

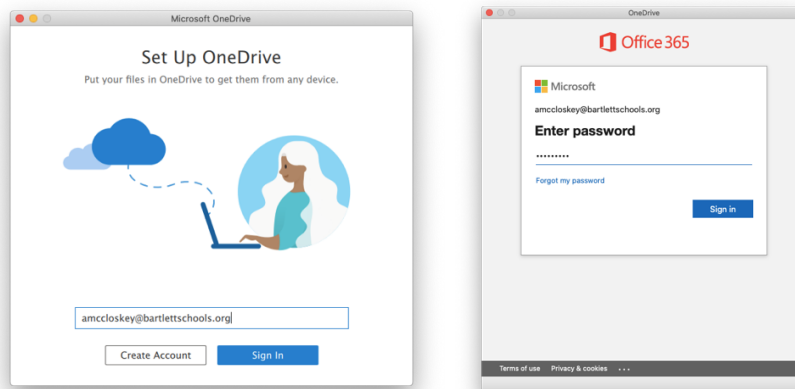
Backing Up to OneDrive App

1 TB of cloud storage is available with your Microsoft account. Saving your files in the cloud means they will be available on any device that is logged into OneDrive. Files saved in the cloud will be safe in the event of any technology catastrophes that you might encounter.

1. Open the **OneDrive app** from the **Applications folder** or **Launchpad**.



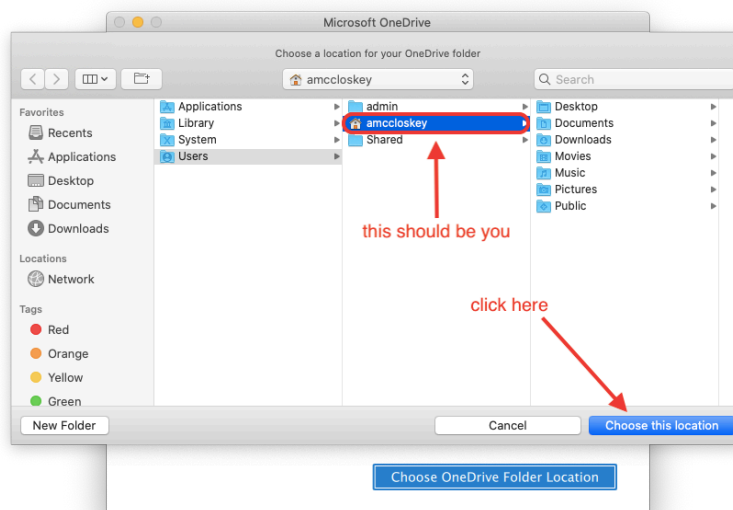
2. Log into OneDrive with your **BCS email and password**.



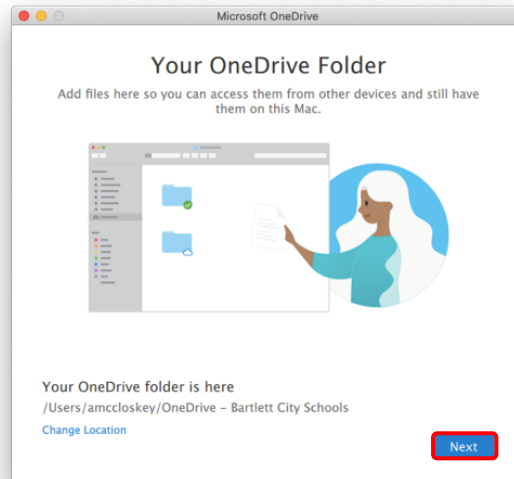
3. Select **Choose OneDrive Folder Location**.

Choose OneDrive Folder Location

4. Verify that it's you and click **Choose this Location**.



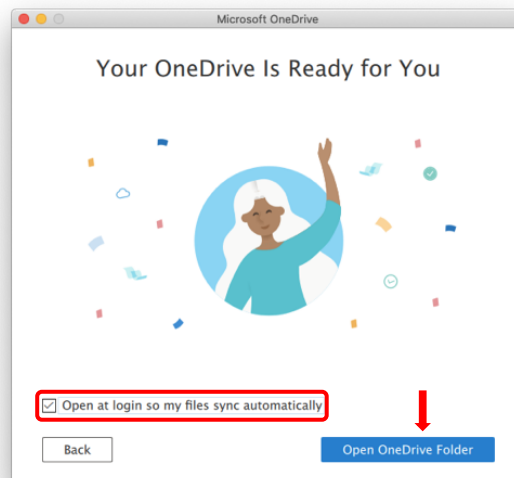
5. Click **Next**.



6. Select **Later**.

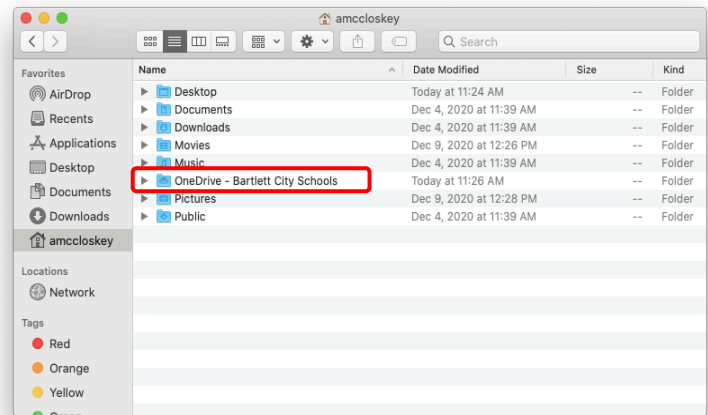


7. ☒ the box that says **Open at login so my files sync automatically** and select **Open OneDrive Folder**.

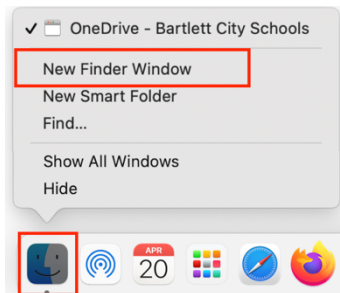


8. A Finder window similar to the one below should open. Double-Click on **OneDrive – Bartlett City Schools** to open the folder. (This is where you will upload all files.)

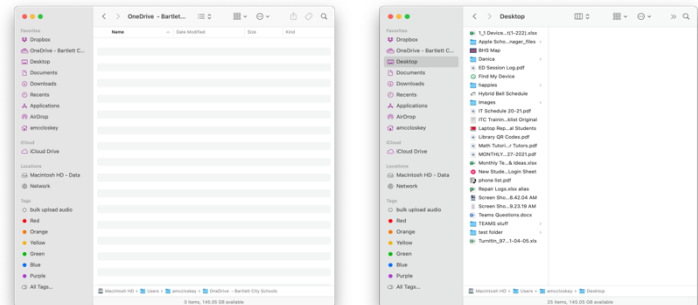
Helpful Tip: When creating new files or editing older ones, be sure to save them to the OneDrive folder. These files will be accessible on all devices that are signed into OneDrive AND are saved safely in the Cloud. (If you save changes to the Desktop or Documents folder, those changes are not be saved in OneDrive.)



9. Option + Click (or 2-finger click) on the Finder icon and open a **new Finder window**.

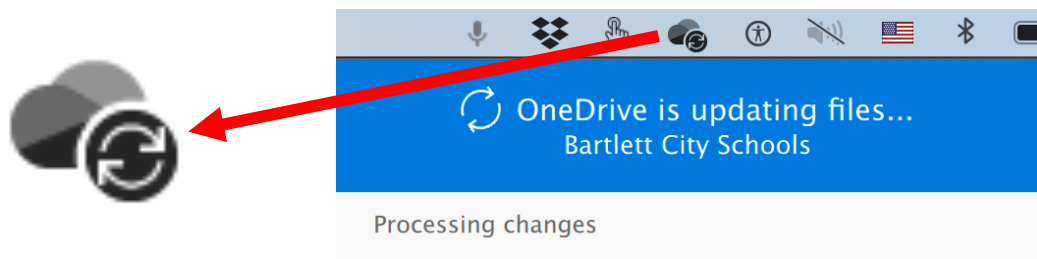


Helpful Tip: Resize & move the two Finder windows so they are side by side.



10. In the new Finder window, **select the files and/or folders** that you want to save to OneDrive. Hold the Shift key to select multiple files at one time or use Control + A to select all the folders and/or files at one time. Once selected, drag the files into the OneDrive Finder window.

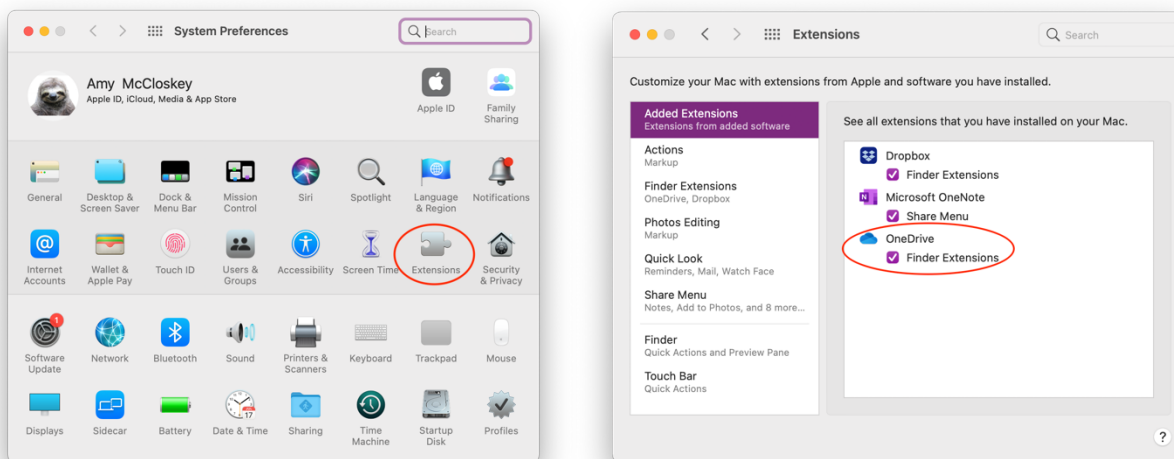
*Depending on the amount and size of the files being moved, the upload might take some time. You can track the upload progress, by **clicking on the OneDrive icon** in the top Menu bar.*



Optional but highly recommended: Turn on OneDrive File Extensions

You will want to verify that all your files uploaded successfully to OneDrive. File extensions will allow you to quickly see what files are uploaded and what files did not upload correctly. Typically files that don't upload correctly will just need to be renamed before saving.

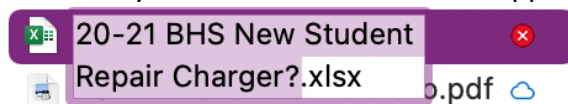
11. Open **System Preferences** then **Extensions**



12. Each file and folder in your OneDrive will now have green, blue, or red icons to the right of them.

	20-21 BHS Ne...Charger?.xlsx		File has sync error.
	20-21 Frontlin...n Portfolio.pdf		File is saved in the Cloud & is not taking space on the hard drive.
	2020-2021 A...e Selection.pdf		File is safe in the Cloud and downloaded to your hard drive.
	2020-2021 B...Teachers.xlsx		File is safe in the cloud & hard drive, & shared with others.

13. Files with the red sync error icon are not saved to OneDrive and will need to be renamed in order to sync. Most common errors are special characters (# % * : < > ? /) in the file name or extra spaces before or after the name. To change the file name, highlight the file in Finder then hit the Return key. This allows you to edit the file name as appropriate.



14. Click off the name and you should see the sync error change. If it stays red, try renaming the file again as their might be another issue.