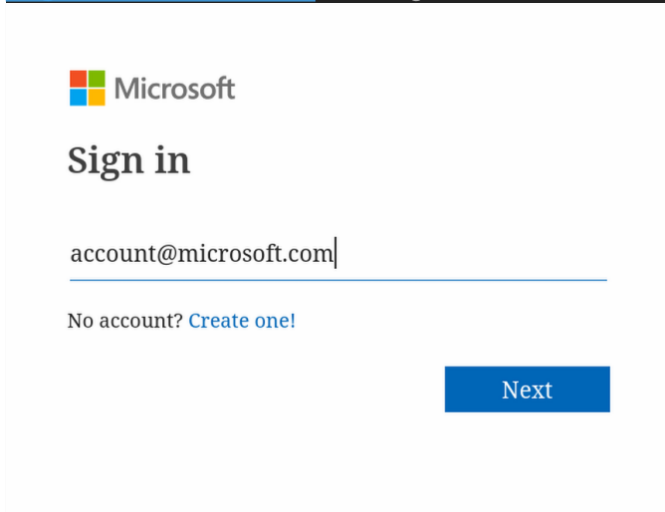


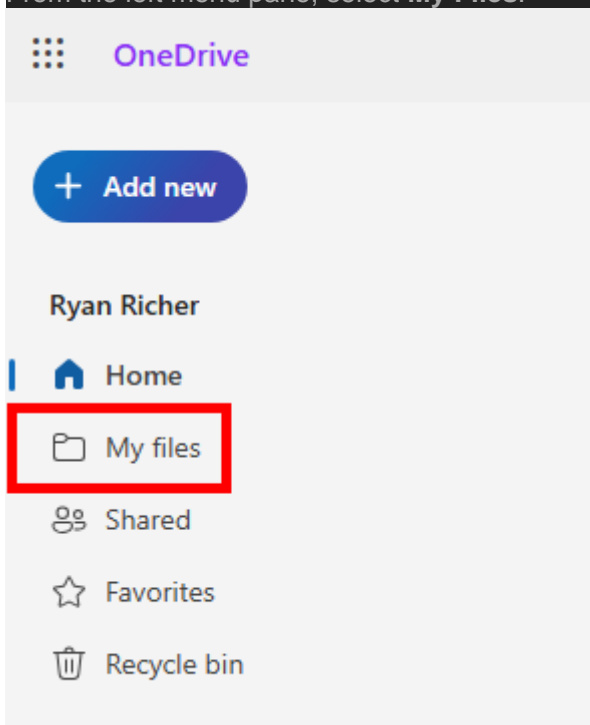
Backup folders & files with OneDrive online

[Log into OneDrive here](#), utilizing a Microsoft Account.

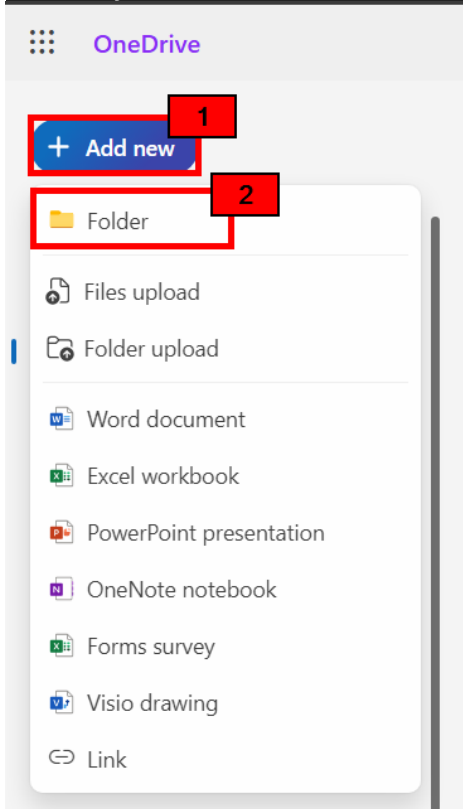


The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "account@microsoft.com". Below the input field, there is a link that says "No account? Create one!". At the bottom right of the form is a blue button labeled "Next".

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

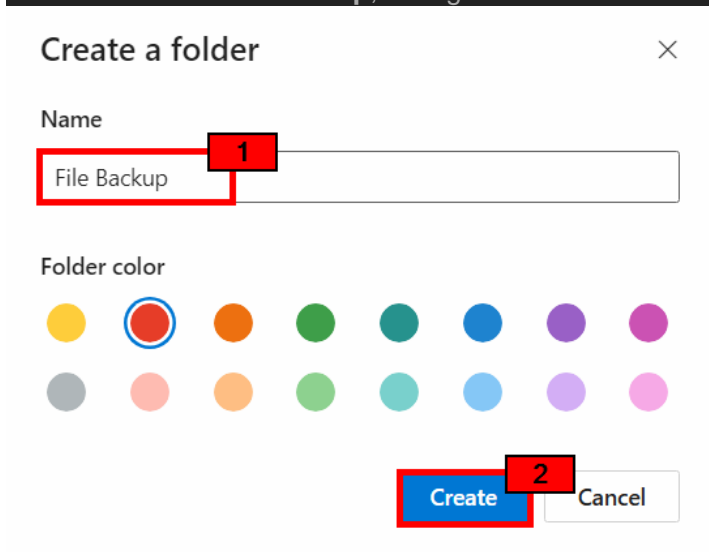


Within *My Files*, select **+Add New**, then select **Folder**.



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.

My files

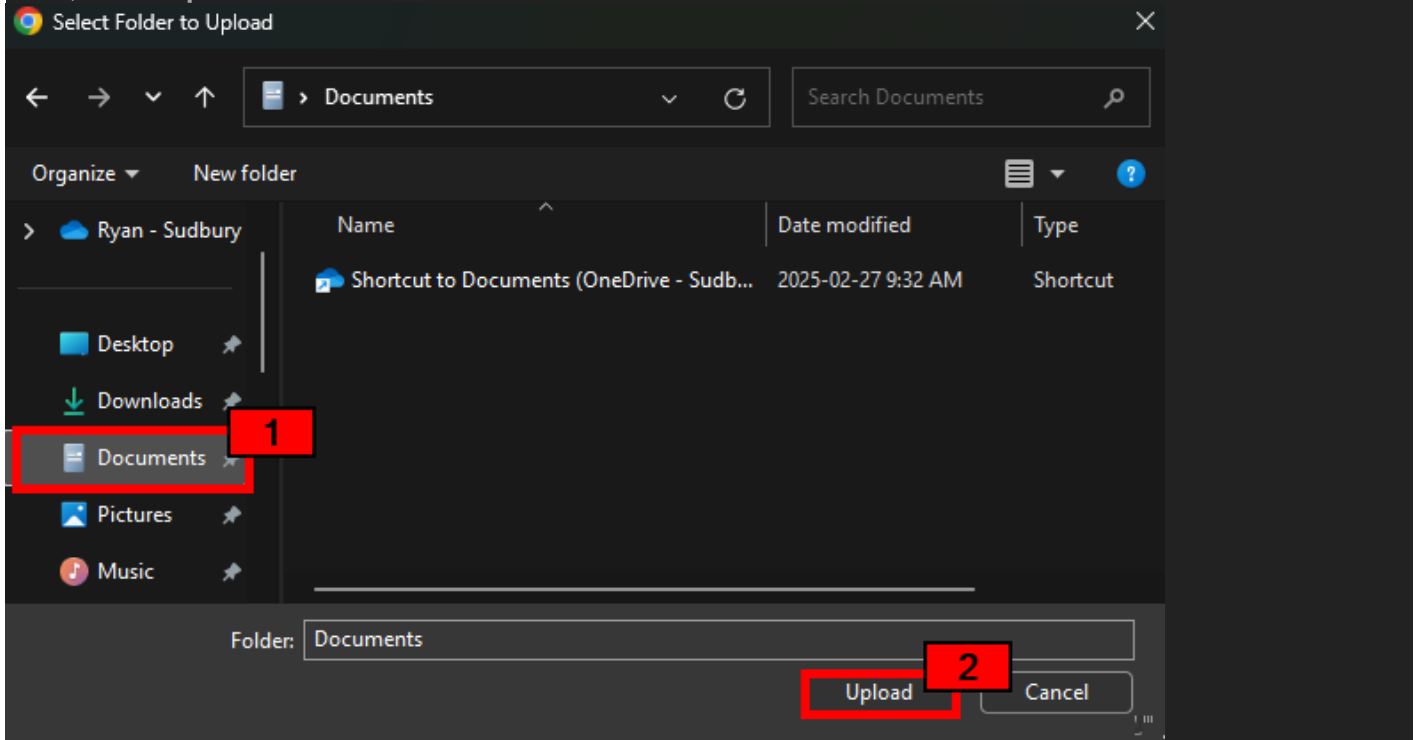
Name	Modified	Modified By	File size	Sharing
Apps	August 29, 2024	Ryan Richer	0 items	Private
Attachments	March 28, 2023	Ryan Richer	11 items	Private
Desktop	November 7, 20...	Ryan Richer	4 items	Private
Documents	November 7, 20...	Ryan Richer	28 items	Private
File Backup	A few seconds a...	Ryan Richer	0 items	Private
Microsoft Teams Chat Files	December 5, 20...	Ryan Richer	44 items	Private

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

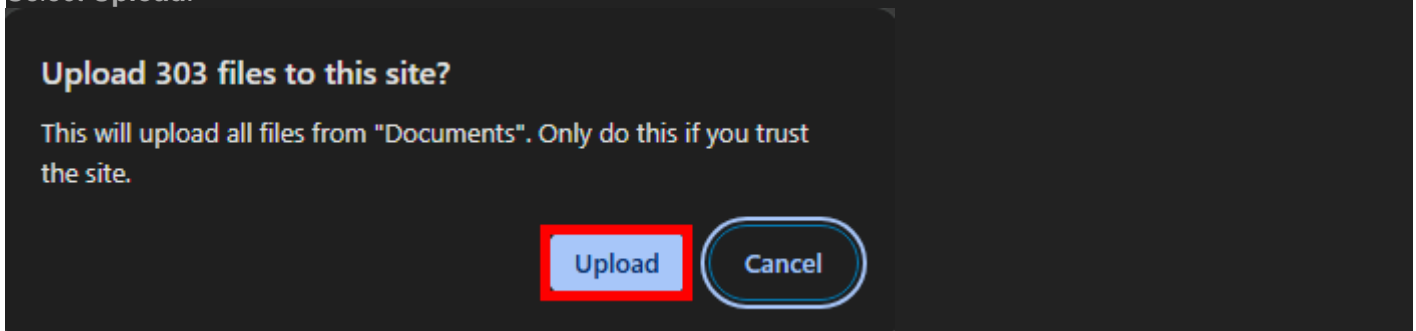
+ Add new 1

- Folder
- Files upload
- Folder upload** 2
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms survey
- Visio drawing
- Link

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](#).

My files > File Backup

 Name ▾	Modified ▾	Modified By ▾
 Desktop	A few seconds a...	Ryan Richer
 Documents	A few seconds a...	Ryan Richer
 Downloads	A few seconds a...	Ryan Richer
 Pictures	A few seconds a...	Ryan Richer

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

Revision #2

Created 28 May 2026 15:34:08 by Admin

Updated 28 May 2026 15:40:04 by Admin