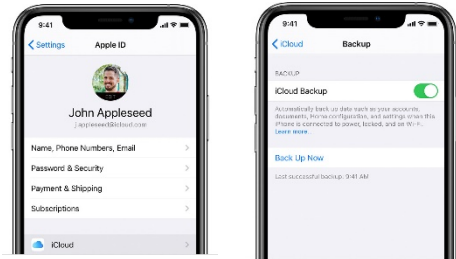# HOW TO BACKUP YOUR IPAD TO ICLOUD OR ONEDRIVE

BACK UP TO ICLOUD

1. [Connect your device to a Wi-Fi network](#).
2. Go to Settings > [your name] and tap iCloud.
3. Tap iCloud Backup.
4. Tap Back Up Now. Stay connected to your Wi-Fi network until the process completes.

You can check the progress and confirm the backup completed. Go to Settings > [your name] > iCloud > iCloud Backup. Under Back Up and you will see the date and time of your last backup.
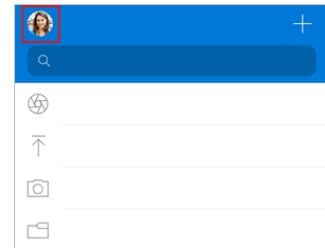
Automatically Back Up with iCloud Backup

To let iCloud automatically back up your device each day, here's what you need to do:
- Make sure that iCloud Backup is turned on in Settings > [your name] > iCloud > iCloud Backup.
- Connect your device to a power source.
- Connect your device to [a Wi-Fi network](#).
- Check that you have [enough available space in iCloud](#) for the backup. Each student, when logged into their Apple ID with their student email address and password is provided 25GB of storage space.

BACK UP TO ONEDRIVE

1. Install OneDrive from the App Portal. In the OneDrive app, tap your account image, then Tap **Settings** ⚙ then **Camera Upload**
2. Turn on **Camera Upload** to automatically upload photos and videos to OneDrive.
3. To make sure videos automatically upload, turn on **Include Videos**.

If camera upload Is Not working

If automatic camera upload isn't working, or only some pictures are uploaded, follow these steps:

1. Apple recommend that customers leave the OneDrive app running in the background. Automatic uploading cannot work if the app has been Force Closed (double-tap Home and swipe up and away).
2. If you're not connected to Wi-Fi, check your connection.
3. If your camera upload is taking too long to set up or look for photos, without giving any error message, it could be because you have too many photos in your camera roll.
4. OneDrive cannot upload photos optimized for iCloud. To disable optimization, tap **Settings** > **iCloud** > **Photos** and uncheck **Optimize Storage**.