Cloud-based Software

Google Drive, One Drive, etc...

- Cloud Backup - Google Drive
- Cloud Backup - Microsoft OneDrive
- Migrating from Dropbox to Google Backup and Sync

Cloud Backup - Google Drive

WHY Google Drive/ OneDrive? Some of the BENEFITS include:

- Platform non-specific (Windows, Mac, Linux, Mobile, iOs, etc)
- Browser non-specific (Chrome*, Firefox,, Safari, Opera) *recommended
- Web-based allows for anytime, anywhere usage as long as internet-connected
- Automatically updates
- Automatically saves
- Allows COLLABORATION
- Provides cloud-based sharing for ANY file type (unlimited)

Installing and Backing up FILES on Google Drive: *Windows Computer*

1. Download and Install Google Drive: https://www.google.com/drive/download/

- After the download is complete, locate the downloaded file (usually in your Downloads folder) named something like "GoogleDriveSetup.exe" and double-click on it.
- A setup wizard will appear. Follow the prompts to install Google Drive on your computer.
- Once installed, locate the Google Drive icon on your desktop or in the Start menu and double-click on it to open.
- Sign in with your SJSU credentials.

2. Backing Up Your Computer Files:

- Click on the File Explorer icon in the taskbar (it looks like a folder).
- Navigate to the files and folders you want to back up in File Explorer.
- Click and hold on the file or folder you want to back up, then drag it over to the Google Drive folder in the left sidebar of the File Explorer window
- Release the mouse button to drop the file or folder into Google Drive.
- Wait for Sync -Google Drive will automatically start syncing the files and folders you've added. You'll see a status icon in the system tray showing the progress.
- Once synced, you can access your files from any device by logging in to your Google Drive account.

OPTIONAL BUT RECOMMENDED

3. Set Up Automatic Backup:

- Right-click on the Google Drive icon in the application panel and select "Preferences."

- In the Preferences window, navigate to the "Sync" tab and check the box next to "Sync My Drive to this computer."
- Adjust any other settings as desired and click "Apply" or "OK" to save the changes.

Installing and Backing up FILES on Google Drive: Mac OS X

1. Download and Install Google Drive: https://www.google.com/drive/download/

- After the download is complete, locate the downloaded file (usually in your Downloads folder) named something like "InstallGoogleDrive.dmg" and double-click on it.
- A new window will open with the Google Drive icon. Drag the icon into the Applications folder icon to install Google Drive.
- A setup wizard will appear. Follow the prompts to install Google Drive on your computer.
- Once installed, locate the Google Drive icon on your desktop or in the Start menu and double-click on it to open.
- Sign in with your SJSU credentials.

2. Backing Up Your Computer Files:

- Click on the Finder icon in the Dock (it looks like a blue and white face).
- Navigate to the files and folders you want to back up in Finder.
- Click and hold on the file or folder you want to back up, then drag it over to the Google Drive icon in the sidebar of the Finder window.
- Release the mouse button to drop the file or folder into Google Drive.
- Wait for Sync -Google Drive will automatically start syncing the files and folders you've added. You'll see a status icon in the system tray showing the progress.
- Once synced, you can access your files from any device by logging in to your Google Drive account.

OPTIONAL BUT RECOMMENDED

3. Set Up Automatic Backup

- Open Google Drive preferences by clicking on the Google Drive icon in the menu bar and selecting "Preferences."
- In the Preferences window, navigate to the "Settings" tab and check the box next to "Sync My Drive to this computer."
- Adjust any other settings as desired and close the Preferences window.

It’s highly recommended to periodically check your Google Drive to ensure all desired files are backed up and up to date.

That's it! You've successfully downloaded and installed Google Drive on your Windows/ Mac OS X computer and backed up your important files to the cloud.

Additionally, Google maintains an active support site: https://support.google.com/drive/

And then, there’s always YouTube!

Need more help? >>>> Submit a help ticket! We’re here to help you.

Cloud Backup - Microsoft OneDrive

Installing and Backing up FILES on Microsoft OneDrive: Windows Computer

If you are using a SJSU-provided computer OneDrive is pre-installed. You can find it in the Start Menu or by searching for it. Otherwise, follow the instructions below:

1. Download and Install OneDrive: https://drive.live.com/

- Sign in with SJSU credentials or hit the download tab. (Top center)
- After the download is complete, locate the downloaded file (usually in your Downloads folder) named something like "OneDrive.exe" and double-click on it.
- A setup wizard will appear. Follow the prompts to install OneDrive on your computer.
- Once installed, locate the OneDrive icon on your desktop or in the Start menu and double-click on it to open.
- Sign in with your SJSU credentials.

2. Backing Up Your Computer Files:

- Automatic Backup- Once logged in, OneDrive will ask you which folders you want to sync to your computer. Select the ones you want to back up and sync across devices, ie., Documents, Pictures, Desktop, etc.
- Manual Backup- Simply move or copy files you want to back up into the OneDrive folder on your computer. These files will sync to the cloud automatically.
- The synching process will start immediately. You will see a status check icon in the system tray showing the progress.
- Once synced, you can access your files from any device by logging in to your SJSU Microsoft OneDrive account.

Installing and Backing up FILES on Microsoft OneDrive: MAC OS X

1. Download and Install OneDrive: https://drive.live.com/ or Download From the Mac App Store.

- Sign in with SJSU credentials or hit the download tab. (Top center)

- After the download is complete, locate the downloaded file (usually in your Downloads folder) named something like "OneDrive.dmg" and double-click on it.
- A setup wizard will appear. Follow the prompts to install OneDrive on your computer.
- Once installed, locate the OneDrive icon on your Application Folder and double-click on it to open.
- Sign in with your SJSU credentials.

2. Backing Up Your Computer Files:

- Automatic Backup- Once logged in, OneDrive will ask you which folders you want to sync to your computer. Select the ones you want to back up and sync across devices, ie., Documents, Pictures, Desktop, etc.
- Manual Backup- Simply move or copy files you want to backup into the OneDrive folder on your computer. These files will sync to the cloud automatically.
- The synching process will start immediately. You will see a status check icon in the system tray showing the progress.
- Once synced, you can access your files from any device by logging in to your SJSU Microsoft OneDrive account.

You have now installed OneDrive, set it up, and backed up your computer files to the cloud.

Need more help? >>>> Submit a help ticket! We’re here to help you.

Migrating from Dropbox to Google Backup and Sync

1. Create a folder on Google Drive (web interface) which you would like to have synced with your Dropbox files.
2. Download and Install Google Backup and Sync
3. Click on the Google Backup and Sync tray icon or quick launch icon (looks like a cloud with an up arrow)
4. A setup window will pop up
5. Sign in to your MLML Google Account
6. In the “My Laptop” section (May say “My Desktop” if you have a Desktop or “My Macbook”, etc.), uncheck all boxes.
7. In the Google Drive section, check the folder in your Google Drive you created earlier for your Dropbox files. It will also sync everything not in a folder (In your Google Drive base folder).
    1. If you would like to sync your entire Google Drive, check "Sync My Drive to this computer" at the top.
8. Move your Dropbox files into the folder with the name that you created earlier, within the Google Drive folder on your computer.
9. Finish up and let your files sync (this will take awhile)
10. You can access these settings later by clicking on the Google Backup And Sync icon, clicking the three vertical dots icon, and clicking preferences