Enable OneDrive Backup
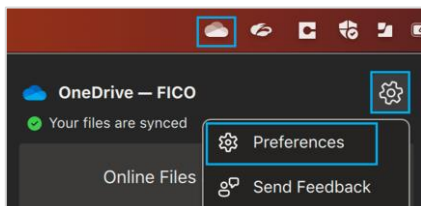## For Mac Users

FICO

INSTRUCTIONS

IMPORTANT

OneDrive enforces **restrictions on file name characters**. Files in your Desktop or Documents folders will need to be **renamed before enabling the backup** if they have the following:
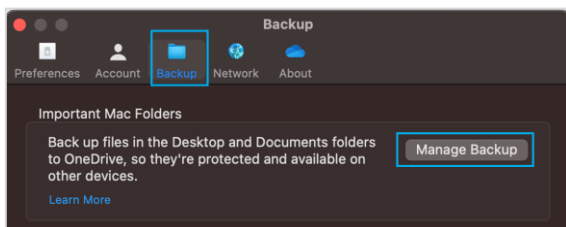
- Leading or trailing spaces in the file name, or
- Include any of the following invalid characters: **" * : < > ? / \ |**

Please refer to these instructions to access a file name fixer app to automatically rename any invalid files prior to enabling backup.
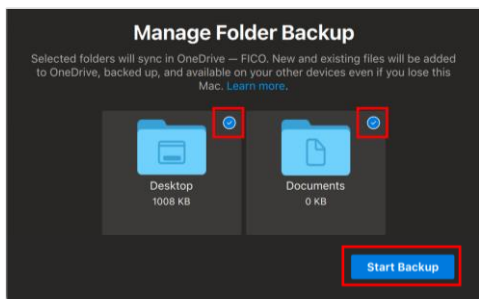
01 Click the **OneDrive sync** app icon on your top Menu bar, then click the **settings** icon, and select **Preferences.**

02 In the pop-up, click the **Backup** button at the top, then click **Manage Backup.**

03 In the next screen, confirm both **Desktop** and **Documents** are selected (checkbox in the top right corner of the folder image), then click **Start Backup**. The initial backup will begin.

Note: If the option to **Start Backup** is greyed out or you see an error message near the bottom of this pop-up, indicating that a file has a name not allowed in OneDrive, refer to the following Help Guide to find and fix file names with invalid characters, then come back to these instructions when ready.

FIX FILE NAMES HELP GUIDE ❯

THINGS TO KNOW

Files **will be moved** from your machine to OneDrive on the cloud. This may take a few minutes to several days, depending on # of files. This move will change your local C:// fixed path of where files are stored.

Once Desktop & Document files are synced, you can access and share them from anywhere – local finder, OneDrive online, Teams, Mobile app – and, co-author in real-time!

OneDrive files will appear in your **personal search results** across FICO One and anywhere you can search Microsoft 365.

Reminder: Search is completely personalized to you, based on your access.

FIX BROKEN FILE PATHS

As your files are moved with the initial backup, you may see errors in programs that rely on a fixed file path (Camtasia files, SSH keys, etc.).

If you receive these errors, access the program settings and point to the new OneDrive file path.