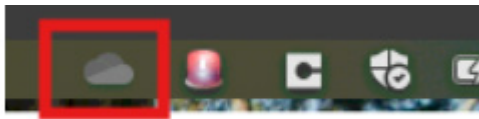


# How To: OneDrive Backup for Mac

This document will show how to turn on OneDrive Backup for the Desktop and Documents folder on Mac Machines. Make sure to **check for existing files and backups before changing any backup settings**. If you need assistance at any point, please enter a ticket or email us at [BAMShelp@vt.edu](mailto:BAMShelp@vt.edu).

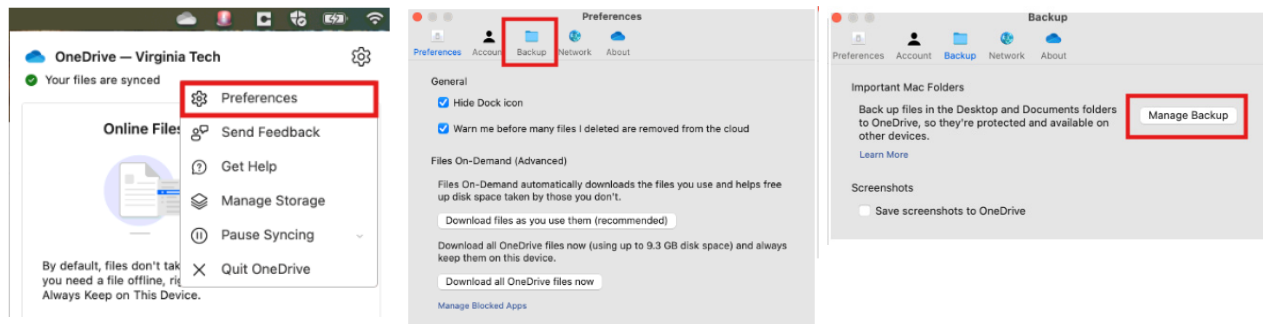
## Checking OneDrive Backup Status

1. Look at the top right of your computer for a **white cloud icon**. If you don't see it, go to Finder > Applications and look for "OneDrive"

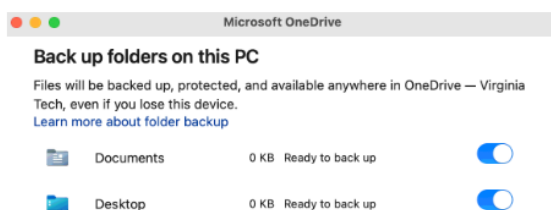


If the cloud is grey, skip to "[Check for Existing Files](#)" otherwise proceed to step 2

2. Click the cloud icon and select **Preferences** then **Backup** and **Manage Backup**

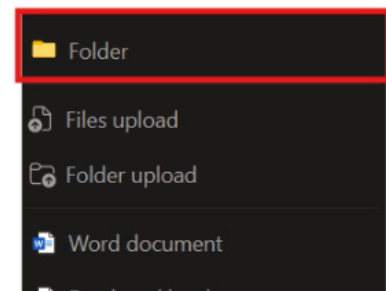
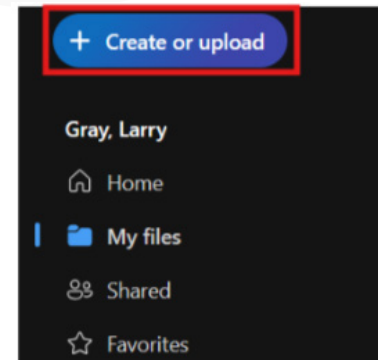


3. If Documents and Desktop are toggled on like the picture below, Backup is on and running. Nothing needs to be done on your part. If not, continue to "[Check for Existing Files](#)"



## Check for Existing Files

1. Open your internet browser and navigate to <https://m365.cloud.microsoft/onedrive/>
2. Sign in with your Virginia Tech email and PID Passphrase
3. Click “**My Files**” on the list to the left
4. If you have any of the folders named Documents, Desktop, or Pictures, **and your backup status was off**, you need to create a new folder for these files
5. Click “**Create or upload**” at the top of the screen, select “**Folder**” and name it “*File Backup*”
6. Once that folder is created, move only Documents, Desktop and/or Pictures folders from “My Files” to the new “File Backup” folder

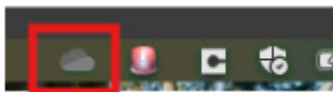


This is to ensure old files saved in OneDrive before turning on the backup won't automatically appear in the Desktop, Documents, and Pictures folders on your computer. They can be moved there after the backup is finished.

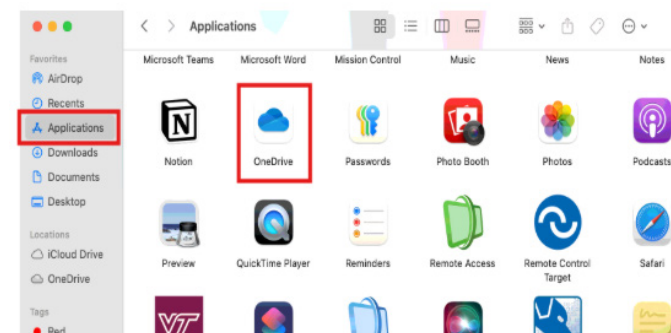
## Enable OneDrive Backup: Mac Machine

*(Note: The sync will take time depending on the number of files. Icons will temporarily disappear from the desktop and will come back momentarily)*

1. Look at the top right of the computer for a grey cloud. If you don't see it, go to Finder > Applications and look for “OneDrive”

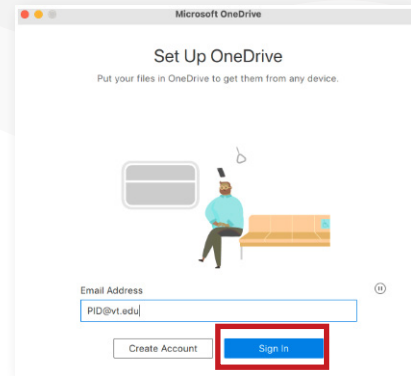


or

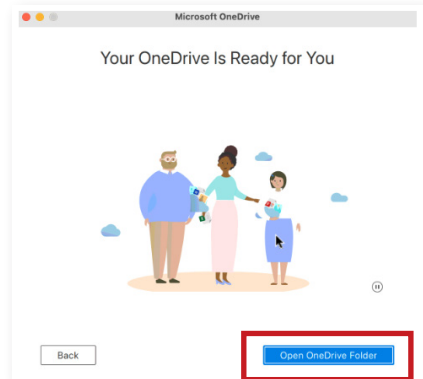


1. Enter your Virginia Tech email and click **Sign In**
2. Enter your PID passphrase and click **Sign In**
3. Confirm your DUO Notification and click **“Next”**

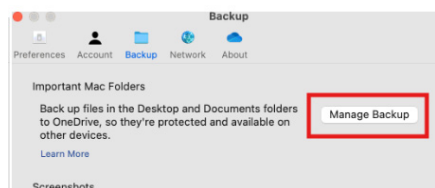
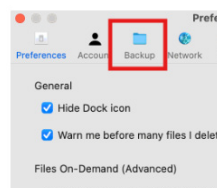
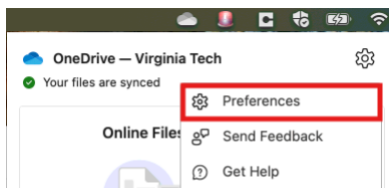
Your OneDrive folder is here  
 /Users/bams\_test\_user/OneDrive - Virginia Tech  
[Change Location](#)



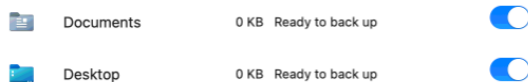
4. On the Get to know your OneDrive screen, click **“Next”**
5. On the Share Files and Folders screen, click **“Next”**
6. On the Plan for when you go offline screen, click **“Next”**
7. On the Get the Mobile App screen, click **“Later”**
8. Then click **“Open OneDrive Folder”** or the **“X”** in the top right corner
9. Once this is done, the cloud icon in the top right should be white.



10. Click the **white cloud icon** then **Preferences > Backup > Manage Backups**



11. If they are not already on, **toggle on** back ups for Documents and Desktop if you see them in the list. If they are on, no action is needed.



The Sync process will take some time. You can continue to operate normally as it runs in the background.