

## **Mac (OS X): Data Backup Guide 6/14/2016**

### **Why:**

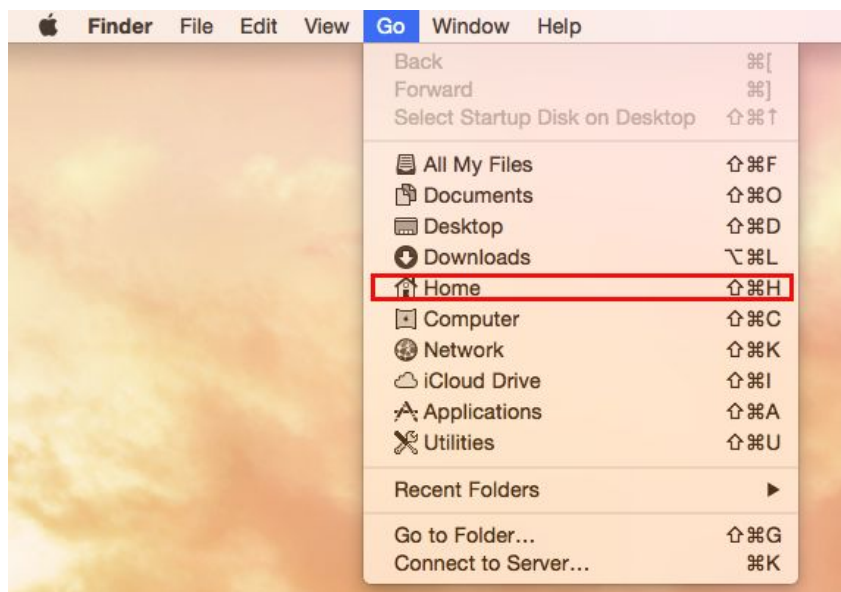
Backing up data should be done on a regular basis, not just when you think it is necessary, as a failure can happen at any time. While there are no set intervals for data backup, you should backup data as often as possible.

### **Where to Find Your Files:**

Because everyone organizes their data differently, there is no telling where to find your files; only you will know where to find them. With that said we can give some hints on where most of your files most likely are in OS X.

Most files will be found easily in the Finder Application. When using Finder a person can select several of the locations in which files may be stored. The most notable of these locations will be Document, Desktop, and Downloads folders.

That said, by using Finder's Go > Home from the menu bar:



You will be taken to the Home directory for your username where you will be able to see all the folders under your username. The folders named above are included as are a few others.

---

From using an External Harddrive, to a Google Cloud Drive; there is no one way to backup data.

***Here at NKU it is recommended to use the OneDrive cloud storage that comes with your NKU email address. This guide will go over the installation and syncing of your NKU OneDrive Storage account to a Mac computer running OS X.***

### ***If Receiving a New Computer:***

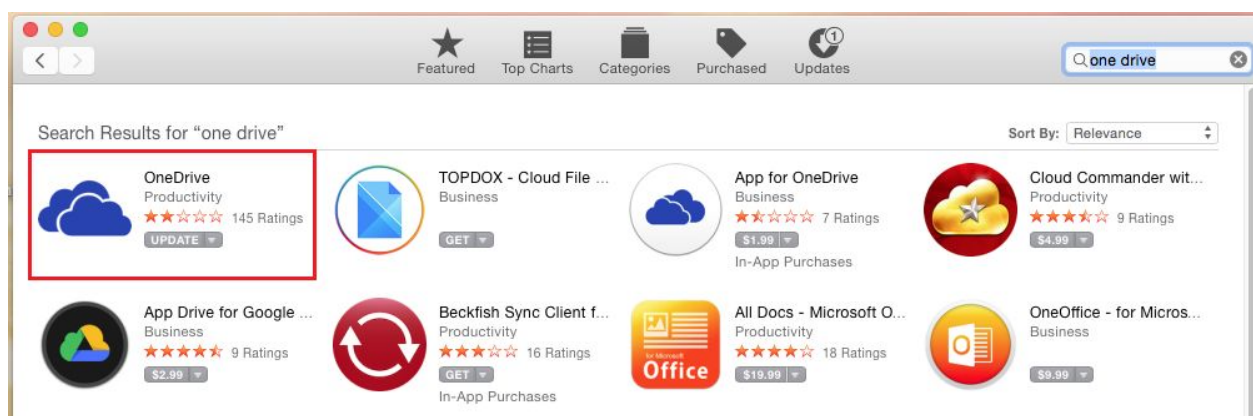
Completing the following guide on your current computer will make files accessible on your new computer, when the process is repeated.

---

## STEP 1

To backup data onto your NKU OneDrive, we will begin by installing OneDrive from the App Store.

In the image below you will see the appropriate OneDrive app in the red highlighted box.



---

## STEP 2

When installed, the OneDrive app will be found in your Applications folder, which can be accessed using the Finder app.

In the image below you will see the Finder app, searching the Applications folder for the OneDrive app located in the red highlighted box.

Launch the OneDrive application.



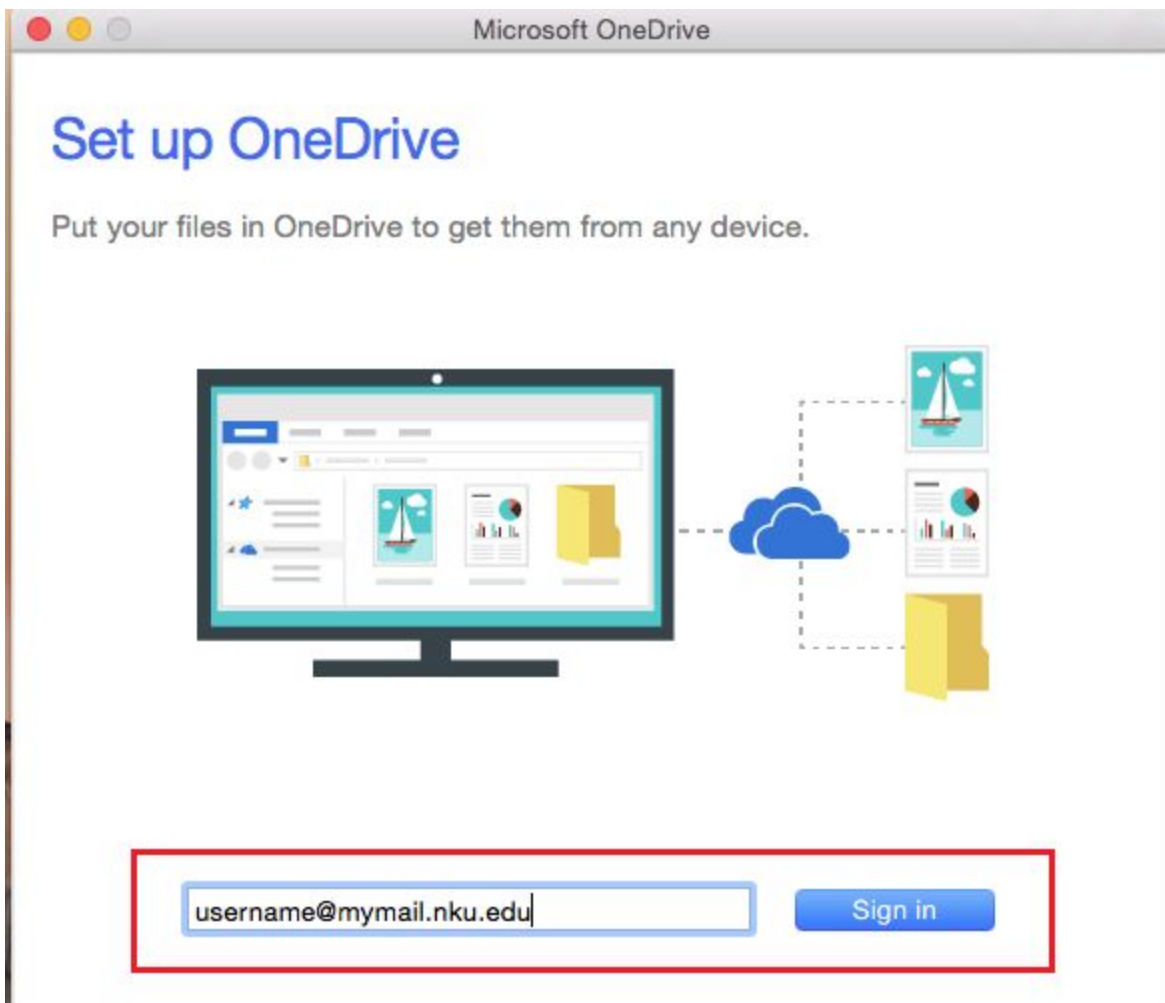
---

### STEP 3

Once the OneDrive application is launched for the first time you will be prompted to enter in your email address associated with your OneDrive account.

This will be your NKU Email address.

Once entered, continue with by selecting “Sign In.”



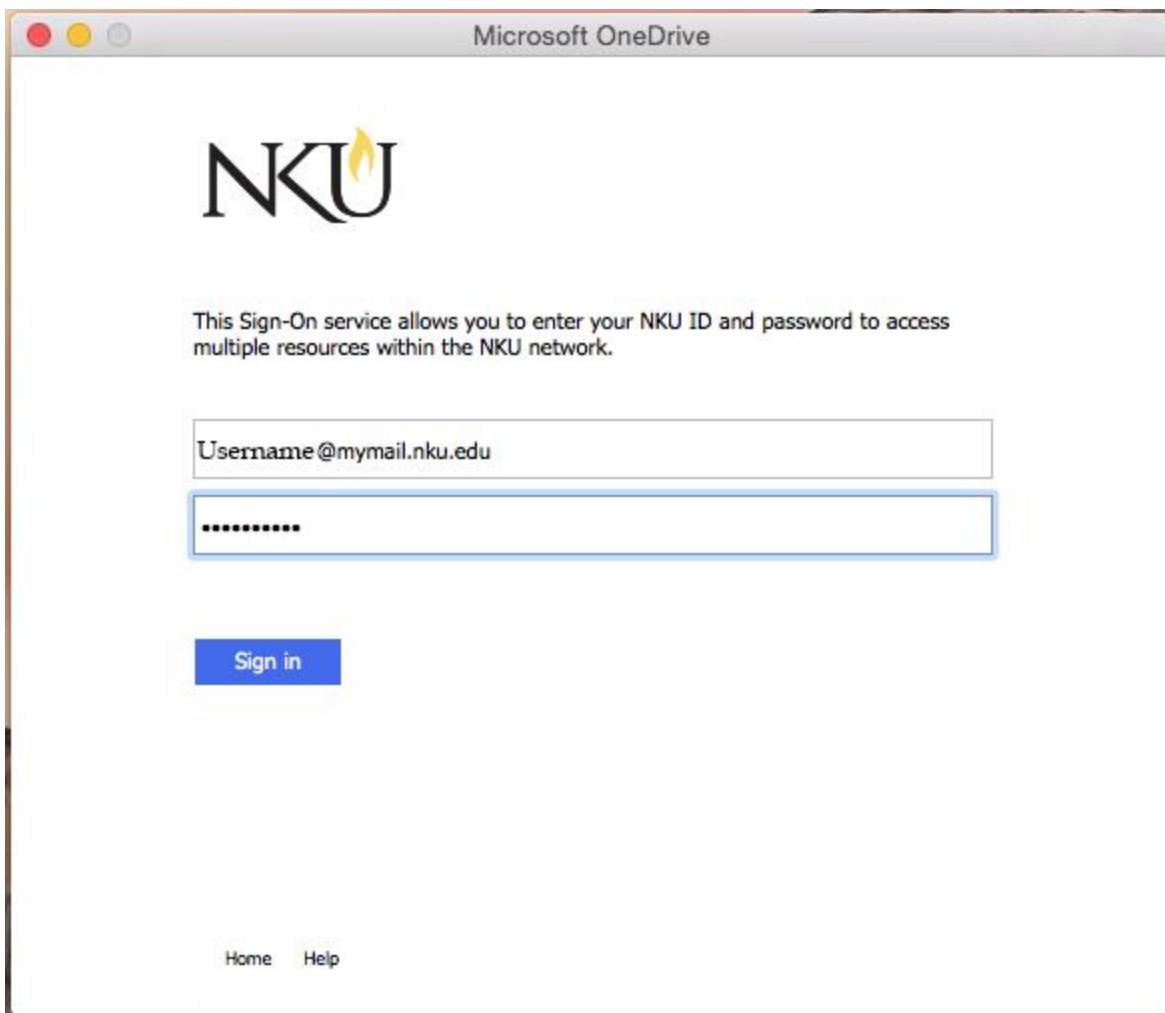
---

## STEP 4

When the email address successfully finds your account you will be redirected to the NKU portal which is shown in the image below.

Here you will enter in the Password to access your account.

Once entered, continue with by selecting "Sign In."



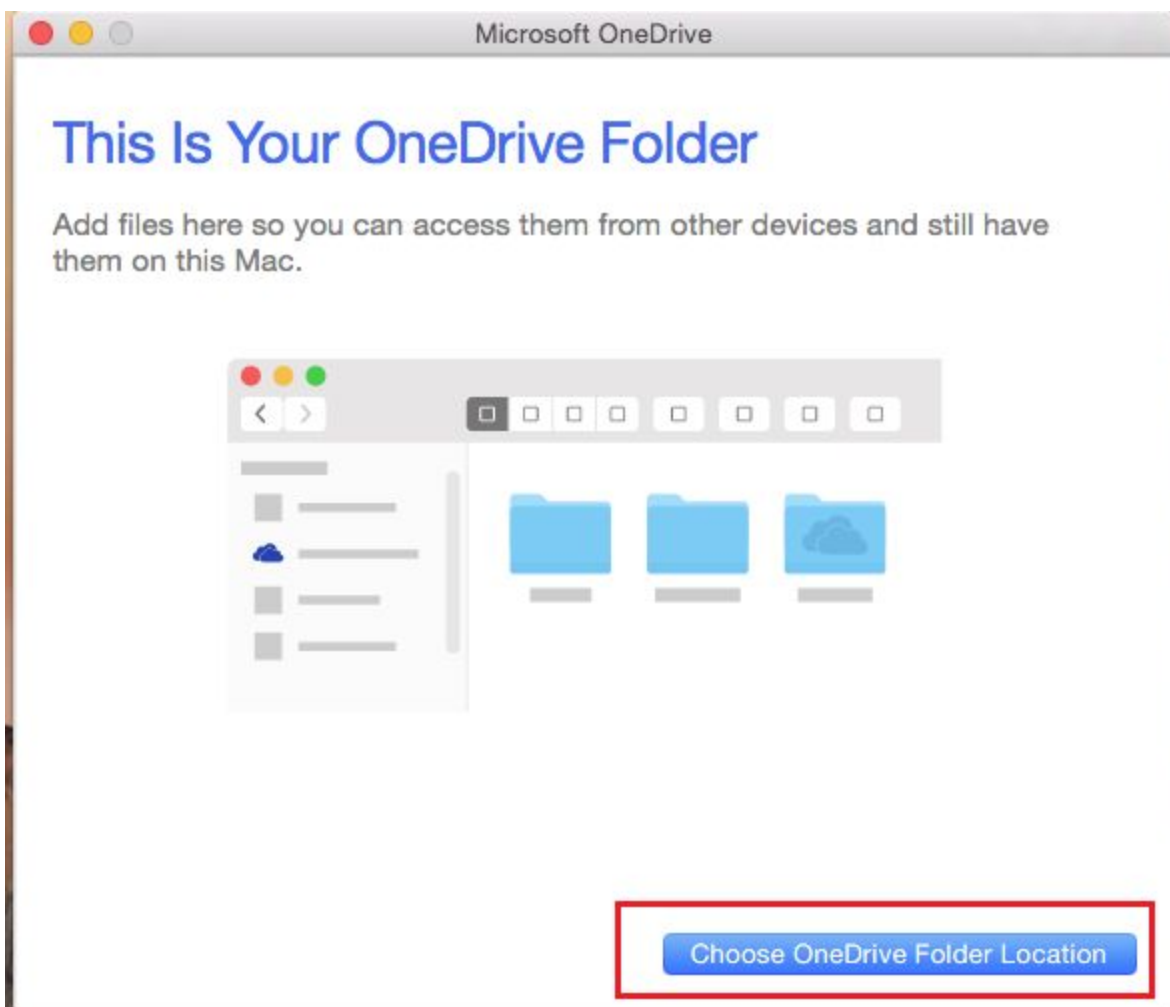
The image shows a browser window titled "Microsoft OneDrive" displaying the NKU Sign-On portal. The page features the NKU logo at the top left. Below the logo, a text box contains the placeholder "Username@mymail.nku.edu". Underneath the username field is a password field with a blue border and a blue highlight, containing a series of dots. A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Home" and "Help".

---

## STEP 5

When you successfully log into your account, you will now choose the location for your OneDrive Storage.

Continue with by selecting “Choose OneDrive Folder Location” as shown in the red highlighted box below.

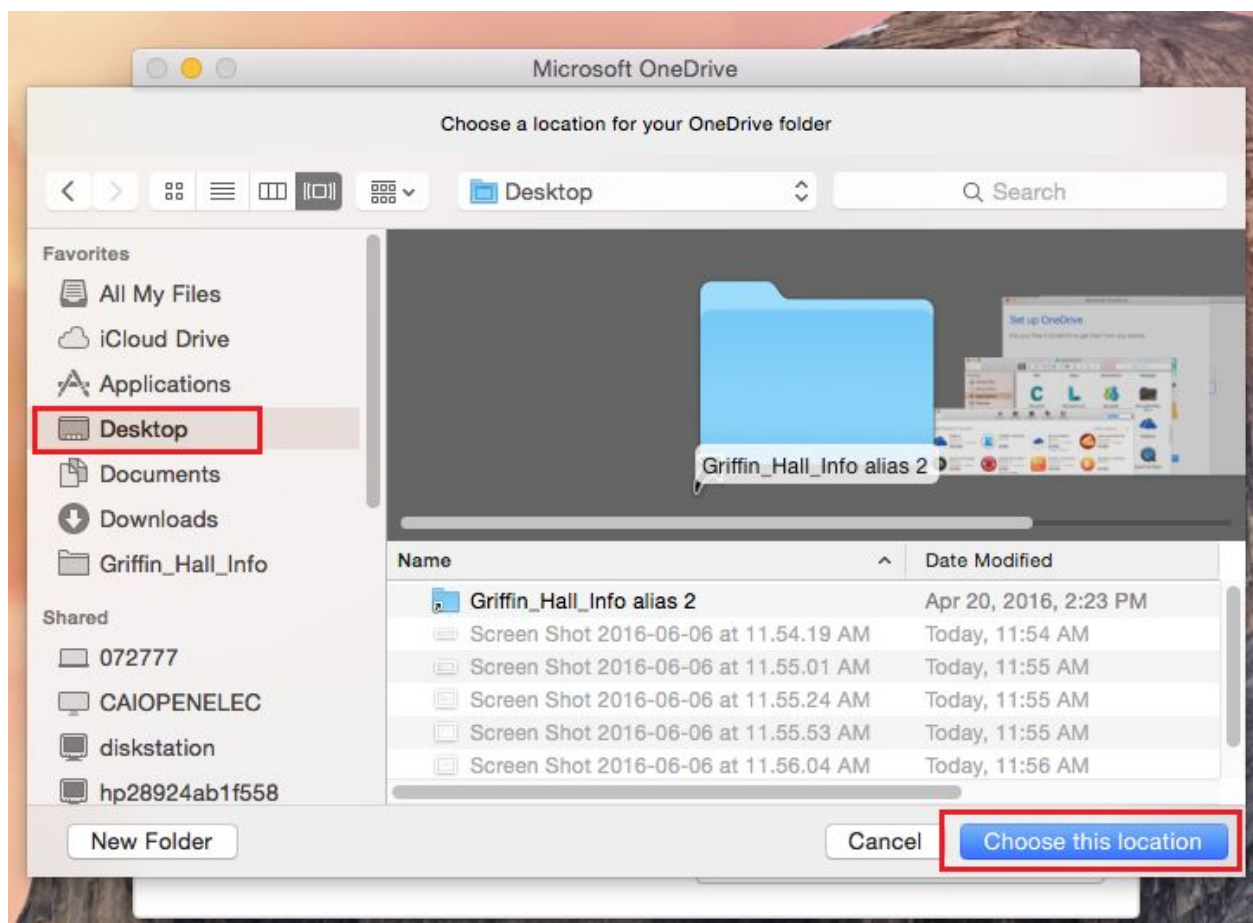


---

## STEP 6

You may install the OneDrive Storage anywhere on your Mac, but for this Tutorial's purpose we will be installing onto the **Desktop** for easy access.

The red highlighted boxes in the image below shows the selection of the installation point (Desktop), and where to continue when ready to move on.

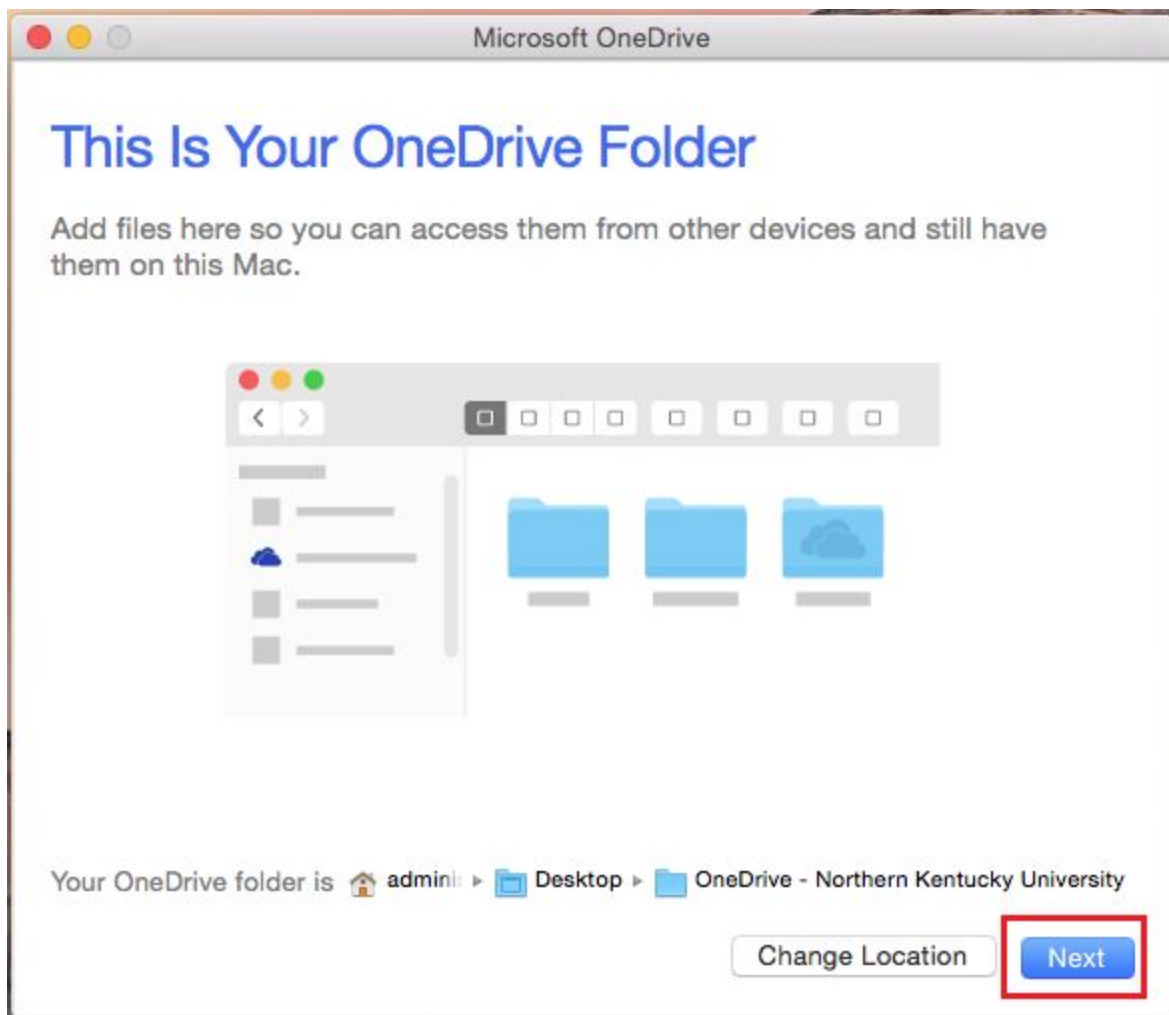


---

## STEP 7

The next page will show you the path to your OneDrive folder location.

Here you can go back and change the location, or continue by selecting “Next.”



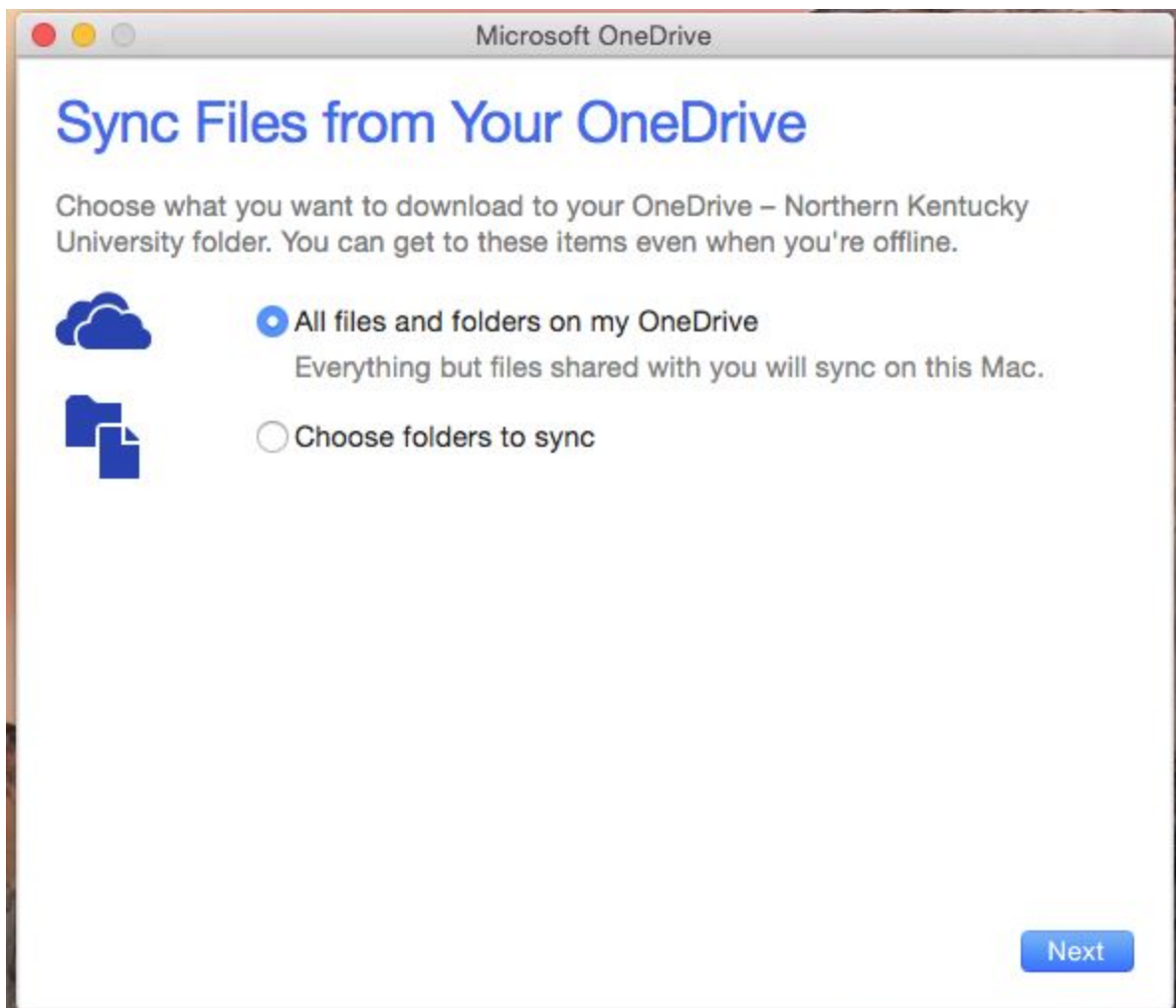


---

## STEP 8

When the location of the OneDrive is confirmed you will be given the option to download all files on your OneDrive locally to your Computer, or Sync specific folders.

Select the best option for you, and when ready to continue select "Next."



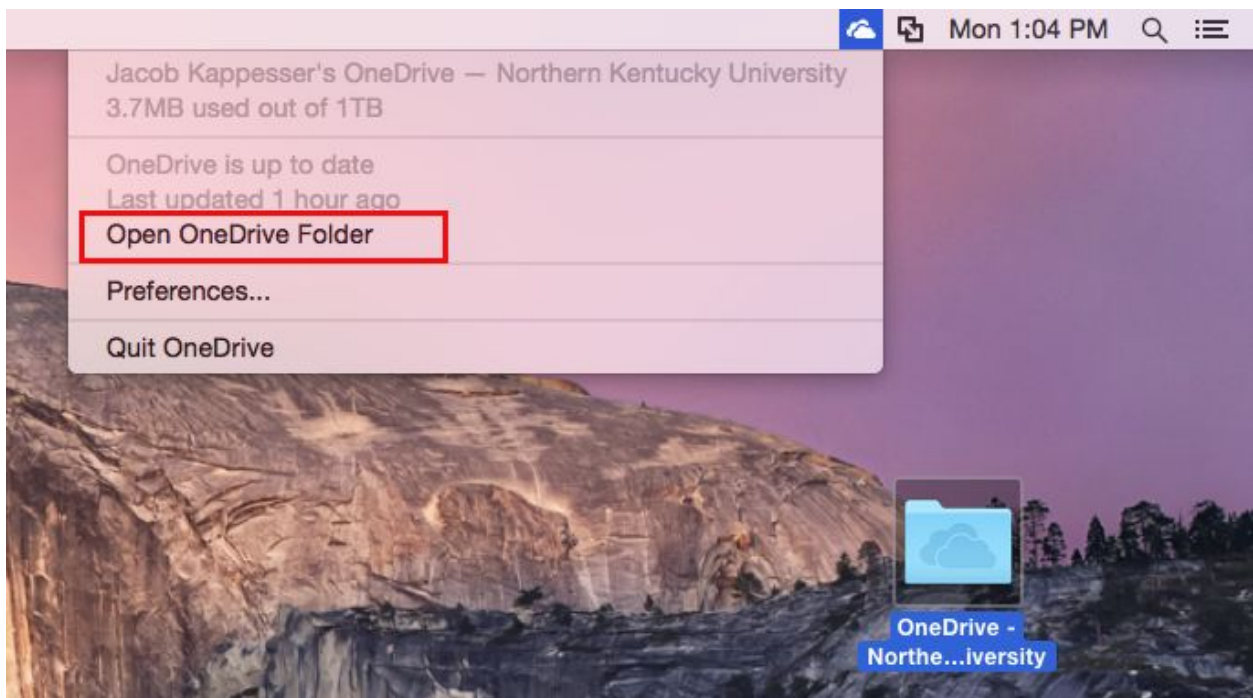
---

## STEP 9

Your OneDrive Storage File should now be installed.

On the Menu Bar, in the Status section (right hand corner) you should see a OneDrive Icon next to the time. This is an easy access point for your OneDrive, as well as a connection status.

The image below shows in the red highlighted box the easy access point to your OneDrive no matter where you installed the file.



## Accessing OneDrive Online:

---

### STEP 1

To access your NKU OneDrive online log in to your NKU Webmail from any browser.

Left Click on the Blue Tile button shown in the image's red highlighted box below.

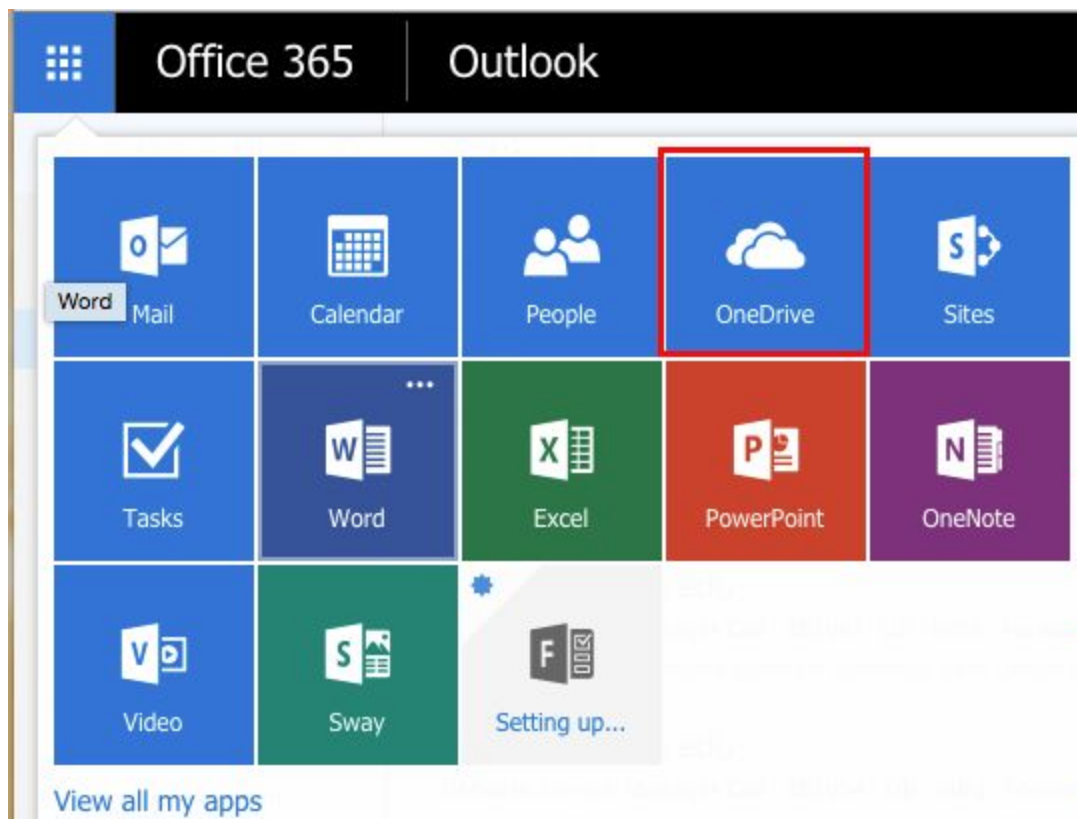


---

## STEP 2

The blue tile box, should release a drop down menu of options for you to select.

Left Click on the OneDrive option shown in the image's red highlighted box below.



---

You will now see your OneDrive in your Browser, which should be synced with all of the same information as your computer's storage file

### ***Moving Files:***

To transfer files to your OneDrive you must be connected to the internet. If online you can use the Storage File we just created to simply drag/drop, or copy and paste files to the OneDrive. They might take some time to upload online, so do not power off the computer immediately after a transfer.

