

OneDrive: Saving Your Files

Saving files to OneDrive will keep your files safe and easily accessible. Storing documents on your home screen puts your files at risk of deletion, should Technology need to reimage your desktop or laptop computer or your equipment breaks.

To protect yourself and your data, please save your files to OneDrive, which you can access remotely whenever and wherever.

Here's how...

1. Go to the portal version of Office 365 or click this web address: <https://portal.office.com>
2. Once you've logged in to your school/work account, you will see the menu tiles. **Click on the OneDrive tile.**
3. From menu ribbon bar on the top, select New>Folder to create a new folder to back up your data.
4. Open the new folder you just created by double-clicking on it
5. Now, go back to your desktop/laptop home screen where you've been saving your documents.
 - a. Hold down the left-click button of your mouse or mousepad to grab a document and drag it to the OneDrive folder.
 - b. If you want to copy multiple files, hold down the **Ctrl** key while left-clicking the items you wish to move.
 - c. Once you've highlighted all the documents you wish to move, simply drag to the OneDrive folder and drop.
6. There are other methods you can use to back up your files, such as using a USB/flash drive or external hard drive.
 - a. Technology does not provide USB/flash drives or external hard drives. You will need to provide your own or check with your respective department.
 - b. **PLEASE NOTE:** If you lose the flash drive or external hard drive and have not backed up your files elsewhere, WISD Technology staff cannot assist in the recovery of your files. We **strongly** urge you to use OneDrive to save your files.
7. If you need any help saving your files to OneDrive, please let Technology know! We are more than happy to assist. Give us a call at x 1286 or put in a [Help Desk ticket](#).