

Data back-up : OneDrive

OneDrive is a service from Microsoft that provides both cloud storage and backup of data on PC's in a user-friendly and easy way.

All UGent accounts can access this application and are getting 3TB of cloud storage capacity!

In this procedure, we are going to explain step by step how to install OneDrive and how the OneDrive backup feature can be turned on.

Step 1: OneDrive Installation

(If you already have the OneDrive desktop app, you can skip step 1)

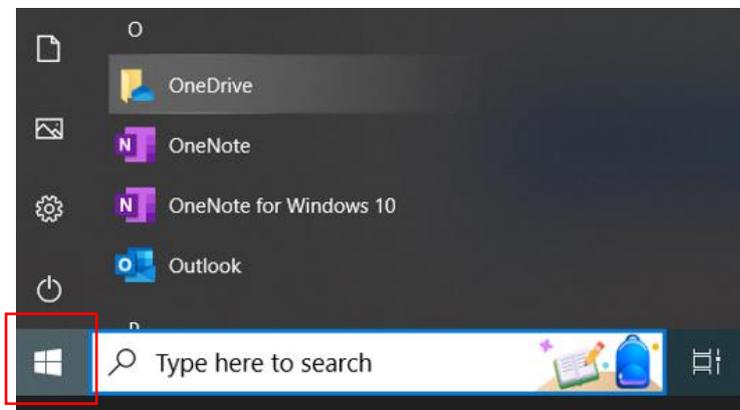
Make sure you have the OneDrive desktop app on your device:

If you see the OneDrive icon in your taskbar then the OneDrive desktop app is already running.



OR

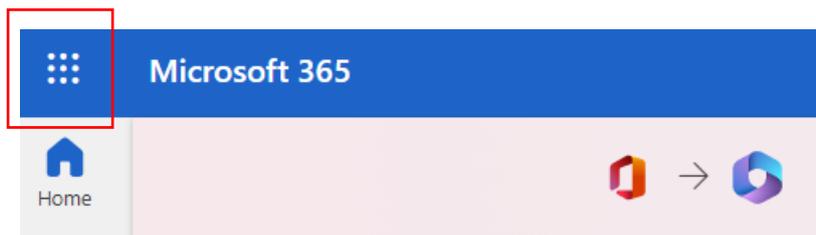
Go to the Windows button and check if the OneDrive app is available in the menu



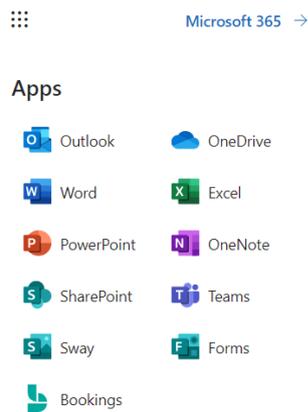
If you do **NOT** have the OneDrive desktop app on your PC:

Go to www.office.com and log in with your UGent username and password

Click on the "waffle"



Launch OneDrive from the Apps drop-down menu



Use the “Sync” option to download OneDrive’s desktop app



If you are getting this notification, please download the latest version of OneDrive

Getting ready to sync...

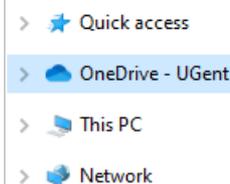
We're opening OneDrive on your computer...

Sign in with your [Microsoft account](#), if prompted.

If nothing happens, you may need to [get the latest version of OneDrive](#).

During the download and synchronization process OneDrive will:

- Create a OneDrive location in your File explorer

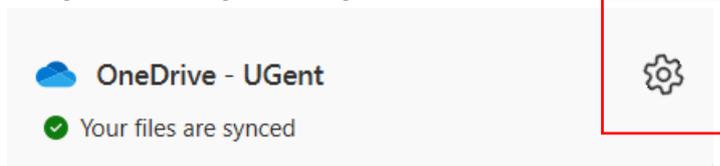


- Create a OneDrive icon in your taskbar where you can customize the settings

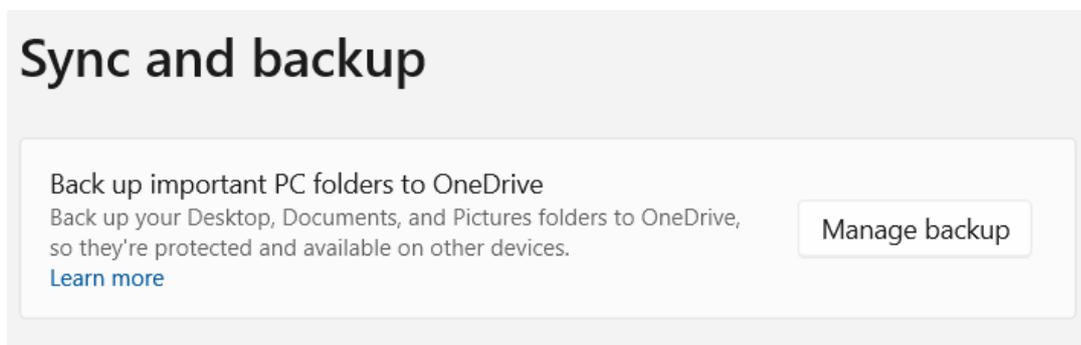
Step 2: Manage back-up

Navigate to your taskbar and click on the OneDrive icon

Navigate to settings via the gear icon



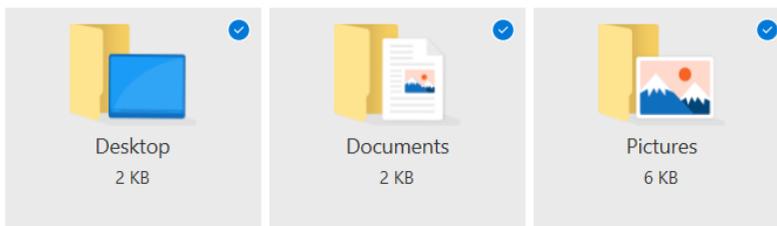
Click on Manage back-up



Select: Desktop, Documents, Pictures

Manage folder backup

These folders are syncing in OneDrive. New and existing files will be added to OneDrive, backed up, and available on your other devices, even if you lose this PC.



Space remaining after selection: 3.0 TB

Start backup

And click: Start back-up

Depending on the amount of data, the backup may take some time....

Only these locations are backed up: Desktop, Documents, Pictures

How do I know if all the data has been backed up?

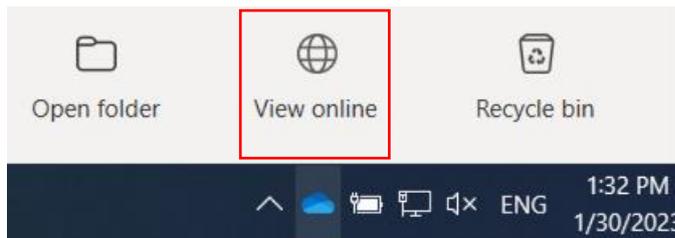
Check your OneDrive icon:

Status "Up to date": all data has been processed and backup is OK

Status "Processing": data processing is still in progress

Check manually:

Click on your OneDrive icon in the taskbar – Select: View Online



A browser window will open, All folders/Data you are seeing there = Cloud, so OK

Usefull info : <https://helpdesk.ugent.be/office365/onedrivefb.php>