

Backing up with OneDrive

To ensure that you have all your important documents available to you when your computer is updated to Windows 10 – and also utilise the 1000 Gigabytes of storage available through the Microsoft Cloud service – this guide will walk you through the process of backing up your documents using Microsoft OneDrive for Windows 7.

Organising your documents

To ensure you have all your documents available after the Windows 10 upgrade you will need to relocate any documents you have outside of your University Personal Storage.

The documents automatically stored for you will be in the following folders:

Desktop ♦ Start Menu ♦ Documents ♦ Pictures ♦ Music ♦ Videos
Favourites ♦ Contacts ♦ Downloads ♦ Links ♦ Searches ♦ Saved Games

Provided you have space in your Personal Storage!

If you have run out of space in your Personal Storage, the easiest way to resolve this is by uploading a portion of your files to OneDrive – thus resolving any Sync Centre storage space notifications (for example, “there is no space in the disk” type errors).

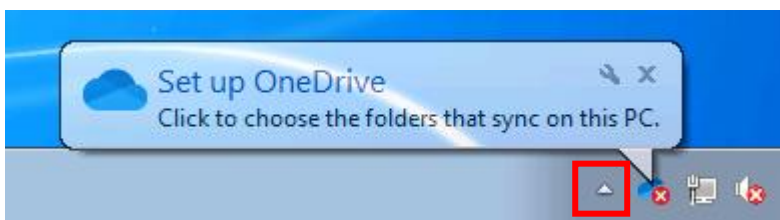
What is OneDrive

The OneDrive Cloud is a personal storage space for you stored securely in the Microsoft servers. You can store the file remotely and have on-demand access to it – just like storing it on your computer – without actually using the storage space of your hard drive.

Alternatively, you can store it on both the cloud and your computer if you want to keep a file for offline use or can spare the storage space. This is a good option for frequently accessed files to make sure they are accessible in every situation.

Getting started with OneDrive

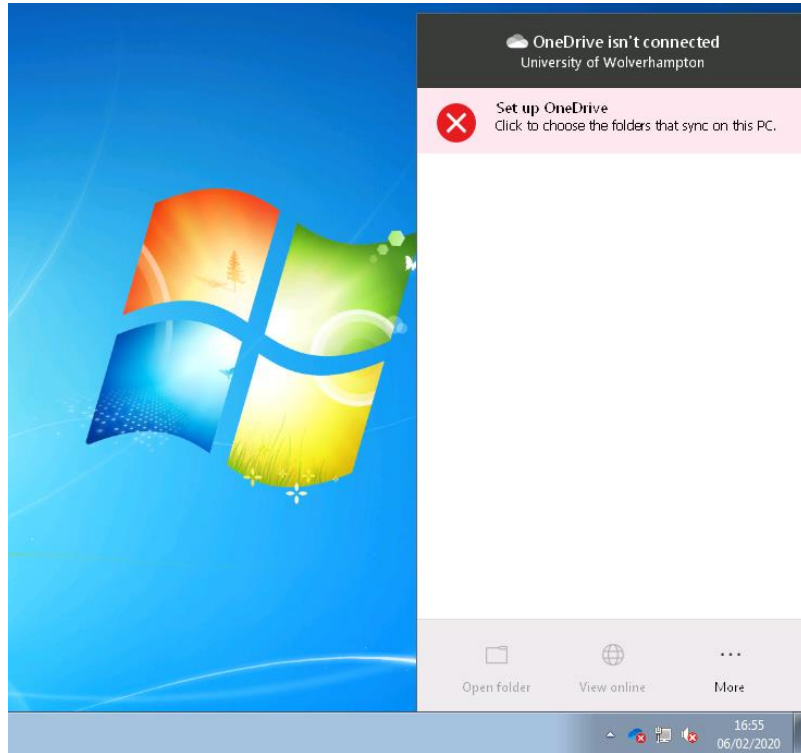
First of all you need to ensure that the OneDrive application is running properly. Look at your system tray and click on the blue cloud icon as shown below – you might need to click on the small triangle arrow to see it.



If the OneDrive icon doesn't show up in the tray, you will be able to find it and run it from the start button (bottom left corner and either select it from the list or search for it in the bar) - once it's finished setting up, the icon should be in the tray.

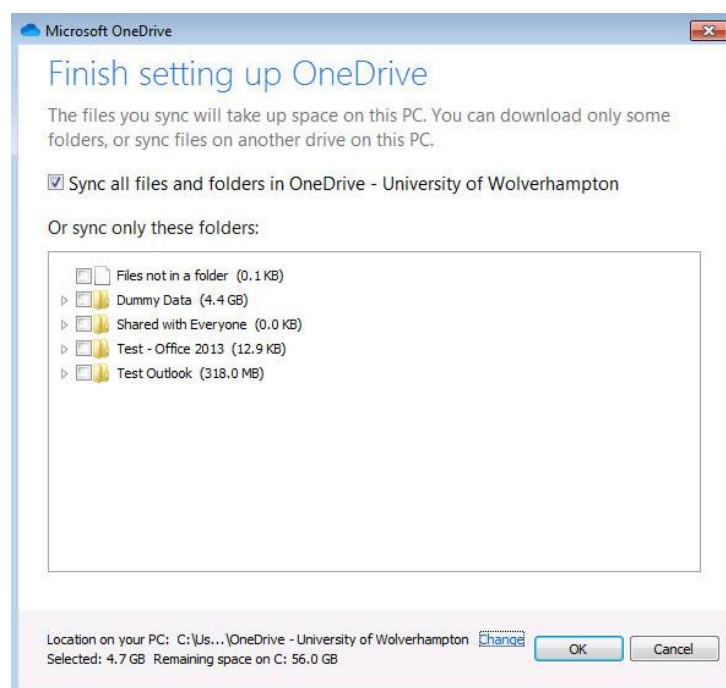
If you have used OneDrive before

A message similar to the one below might be displayed if you have used OneDrive in the past with this account. It might display that it isn't connected (as seen below) but the issue is that the syncing needs your input. To solve this, click on the message on the tray to continue.



Note: You can also open the OneDrive folder directly and navigate to the web version to see all files stored in your cloud, as you cannot see cloud-only files in the OneDrive folder in Windows 7.

Click on the message to resolve the error – you will be presented with an option to choose what to sync. Uncheck the boxes and click Ok.

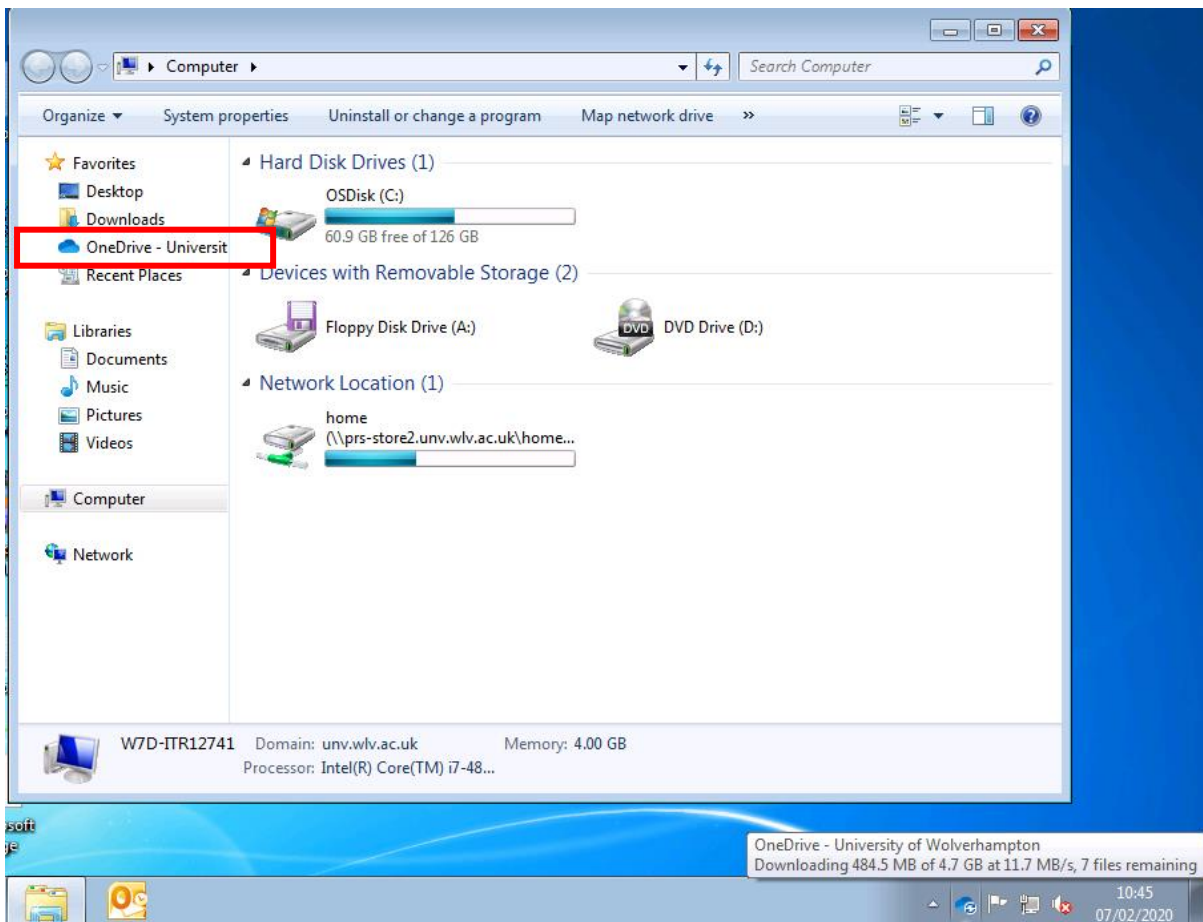


Using the OneDrive application to migrate your files

Since you need to clear space from our Personal Storage to resolve any syncing issues, you should move the documents you want to transfer over to the OneDrive folder.

Dragging and dropping the folder into the OneDrive folder through file explorer works as well, and is one of the most commonly used ways to move files from Personal storage to OneDrive.

You can find the OneDrive folder at your “favourites” section of your file explorer.



When we have finished copying the folders to the OneDrive folder we can check that the process has been completed by the following icons visible in file explorer:



Cloud Icon: This icon indicates that the document is available in the Cloud but is not present in the hard drive – **Not available on Windows 7** as OneDrive doesn't show the files stored **only** in the cloud. You can check the web version if you are unsure.



Processing Icon: This icon indicates that the document is currently in the process of uploading to the cloud – when the process finishes the icon is going to change into the ready icon.



Ready Icon: This icon indicates that the process of uploading to the cloud has completed successfully and now our files are both in the Microsoft cloud as well as our computer storage.

Done!

Once your files have finished syncing, you are ready to have your machine migrated to Windows 10. Once your machine is updated your documents will be available to use from the OneDrive folder which will be installed on your computer automatically, giving you easy access to them after your operating system upgrades.

If you have issues with your OneDrive application or you encounter any strange behaviour you can try to input your problem into the **OneDrive help centre** linked below:

<https://support.office.com/en-gb/onedrive>

Or call us on 2000 to speak with a member of the IT Service Desk team.