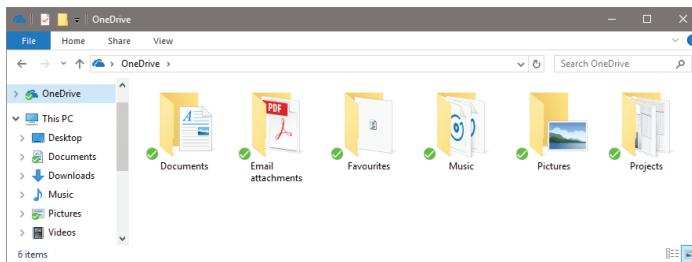


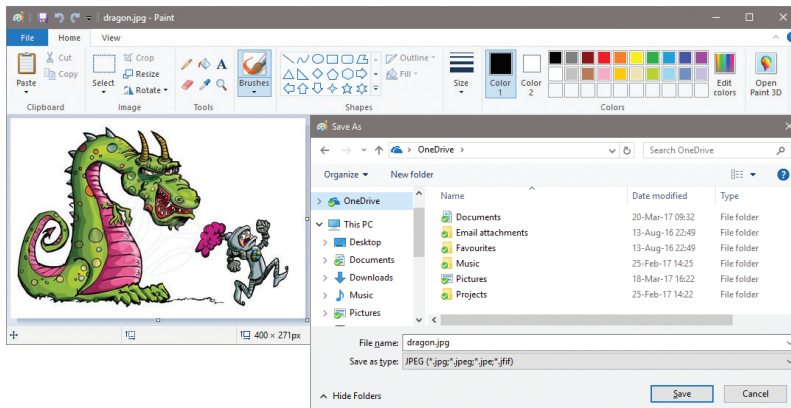
Sync to OneDrive

While the synchronization feature makes it possible to automatically back up your settings, it cannot back up your files and folders. For this, you need the OneDrive feature that is built into Windows 10.

- 1 Open any File Explorer window and on the left-hand side, you'll see a OneDrive item in the Navigation pane
- 2 Click on the **OneDrive** item to see all your folders whose contents are stored as duplicates in “the Cloud”



- 3 You can keep this selection of folders as they are, add more, delete them, or create your own folder structure
- 4 To back up a file or folder, just save it within OneDrive – it will be automatically duplicated on the Cloud
- 5 You can save files to the OneDrive folder from a program's **Save As** menu



The OneDrive folder works like any other folder – files can be added, deleted, renamed, etc.



The Fall Creators Update added On-Demand Sync that lets you see the files stored on OneDrive in File Explorer as placeholders. If a copy is not stored locally it will be downloaded automatically when you try to open it.



Some programs provide a Save to OneDrive menu option. An example is Microsoft Office 2016.

