

Download OneDrive

Windows 10	Windows 8/8.1	Windows 7
If your computer uses Windows 10, OneDrive is built in. If you need to re-install, click here to download.	Download the OneDrive desktop app for Windows 8.1.	Download the desktop app for Windows 7 and older.

Update OneDrive

Windows 10	Windows 8/8.1	Windows 7
If your computer uses Windows 10, OneDrive is built in. If you need to re-install, click here to download.	Download the OneDrive desktop app for Windows 8.1.	Download the desktop app for Windows 7 and older.

Backup for Windows

1. Select the Windows icon  in the bottom left of your screen.
2. Start typing OneDrive, and open it.

If you have already used OneDrive, skip to step 6.

3. Enter your work email address.
4. Select **Sign in**, and then select **Next**.
5. Go through the short tutorial, and then select **Open my OneDrive folder**. If you also use the personal version of OneDrive, you'll see it here.
6. In File Explorer, find Windows (C:) drive in the left hand pane.
7. Right click and select copy.
8. In File Explorer, find OneDrive.  Right click, and select paste. Your files will begin to copy over. *Note: If you receive any Folder Access Denied messages, click Skip to dismiss each one.*
9. Click on OneDrive. In the right hand pane, files or folders with blue circular arrows beside your files mean that they're syncing to the cloud. When syncing is complete, green check marks are displayed.

Further information, including an instructional video, can be found on [Microsoft's website](#)

For information on PC folder backup [click here](#).

Backup for Mac

When you install the Microsoft OneDrive sync app for Mac, a copy of your OneDrive is downloaded to your Mac and put in the OneDrive folder. This folder is automatically kept in sync with OneDrive. If you add, change, or delete a file or folder on the OneDrive website, the file or folder is added, changed, or deleted in your OneDrive folder and vice versa.

To upload files to OneDrive automatically, just copy or move the files to your OneDrive folder using the Finder. You can also save files in your OneDrive folder from an app. Files you upload this way can be up to 100GB in size if you're signed in to a Microsoft account, or 100GB if you're signed in to a work or school account. If you installed the OneDrive app on other computers, the files will automatically be added to the OneDrive folders on them, too.

You can also use the Finder to rename and delete files, create new folders, and move files around in your OneDrive folder. The changes will automatically be made in OneDrive and your other computers that have the sync app installed.

Further information on utilizing OneDrive to backup files on your Mac can be found on [Microsoft's website](#).