

# How to Back Up Files to OneDrive

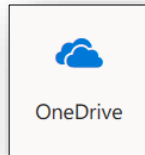
---

This document will show you how to copy files-no matter where they are saved-to OneDrive in Office 365 using the split screen feature.

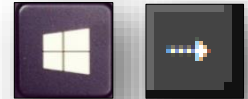
**Note: Before copying files, close all open windows on your computer. Ensure the names of your files and folders don't include special characters because files and folders cannot begin or end with a dot and cannot contain any of the following characters: " \* : < > ? / \ |.**

1. Open a browser. Go to <https://login.microsoftonline.com>. If on campus, your computer should use automatic single sign-on to access Office 365  
*Note: If you are off campus or are requested to enter additional information, the login is your CCSD email and the password is your CCSD network password.*

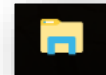
2. Click on the cloud icon for **OneDrive**.



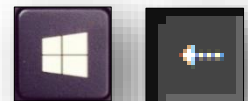
3. Press and hold the **Windows key** and the **right arrow key**. Then release. The Internet browser window will go to the right side of your screen.



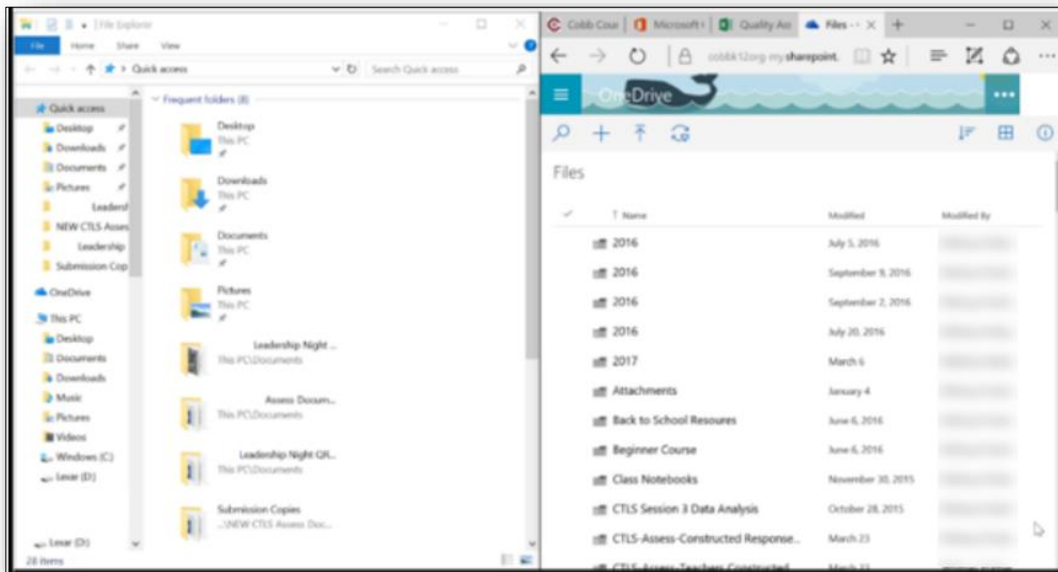
4. Click on **File Explorer** in the taskbar at the bottom of your screen.



5. Press and hold the **Windows key** and the **left arrow key**. Then release. The File Explorer window will go to the left side of your screen.  
*Note: Two screens-one with One Drive and one with File explorer-should now be equally split on the computer.*

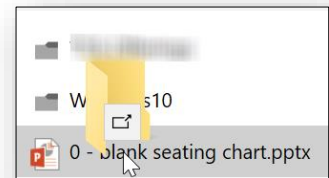


6. On the left side of the screen, click the **drive** where your files and folders are located (H-drive, C-drive, Desktop, etc.) to view them.



7. **Left-click** and **hold** on a file or folder you wish you to copy.
8. **Drag** the file or folder over to the right side of the screen where you have **OneDrive** open, and release. This will copy the file or folder.

*Note: The more files and folders you have and the larger they are, the longer it will take to completely copy the files or folders.*



9. Repeat this process to copy each file or folder.