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.

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