**One Drive Backup**

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1. Start by locating your OneDrive icon in the task bar. Click on it and then select “help and Settings”  
   NOTE: if it does not display in the notification area, click on the up arrow ^ that shows hidden icons
2. Once the menu opens, navigate to “Settings” and click on it.
3. Go to the Third tab labeled “Backup” and select “Manage Backup”
4. You will now see a wizard pop up showing you the options for backup. Make sure that all three are selected and click on “Start Backup”
5. Depending on how much data you have, this process will take some time. You will be displayed a message with the option of checking progress

**YOU ARE ALL SET!**

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