

# Back up your files to OneDrive

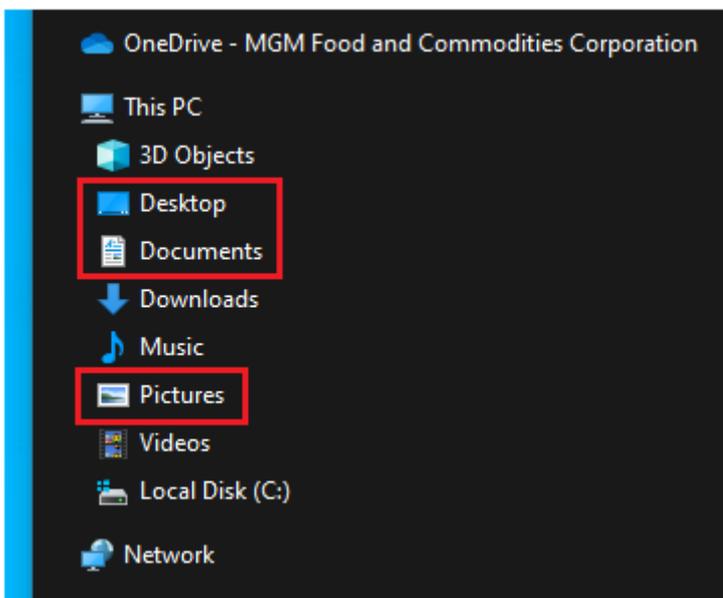
First, check if your **OneDrive** is active. You will see a **blue** cloud icon on the lower right side of your desktop when your **OneDrive** is **active**.



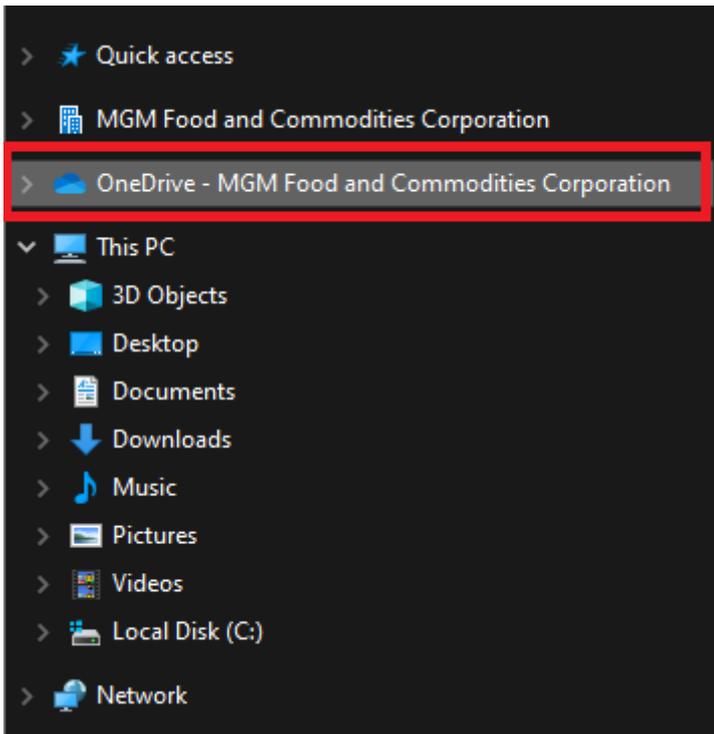
If your OneDrive icon is grey or you are **not logged in**, please proceed to the [How to Login to OneDrive](#) Section.

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Your files will be automatically backed up if you save them in the following locations: **Desktop**, **Documents** and **Picture** folder.

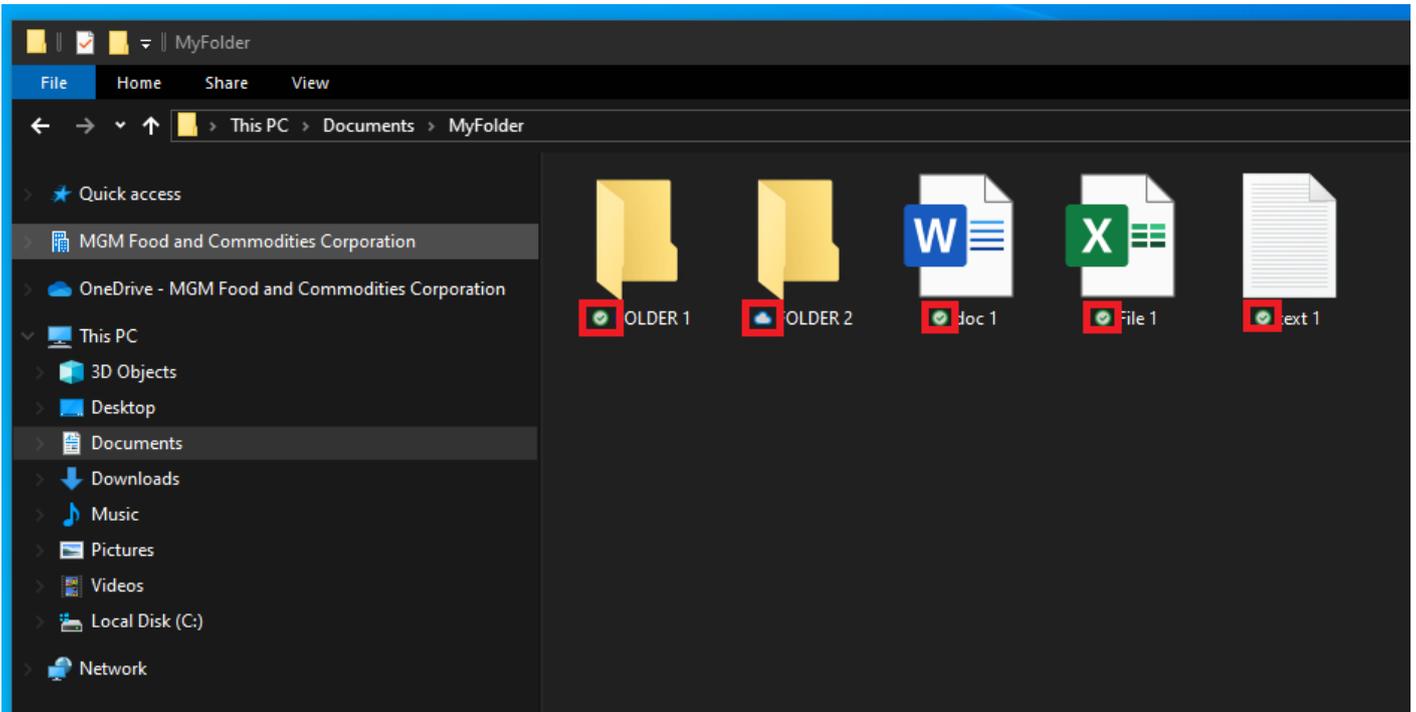
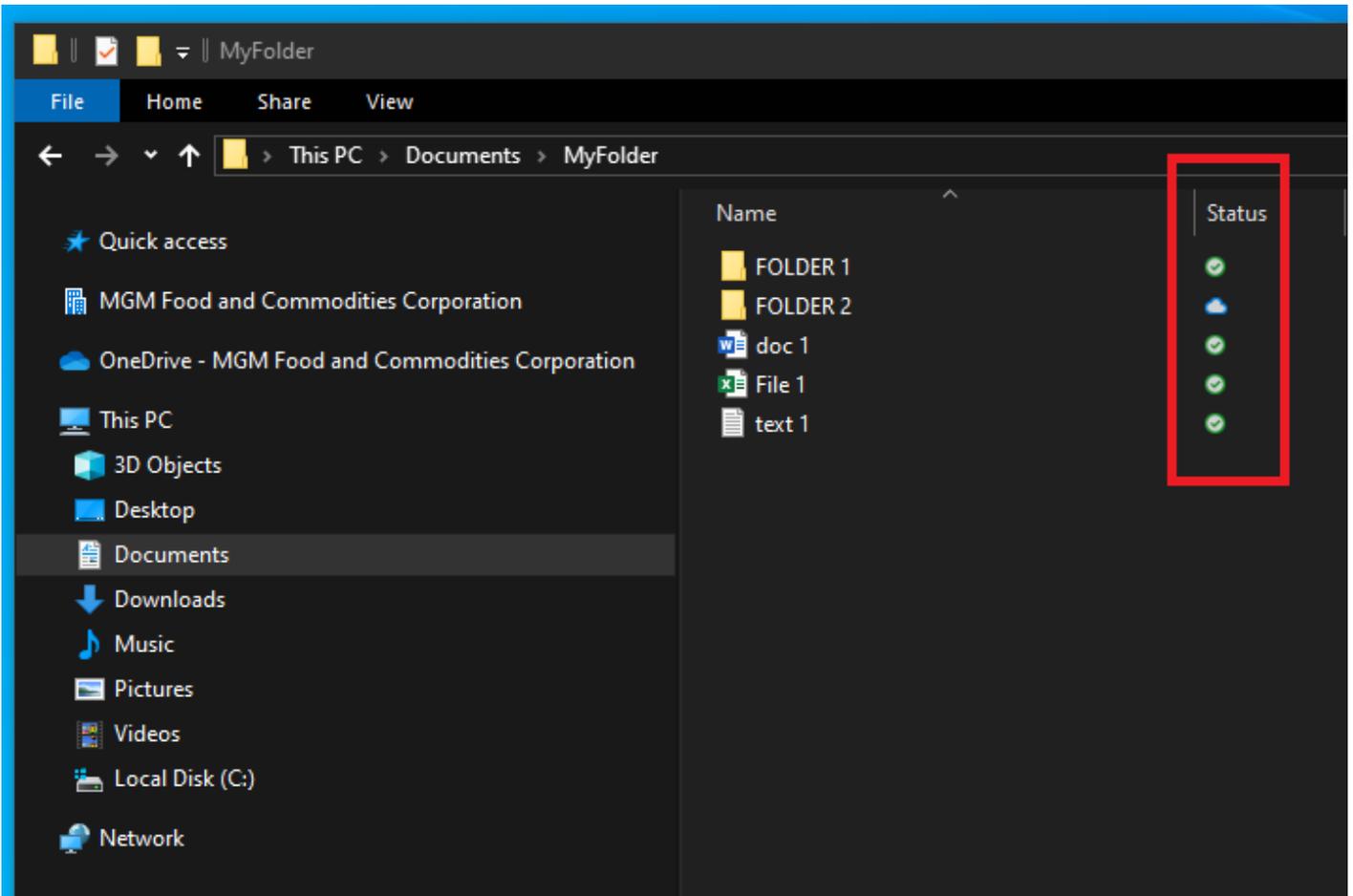


You can also save your files here on your local [OneDrive](#) folder.



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Saved Documents on the sync'd OneDrive files/folders will have a status icon **highlighted** below.



All files that has the Status icons are files that are sync'd or backed up on OneDrive.



Your File is copied and sync'd on [OneDrive](#) Cloud



This File is already in the cloud



The File is currently uploading or syncing on [OneDrive](#) cloud

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