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Backup Desktop to OneDrive

Chris Ilstrup - 2020-08-14 - Office

If you have a OneDrive account, you can backup your desktop items there. The desktop is not backed up by the State of VT. We recommend turning this feature on but it still does not replace keeping important files in your H:// Drive.

- 1. Right click on the OneDrive icon in the lower right of your taskbar
- 2. Click Help & Settings
- 3. Click Settings

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- 1. Click the Backup Tab
- 2. Click the Manage Backup button
- 3. Make sure that the checkbox by desktop is checked
- 4. Click Start Backup

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You will now find a folder in your OneDrive online called Desktop:

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You will also find the desktop folder available in your OneDrive folder on your computer:

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