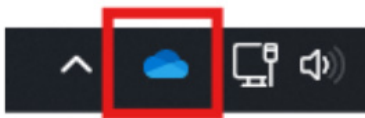


# How To: OneDrive Backup

This document will show how to turn on OneDrive Backup for the Desktop, Documents, and Pictures folder on Windows 11 Machines. Make sure to **check for existing files and backups before changing any backup settings**. If you need assistance at any point, please enter a ticket or email us at [BAMShelp@vt.edu](mailto:BAMShelp@vt.edu).

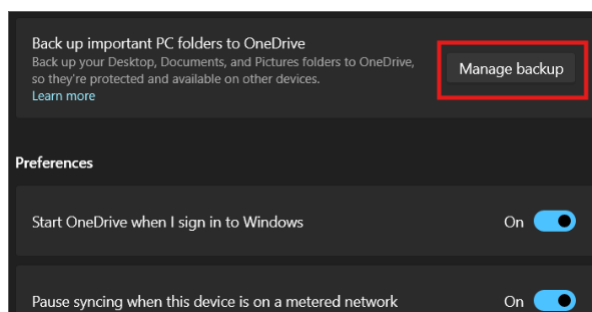
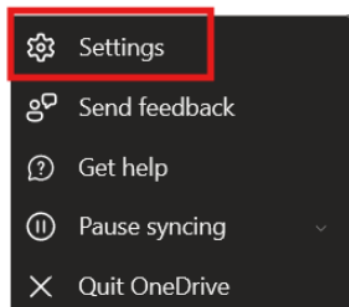
## Checking OneDrive Backup Status

1. Look at the bottom right task bar of your computer for a blue **cloud icon**. If you don't see it, click the up arrow “^” and verify it's not there.

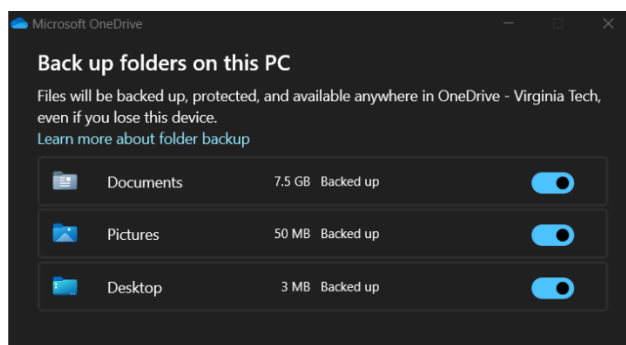


If the cloud is grey, skip to “[Check for Existing Files](#)” otherwise proceed to step 2

2. Right click the cloud icon and select **settings** then click **Manage backup**

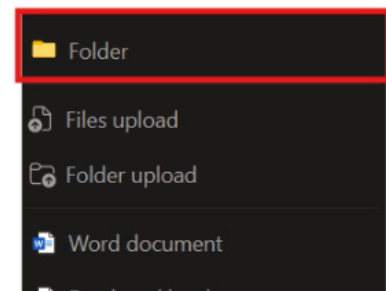
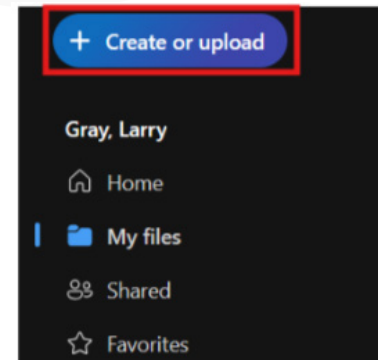


3. If Documents, Pictures, and Desktop are all toggled on like the picture below, Backup is on and running. Nothing needs to be done on your part. If not, continue to “[Check for Existing Files](#)”



## Check for Existing Files

1. Open your internet browser and navigate to <https://m365.cloud.microsoft/onedrive/>
2. Sign in with your Virginia Tech email and PID Passphrase
3. Click “**My Files**” on the list to the left
4. If you have any of the folders named Documents, Desktop, or Pictures, **and your backup status was off**, you need to create a new folder for these files
5. Click “**Create or upload**” at the top of the screen, select “**Folder**” and name it “*File Backup*”
6. Once that folder is created, move the Documents, Desktop and/or Pictures folders from “My Files” to the new “File Backup” folder

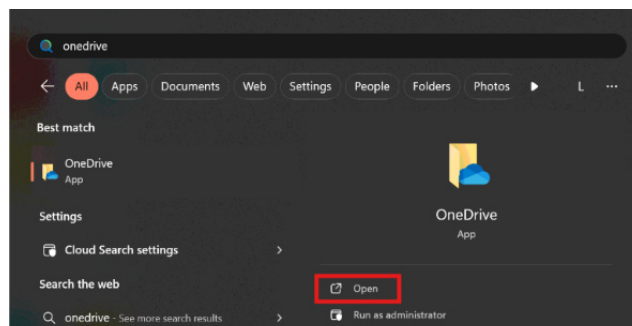
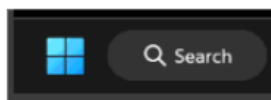


This is to ensure old files saved in OneDrive before turning on the backup won't automatically appear in the Desktop, Documents, and Pictures folders on your computer. They can be moved there after the backup is finished.

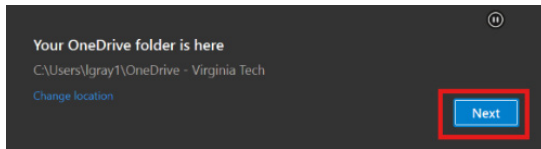
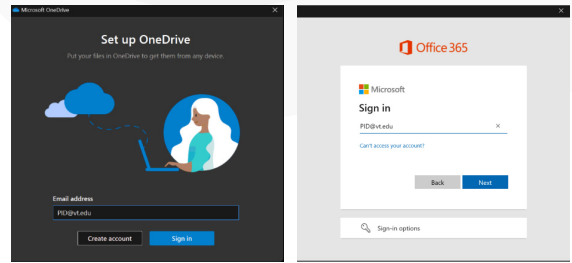
## Enable OneDrive Backup: Windows Machine

*(Note: The sync will take time depending on the number of files. Icons will temporarily disappear from the desktop and will come back momentarily)*

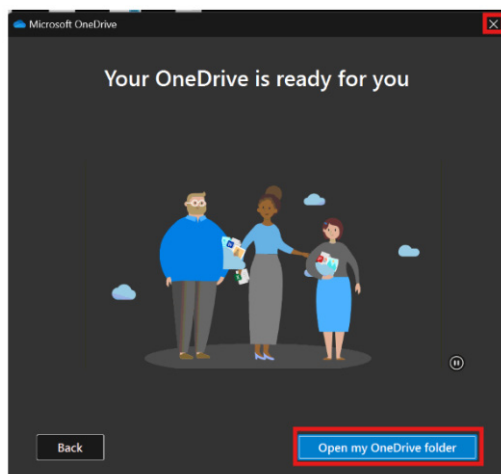
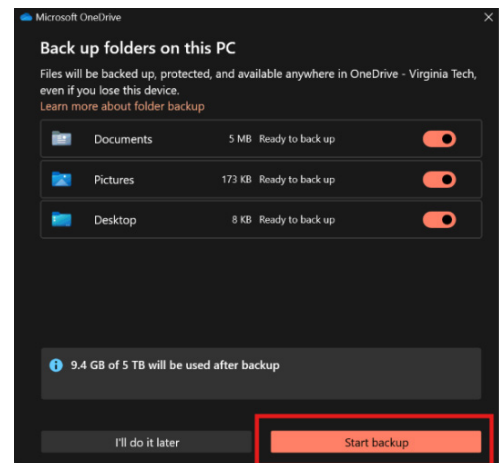
1. Click on **search** in your task bar at the bottom of your screen and search for “OneDrive.” Select to open.



1. Sign in with your Virginia Tech email
2. In the Virginia Tech Microsoft window, sign in again with Virginia Tech email and passphrase.
3. Confirm your DUO Notification and click **“Next”**



4. Once the next screen loads make sure “Desktop, Documents, and Pictures” are **toggled on** then click **“Start backup”**
5. On the Get to know your OneDrive screen, click **“Next”**
6. On the Share files and folders screen, click **“Next”**
7. On the All your files, ready and on-demand screen, click **“Next”**
8. On the Get the mobile app screen, click **“Later”**
9. Then click **“Open OneDrive Folder”** or the **“X”** in the top right corner



The Sync process will take some time. You can continue to operate normally as it runs in the background.