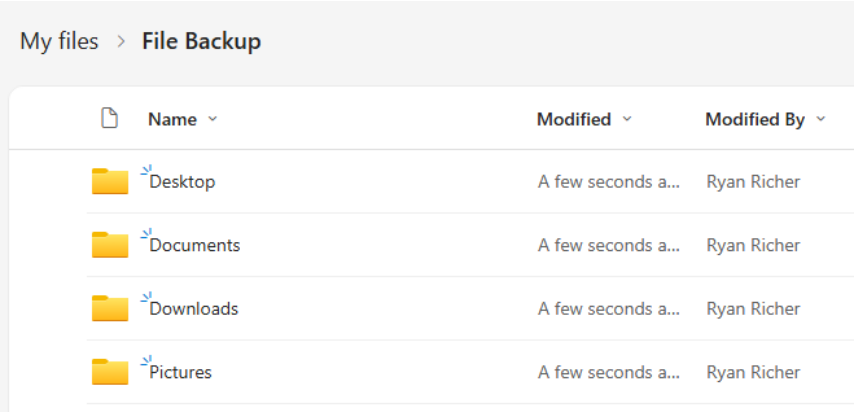


A prompt will appear notifying of the quantity of items in the folder, and a confirmation to begin the upload.
Select **Upload**.



> While files upload to OneDrive, **leave the browser page open**.
> Closing the browser page or shutting down the computer will interrupt the download process.
> If a folder is of a significant size, its contents may need to be uploaded in smaller chunks.

> Repeat the upload steps until the **Desktop**, **Documents**, **Downloads**, and **Pictures** folders are uploaded into OneDrive.
>
> Mac requires pictures to be **exported from the photos app**.



When complete, all uploaded files will be present and accessible through OneDrive, both on the web, and through a synchronized application.

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