

How do I backup the files on my computer?

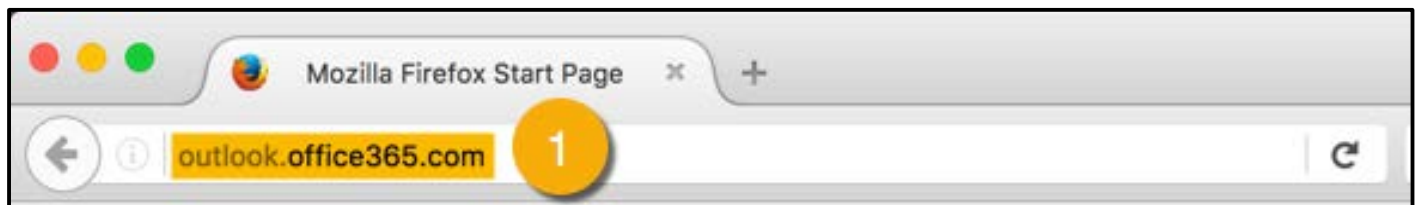
OneDrive: Web Upload

Students / Faculty / Staff

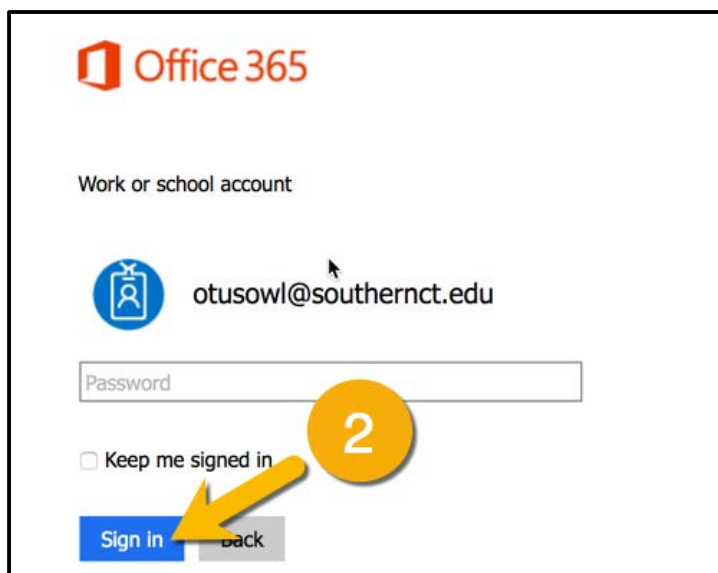
This tutorial will guide you through uploading files from your computer directly to the SCSU OneDrive for Business website. This method is quick and easy to use on your own computer and extremely handy when you are on a computer that is not your own (library, computer lab, classroom, etc.).

We recommend uploading a few files at a time to make sure everything transfers properly.

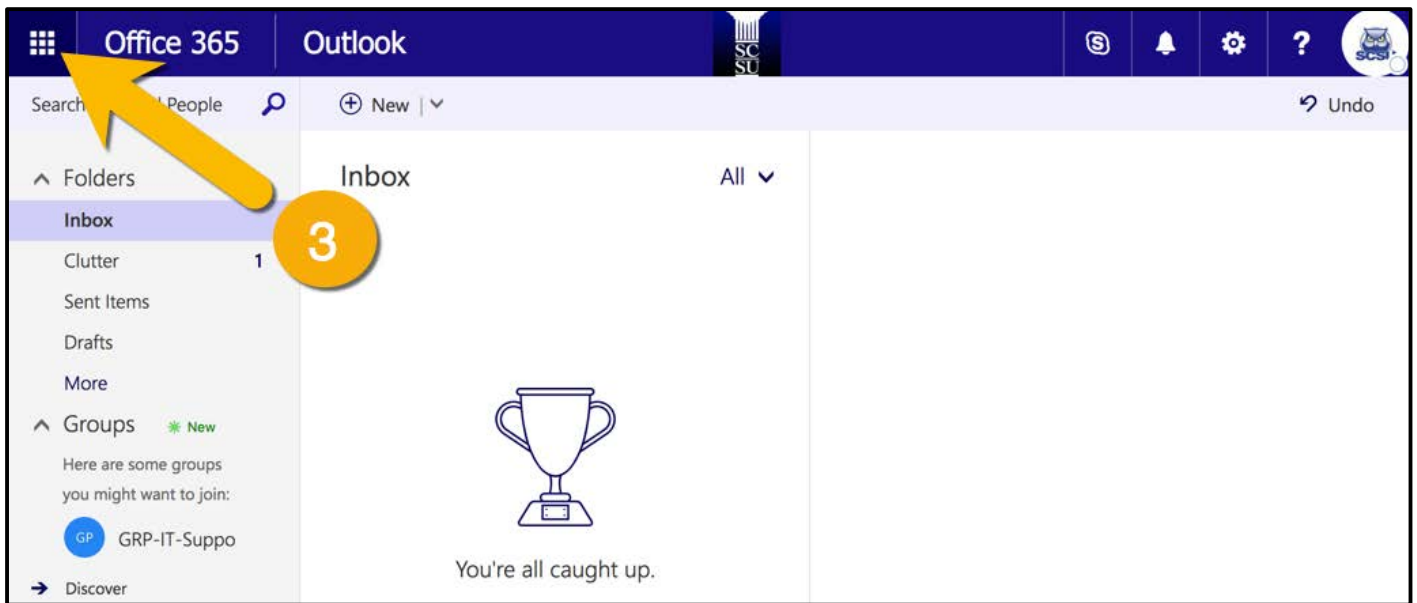
1. OneDrive for Business is part of your Office365 online suite of applications. To find it, type <http://outlook.office365.com/> in the address bar of your web browser.



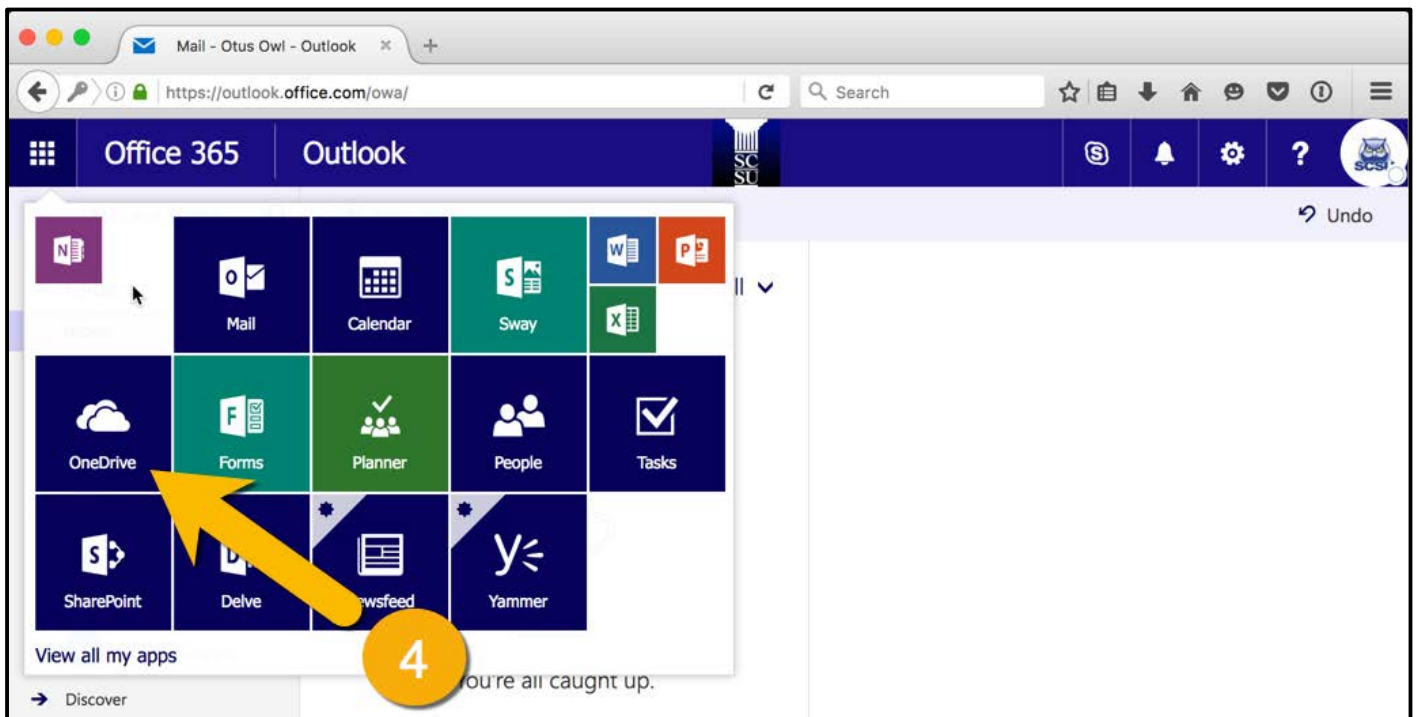
2. Sign in to Office365 with your SCSU email address and password.



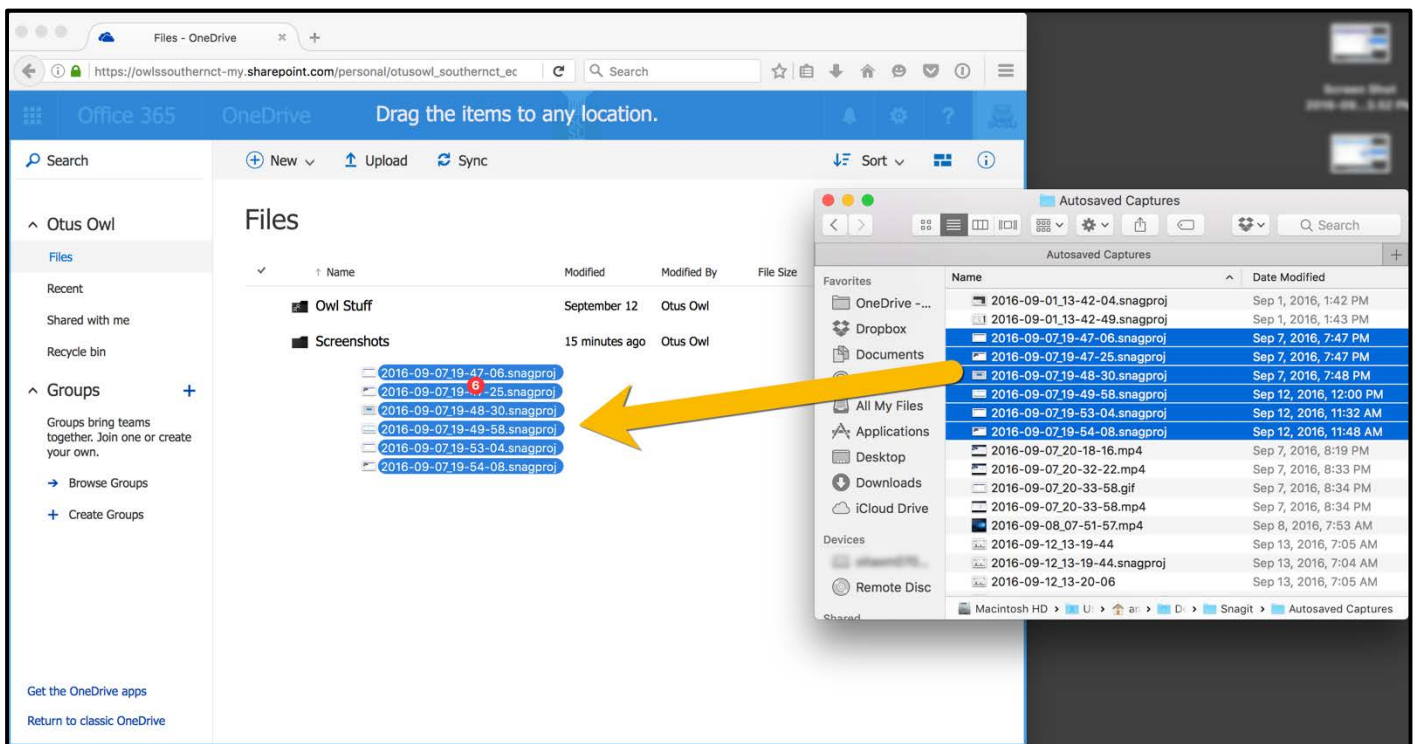
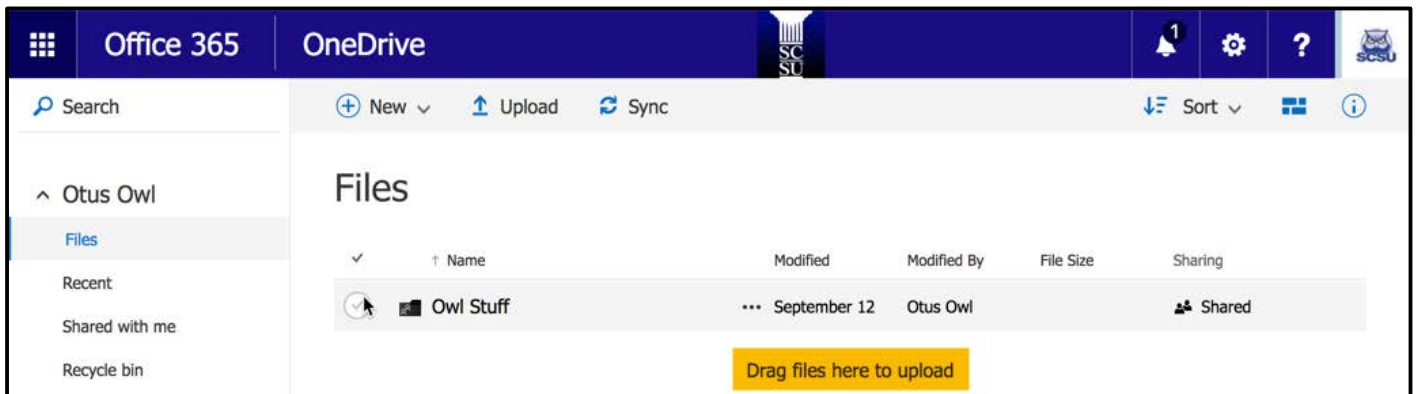
3. Click the Office365 menu icon to see a dropdown of available applications.



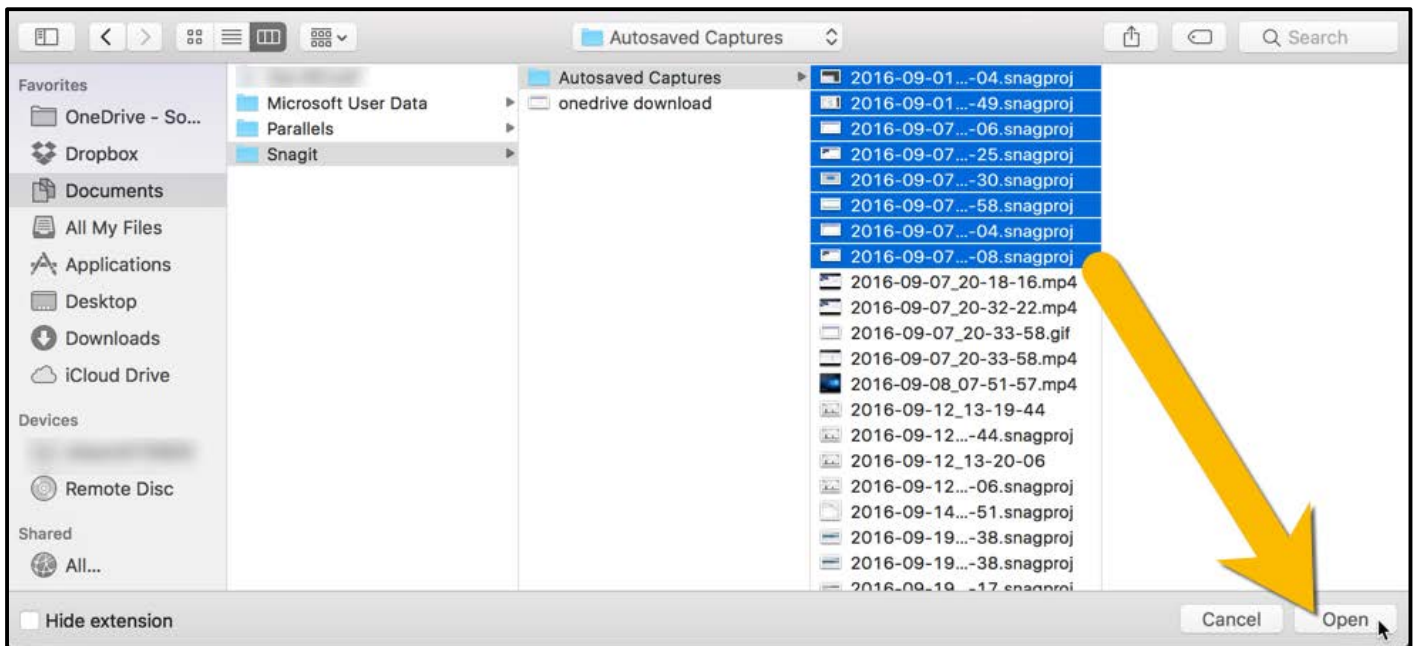
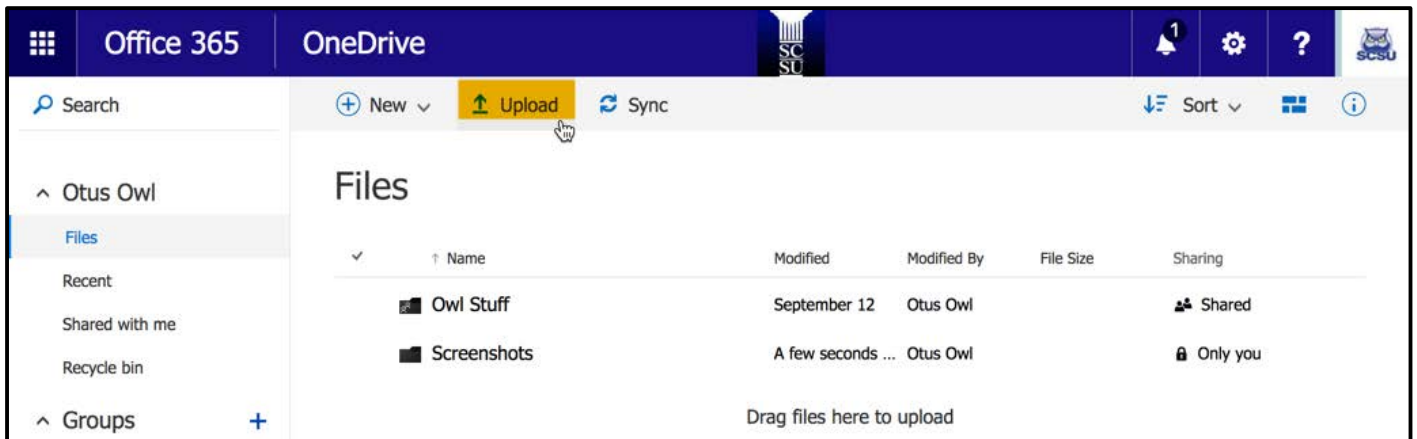
4. Click on the OneDrive link.



5. Now that you are on the OneDrive page, you have a few different ways to upload files from your computer. One option is to drag and drop files from your computer directly onto the page to be uploaded automatically.



6. Another option is to click “Upload” and select one or more files. Once you have made a selection, click “Open”.



7. **Important: Make sure you leave this website open while your files upload to OneDrive.** *If you create another browser window and leave this one open in the background, it will continue let the files upload.*

Once the upload has finished, the dual arrows will stop spinning on the page and a message **“Uploaded (number) items to (folder)”** will appear.

