

Utilizing Microsoft 365 OneDrive to Sync HCC Desktop Folders

Microsoft Office 365 OneDrive and HCC Desktop Backup

i Users have the ability to sync the following folders on their HCC on campus computer: Desktop, Documents and Pictures to Microsoft's 365 OneDrive cloud.

However, with convenience of cloud storage comes the importance of security. **Please ensure you do not save any regulated or confidential data to OneDrive for security purposes.**

For data clarification please visit the college's website regarding [Safeguarding College Information Procedure - 61.13.01](#).

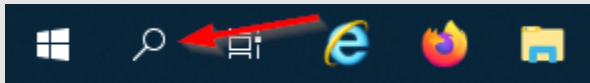
If you are interested in syncing your HCC desktop, please follow the steps below.

? Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

Step 1

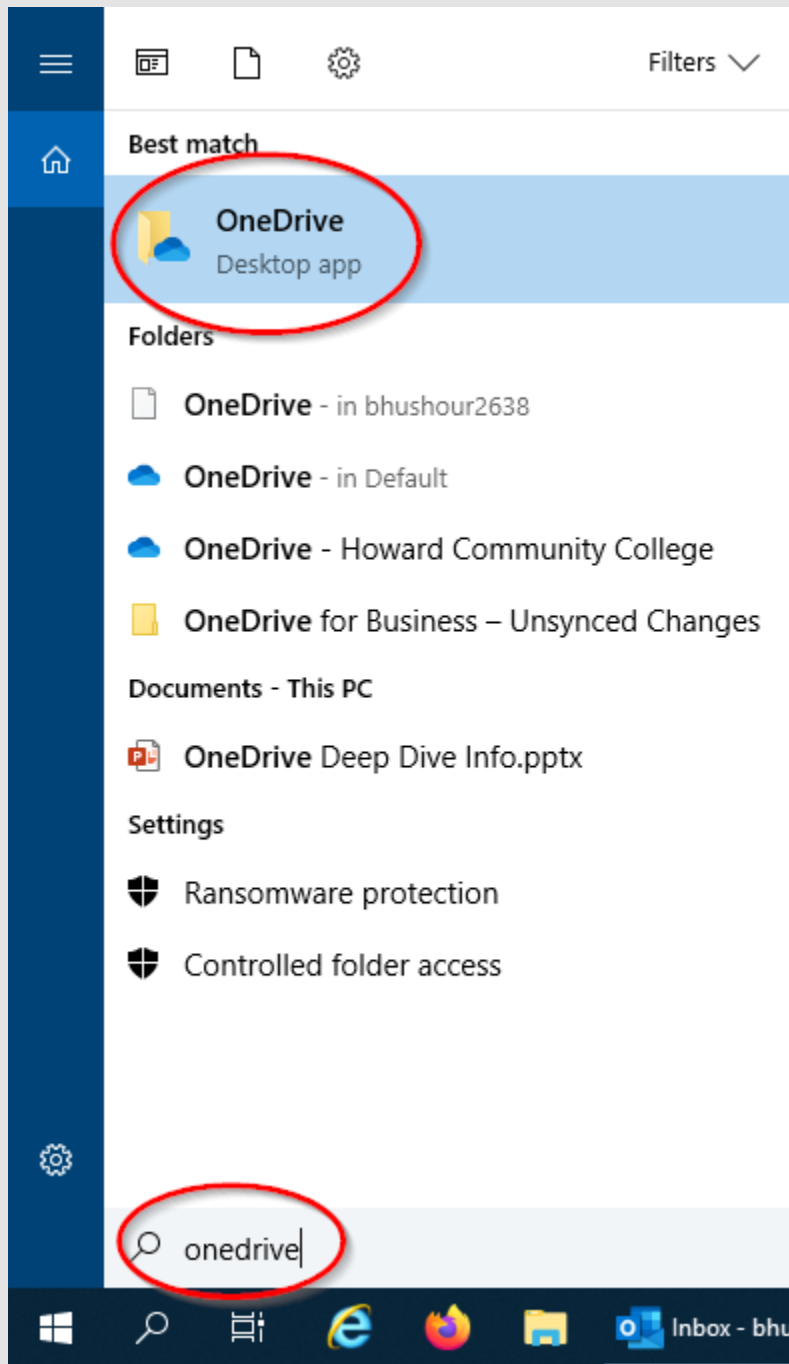
Click on the search button on your HCC desktop.

It looks like a magnifying glass.



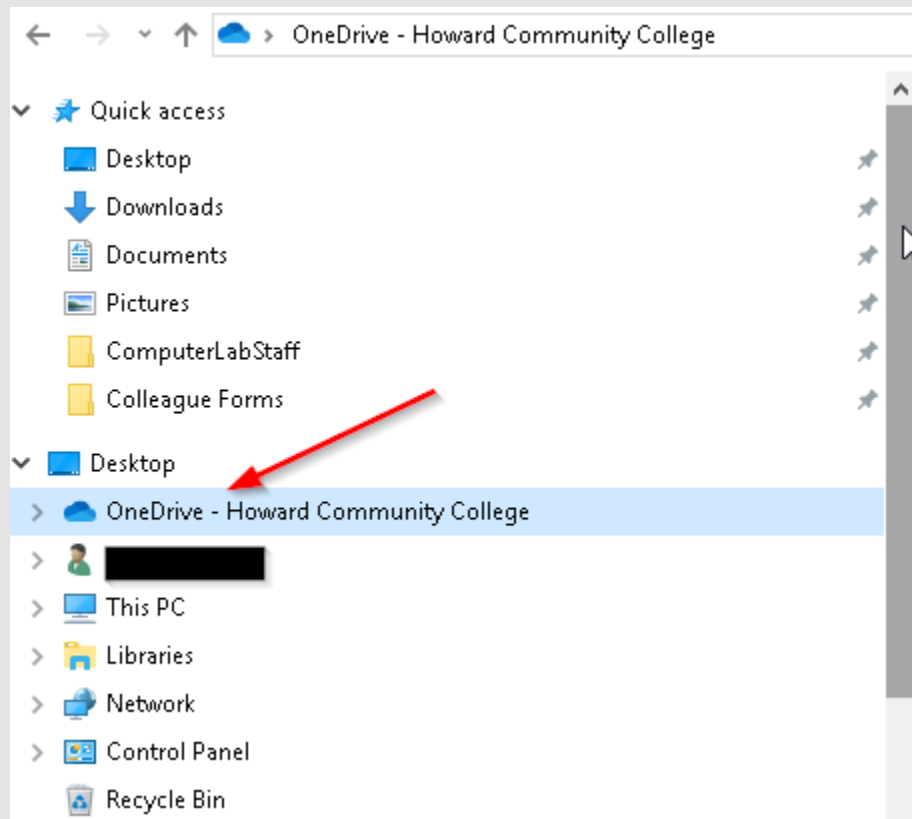
Step 2

Type in "OneDrive" and then click on the OneDrive desktop application.



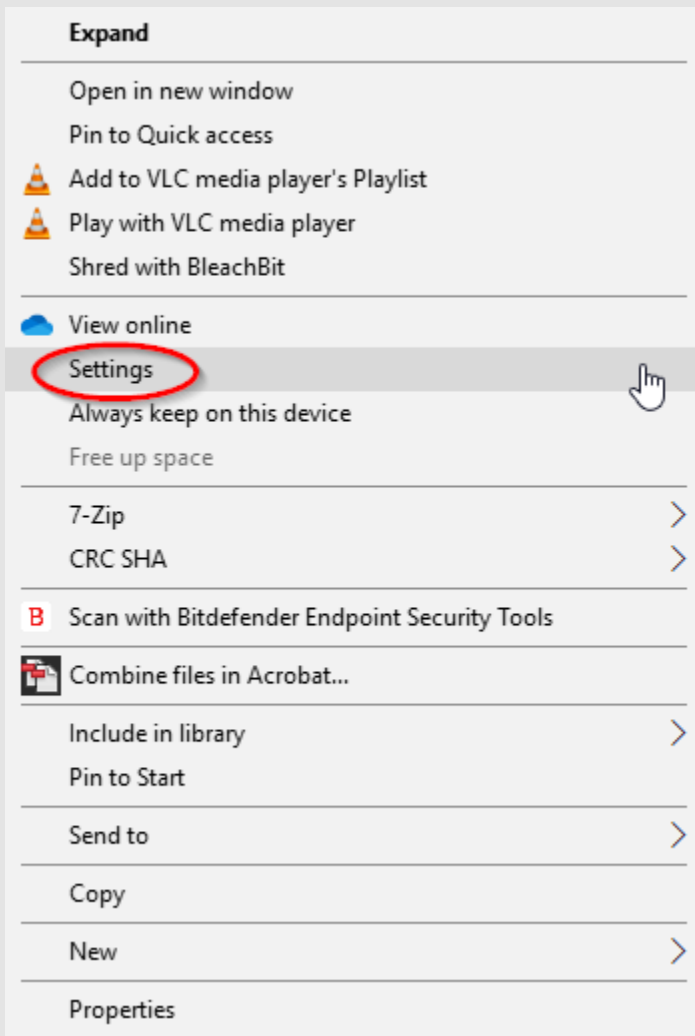
Step 3

Right click on the "OneDrive - Howard Community College" option in the navigation window.



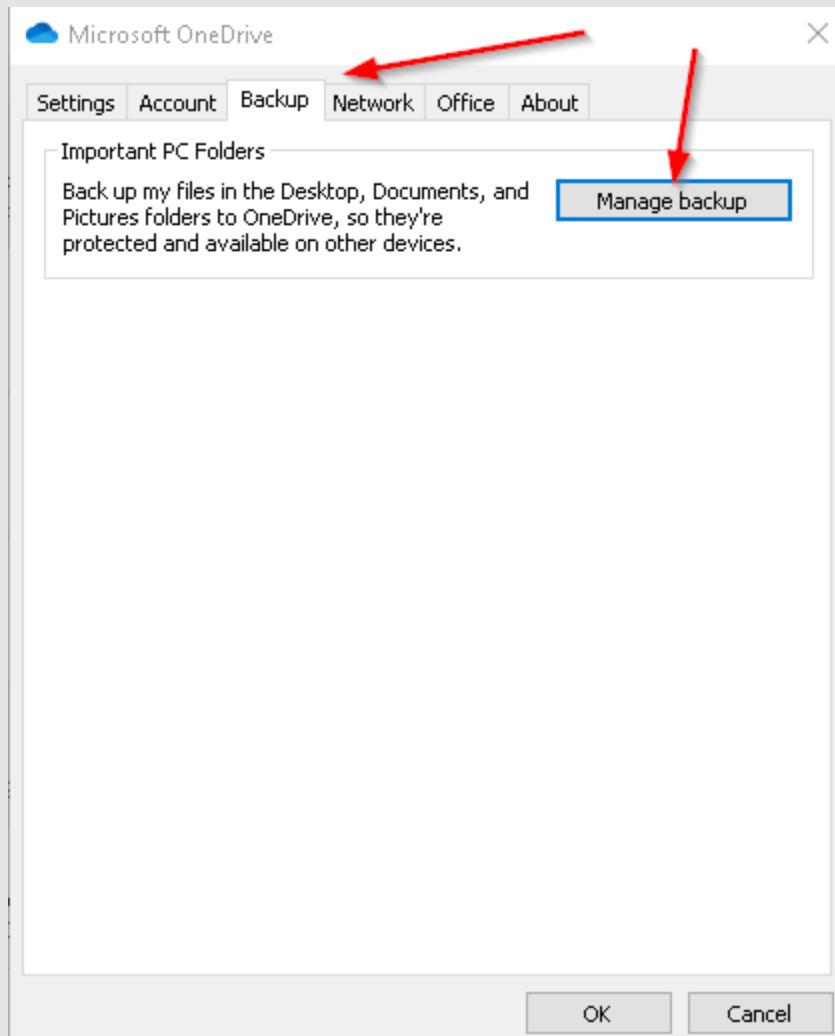
Step 4

Click on the Settings button.



Step 5

Select the Backup tab and then select the "Manage backup" button.



Step 6

Now you can select from three locations (Desktop Folder, Documents Folder, and Pictures Folder) on your HCC desktop that can be backed up to the OneDrive cloud. A blue checkmark will show which locations you've selected. You can select the "Start backup" button once you are ready.



We recommend **BEFORE** selecting the Start backup button that you ensure files in these locations **DO NOT** include any regulated or confidential data.

OneDrive - Howard Community College

Back up your folders

Selected folders will sync 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. [Learn more.](#)

Folder	Size	Selected
Desktop	8.2 GB	Yes
Documents	127 MB	Yes
Pictures	2 MB	Yes

Space left in OneDrive after selection: 1,003 GB

Start backup

Step 7

The backup process will begin. This may take some time to complete depending on the number of files and their sizes.

OneDrive - Howard Community College

OneDrive is starting to back up your files

Your important files are now syncing and you can close this window. Once complete, your files will be available anywhere you use OneDrive.



[View sync progress](#)