

Sign into OneDrive / Backup

Prior to the laptop deployment, we ask that all staff/ faculty sign into OneDrive on their VUU desktop. This will backup your data and make for an easier transition from the desktop to laptop. This is a major project, and this is one way to ensure that your data is transferred successfully. Follow these steps to sign into OneDrive.

You can access OneDrive by one of the following:

1. Click the Windows icon and type OneDrive
2. Open File explorer and click the OneDrive section
3. Or Open Teams and go to the Files or OneDrive section on the left hand side

Once you have opened OneDrive, do the following:

1. Sign into OneDrive with your VUU email address. Do Not sign in with your personal email address as this will not backup your data to the correct place.
2. Once you have signed in you should be prompted to with a screen asking what folders you would like to backup. Select all available folders and allow OneDrive to backup your files.
3. This will also save a copy of any new documents that you save in these folders to OneDrive.
4. Leave the desktop on until the backup is complete.

Setup Downloads folder for backup - The Downloads folder does not automatically backup so if you have a lot of files there that need to be saved follow these steps.

1. Search for "OneDrive" in the Windows search box to open it
2. Go to the OneDrive folder on your computer and create a new folder named "**Downloads**".
3. Right-click on the Downloads folder that you want to sync with OneDrive and select "**Properties**". Head to the "**Location**" tab and click "**Move**".
4. On the pop-up screen, double-click **OneDrive**, choose the newly created Downloads folder, and tap on "**Select Folder**".
5. Click "**Apply**" in the lower right corner and then tap "**Yes**" to add download folder to OneDrive backup.

Export bookmarks/favorites.

1. On your computer, open Chrome.
2. At the top right, select More  > **Bookmarks and lists** > **Bookmark Manager**.
3. At the top, select More  > **Export Bookmarks**.
4. If prompted browse to an area that is being backed up by OneDrive and save.

Import bookmarks

1. On your computer, open Chrome.
2. At the top right, select More  > **Bookmarks and lists** > **Bookmark Manager**.
3. At the top, select More  > **Import Bookmarks**.
4. When prompted, browse to the area that the file was saved in and select the file.