



## Backing Up Your Files to OneDrive

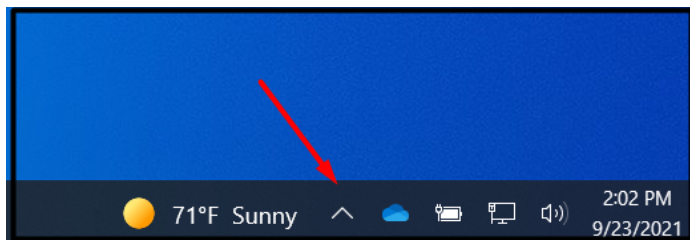
In preparation of receiving your new MCSD laptop, it is important to have a cloud backup of your current files before the day arrives to receive a new computer. Setting an automatic backup will ensure that you are ready to change computers at any time.

Note: Files from your computer should *not* be backed up to a network drive like an “S” drive.

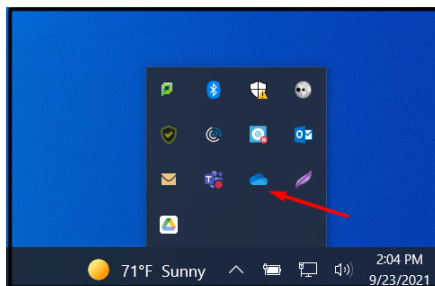
[1 minute video of the process below:](#)

To back up your files to Microsoft OneDrive use the following steps:

1. Open the system tray in the lower right corner.



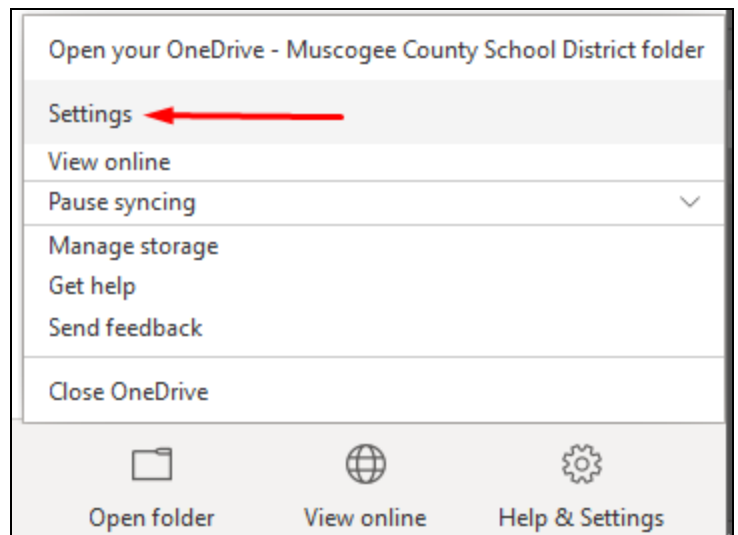
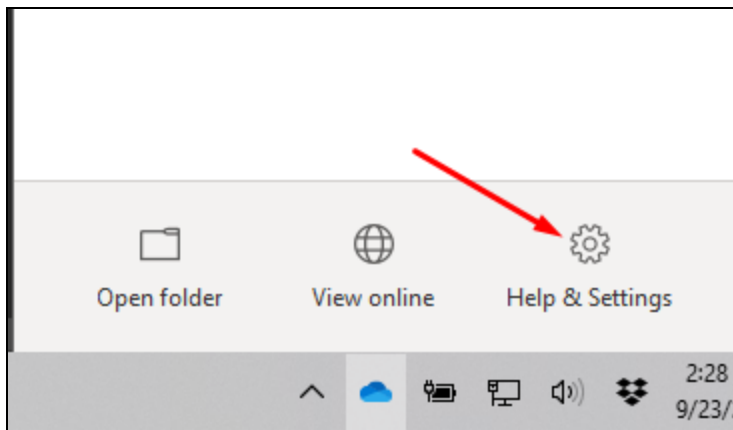
2. Click on the OneDrive symbol which looks like a cloud.



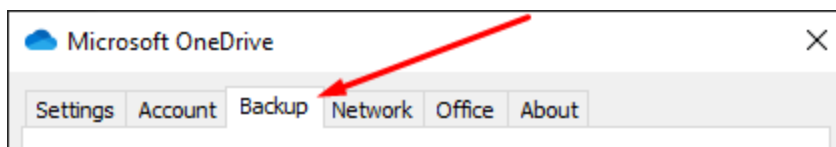
3. If you are not logged in it may ask you to sign in. Use your [e000000@muscogee.k12.ga.us](mailto:e000000@muscogee.k12.ga.us) address to sign-in.



4. Once signed in, go through any “next steps” until you see the app.
5. Click on Help & Settings, and find Settings on that screen and click on it.

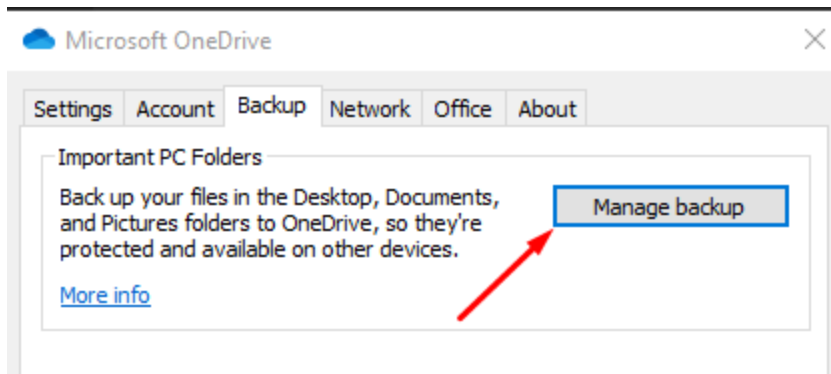


6. Click on the Backup tab.

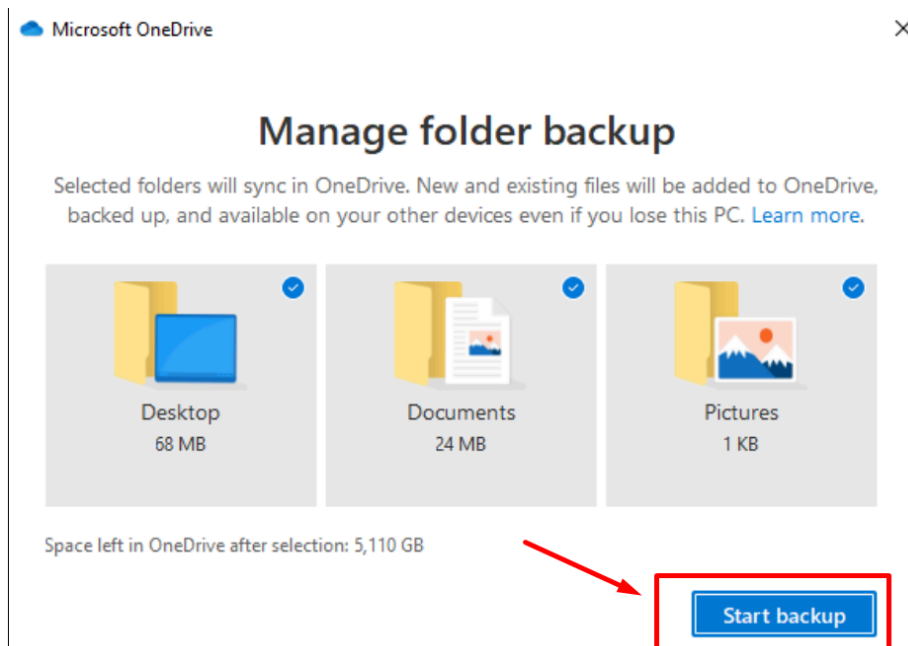




7. Click Manage Backup.



8. Click "Start backup" (if you see "Got it" instead of "Start backup", your files are already backed up).





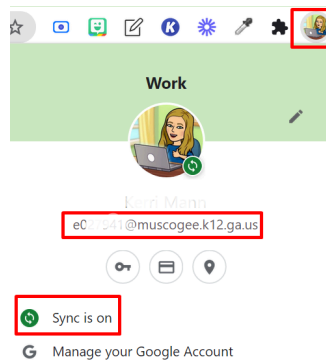
**Note:** Your **Desktop**, **Documents**, and **Pictures** folders are automatically included. You will have to copy any other folders you have items in. For example, the **Downloads** folder is not selected for backup. If you want to backup your Downloads folder or specific items inside of it, copy and paste to the Desktop or Documents folder.

## Transfer Google Chrome Bookmarks and Logins

To be sure that all of your saved bookmarks, logins, passwords, etc. are available on your new computer, you will need to be sure you are logged in to Chrome and the Sync is on:

1. Launch Chrome.
2. In the upper right corner, click on the circle that has an initial or image. Verify you are logged in to your MCSD account and that Sync is on.

Example:



For more information, including special Fonts back up, click [here](#).