

Ensure that your work is backed up to OneDrive ^[1]

May 28, 2024 by [ES and UIS Communications](#) ^[2]

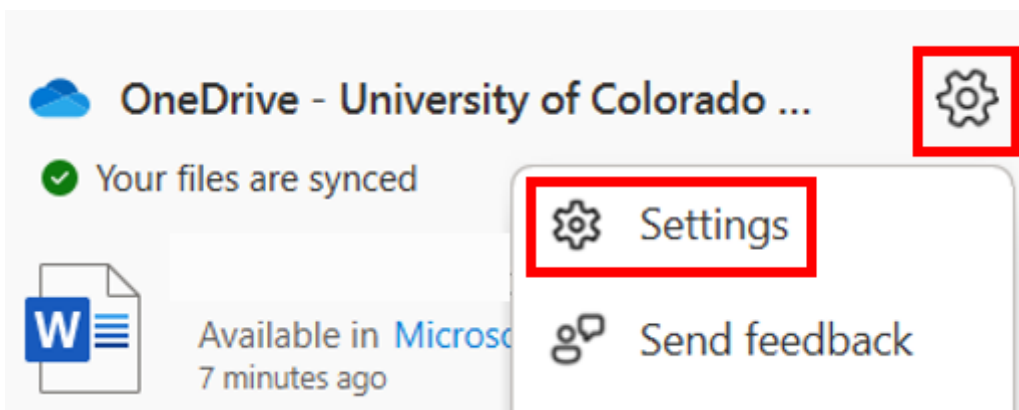
Regularly backing up your files and documents to OneDrive ensures your work is saved in the event of data loss or hardware failure.

Backing up files to OneDrive (Windows)


1. On the bottom right of the Windows taskbar, select the **OneDrive icon**.





2. Select the **Settings** option from the dropdown menu.




3. Select **Manage backup**.

 Sync and backup

 Account


 Notifications

 About

Storage

3.5 GB used of 5 TB (0%)

Manage storage

 [Get the OneDrive mobile app](#)

Sync and backup

Back up important PC folders to OneDrive

Back up your Desktop, Documents, and Pictures folders to OneDrive, so they're protected and available on other devices.

[Learn more](#)


Preferences

Start OneDrive when I sign in to Windows

Pause syncing when this device is in battery saver mode

Pause syncing when this device is on a metered network

[Advanced settings](#)




 [Get help](#)


4. Desktop, Documents, and Pictures folders will all be chosen to back up by default. Click on any one of these to stop it from backing up to OneDrive. Once you have selected the folders you would like, click **Start backup** or **save changes** at the bottom right.

Back up folders on this PC

Files will be backed up, protected, and available anywhere in OneDrive - University of Colorado - System, even if you lose this device.

[Learn more about folder backup](#)

	Documents	815 MB	Backed up	<input checked="" type="checkbox"/>
	Pictures	148 MB	Backed up	<input checked="" type="checkbox"/>
	Desktop	1.8 GB	Backed up	<input checked="" type="checkbox"/>

 3.5 GB used of 5 TB

Close

Save changes

Backing up on a Mac

For CU system staff using a Mac, the UIS Service Desk has an updated guide: [Syncing Files and Folders on a Mac to OneDrive](#) [3].

[Windows](#) [4], [OneDrive](#) [5]

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