OneDrive Backup

Step 1: Go to the task bar and click on the blue cloud. If the blue cloud is not there you might have to click on the up arrow to get to it.

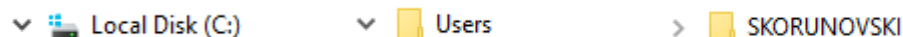-Right click on the cloud and choose **Open Folder**

Step 2: Right click anywhere in the white space and choose **New > Folder**

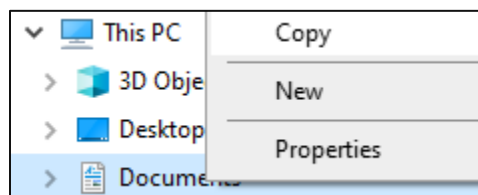-Name the new folder **Backup***Dateofbackup* (e.g., BackupJune152023)

Step 3: Open a 2nd File Explorer window

-Under **This PC** > **Local Disk (C:)** > **Users**, double click on your name (e.g., SKORUNOVSKI)

Step 4: Right click on the Folder and select **Copy**

-Go back to your OneDrive and right click > **Paste**

-It is suggested that you choose to back up the following:

-**Desktop**

-**Documents**

-Favorites (if you use Edge browser)

-Pictures, Videos, Music (optional)

-Downloads (optional)

How To Backup Your Browser Bookmarks To OneDrive

Edge Browser

Review the OneDrive Backup document on copying your "Favorites" folder from your local profile to your OneDrive

To Backup:

Step 1: Open File Explorer and navigate to the C:\Users\'*yourname'* folder. Find the Favorites folder.

Step 2: Right-click on the Favorites folder and choose "Copy" from the menu.

Step 3: Navigate over to your OneDrive folder ('*YourName*'-St. Clair College) and find/create a Backup folder.

Step 4: Right-click in the Backup folder and choose "Paste" from the menu.

To Restore:

Step 1: Open File Explorer and navigate to your OneDrive folder ('*YourName*'-St. Clair College) and into your Backup folder.

Step 2: Right-click on the Favorites folder and choose "Copy" from the menu.

Step 3: Navigate to the C:\Users\'yourname' folder.

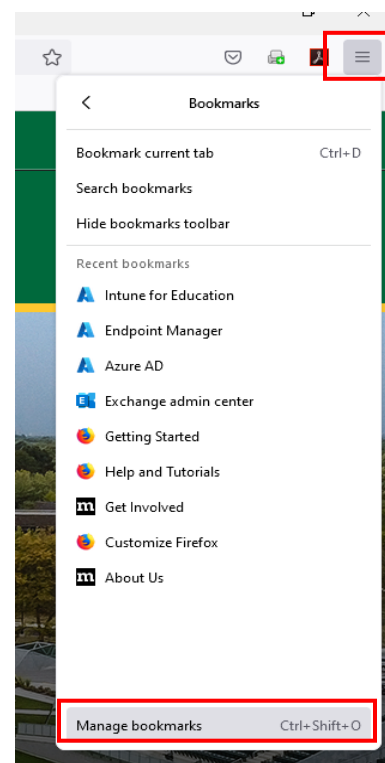**Step 4:** Right-click and choose Paste from the menu.
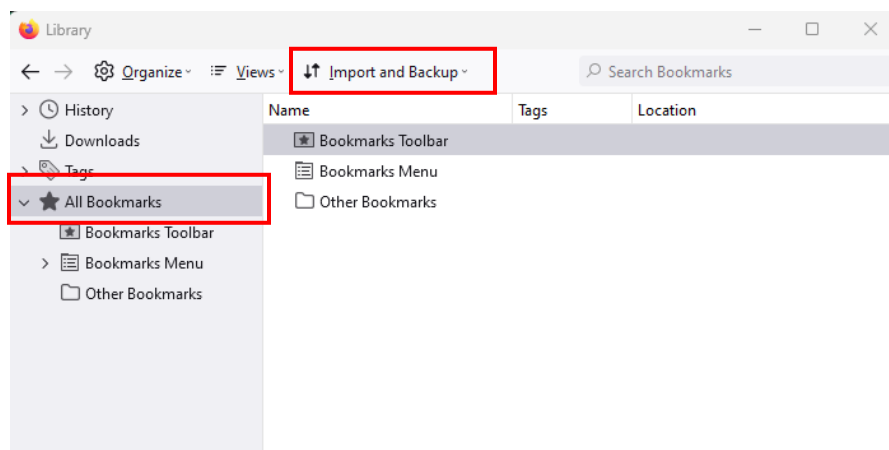
FireFox Browser

To Backup:

Step 1: Open the FireFox web browser.

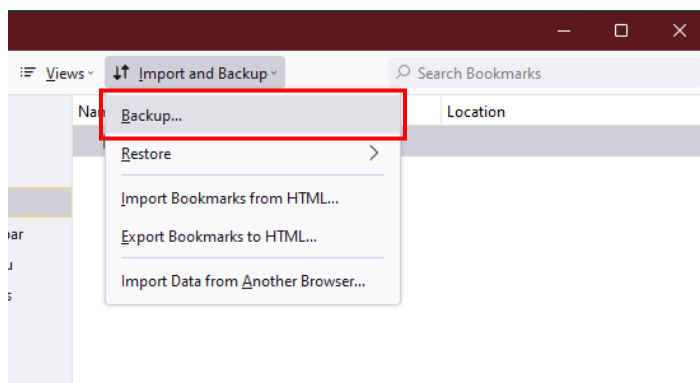**Step 2:** Click on the 'hamburger' icon (3 horizontal lines) in the top right corner.

Step 3: Click on "Bookmarks" then choose "Manage Bookmarks" at the bottom of the menu.

Step 4: Select the "All Bookmarks" from the left side, then click "Import and Backup" from the top menu.

Step 5: Click "Backup" from the "Import and Backup" menu.

Step 6: Navigate to your OneDrive folder ('*YourName*'-St. Clair College) and find/create a Backup folder. Keep the default file name.

Step 7: Click the Save button.

Step 8: Close the "Library" window that was opened.

To Restore:

Step 1: Open the FireFox web browser.

**Step 2:** Click on the 'hamburger' icon (3 horizontal lines) in the top right corner.

Step 3: Click on "Bookmarks" then choose "Manage Bookmarks" at the bottom of the menu.

Step 4: Select the "All Bookmarks" from the left side, then click "Import and Backup" from the top menu.

Step 5: Click "Restore" from the "Import and Backup" menu. Choose the most recent backup file, should be the top option.
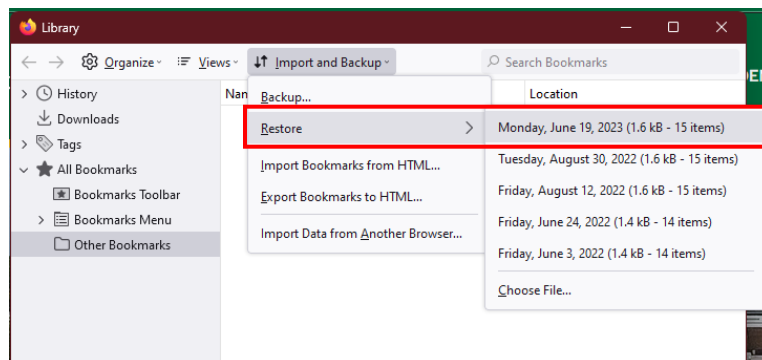
Step 6: You may see a message stating that "This will replace all of your current bookmarks with the backup. Are you sure?". Click OK
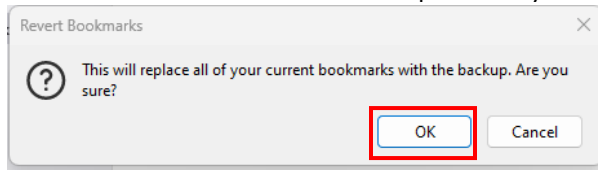
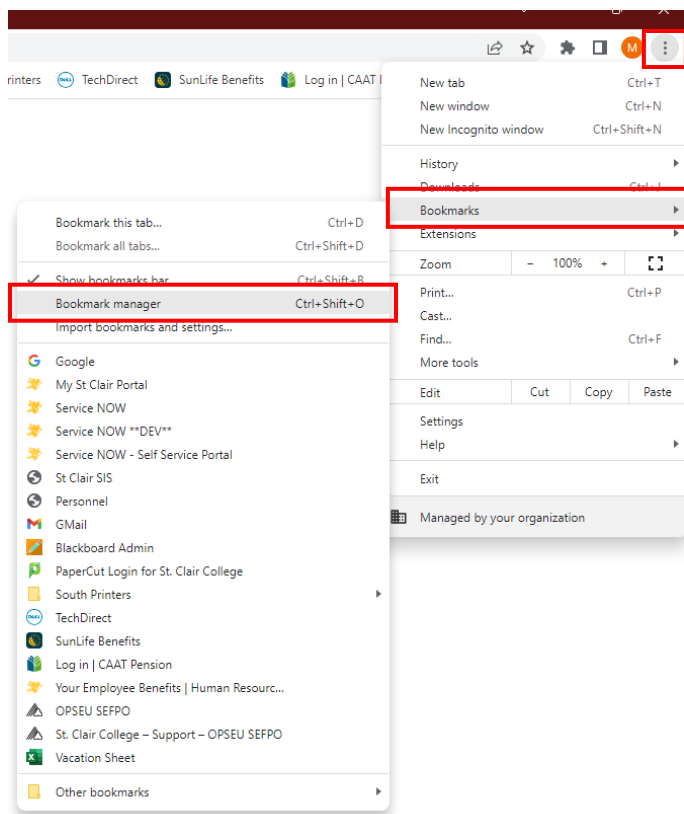**Step 7:** Close the "Library" window that was opened.

Chrome Browser

To Backup:

Step 1: Open the Chrome web browser.
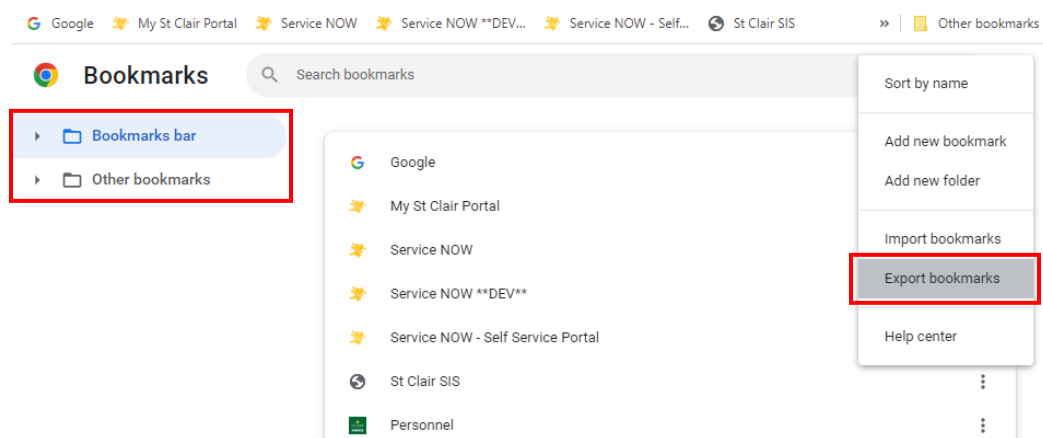**Step 2:** Click on the 3 vertical dots icon in the top right corner.

Step 3: Click on the Bookmarks menu item then choose Bookmark Manager from the pop-out menu.

Step 4: Click to highlight the "Bookmarks bar" on the left side.

Step 5: Click the 3 vertical dots in the new screen, and choose "Export Bookmarks"

Step 6: Navigate to your OneDrive folder ('YourName'-St. Clair College) and find/create a Backup folder.

Step 7: Rename the file to "Chrome Bookmarks Bar 'mmddyy'.html"

Step 8: Click the Save button.

Step 9: Click to highlight the "Other Bookmarks" on the left side.

Step 10: Click the 3 vertical dots and choose "Export Bookmarks"

Create by: Matthew Carson June 19, 2023

Step 11: Navigate to your OneDrive folder ('*YourName*'-St. Clair College) and find/create a Backup folder.

Step 12: Rename the file to "Chrome Other Bookmarks 'mmddyy'.html"

Step 13: Click the Save button.

To Restore:

Step 1: Open the Chrome web browser.

Step 2: Click on the 3 vertical dots icon in the top right corner.

Step 3: Click on the Bookmarks menu item then choose "Import bookmarks and settings" from the menu.

Step 4: In the new window, click the drop-down menu and select "Bookmarks HTML File".

Step 5: Click the "Choose File" button.

Step 6: In the Open window, navigate to your backup folder from the previous steps, and select the "Chrome Bookmarks Bar 'date'.html" file.

Step 7: Click the Open Button.

Step 8: Confirm you receive a blue checkmark, and click the Done Button.

Step 9: Repeat Steps 3 through 8 for each additional bookmark .html file that you backed up in the previous section.

OneDrive Status Icons

What do the various OneDrive status icons mean?

Red circle with white cross

A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons.

Click the blue or white OneDrive icon in the notification area to learn more about the problem.

For more help, read how to Fix OneDrive sync problems.

Gray OneDrive cloud icon with a line through it

A grayed-out OneDrive icon with a line through it means you're not signed in, or OneDrive setup hasn't completed.

Press ⊞, search for **OneDrive** and then open the **OneDrive desktop app**.

Note: If you see the error message "You're already syncing a personal OneDrive on this computer", follow the steps to unlink and relink your account.

OneDrive icon with sync pending arrows

The circular arrows over the OneDrive or OneDrive for work or school notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.

Sync icons may also be seen online on OneDrive.com.

OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue. To help resolve these problems, read OneDrive is stuck on "Processing changes".

If you're seeing the sync pending icon in File Explorer, read OneDrive is stuck on "Sync pending".

Yellow exclamation mark OneDrive icon

 If you see a yellow warning triangle over your OneDrive or OneDrive for work or school icon, it means your account needs attention. Select the icon to see the warning message displayed in the activity center.

Files with this icon won't sync

 You may see this icon if you sign in to OneDrive with a work or school account. It means your admin has blocked the sync of certain file types. It's most common to block Outlook data files.

If you also sign in to OneDrive with a personal account, the same restrictions will apply.

Learn how to remove an Outlook .pst data file from OneDrive.

People icon next to a file or folder

 If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.

Learn more about how to change sharing at Share OneDrive files and folders.

Blue cloud icon

 A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer.

You can't open online-only files when your device isn't connected to the Internet. Learn more about OneDrive Files On-Demand

Green tick icons

When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access.

If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."

Learn more about OneDrive Files On-Demand

Solid green circle with the white check mark

Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

Learn more about OneDrive Files On-Demand