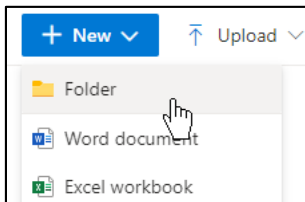


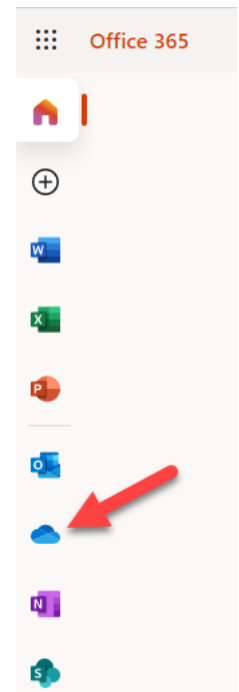
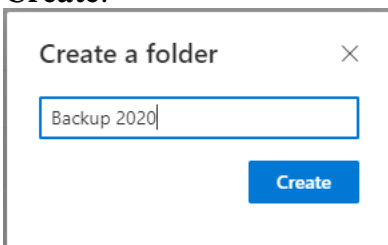
Backup Files to OneDrive


Backup Files

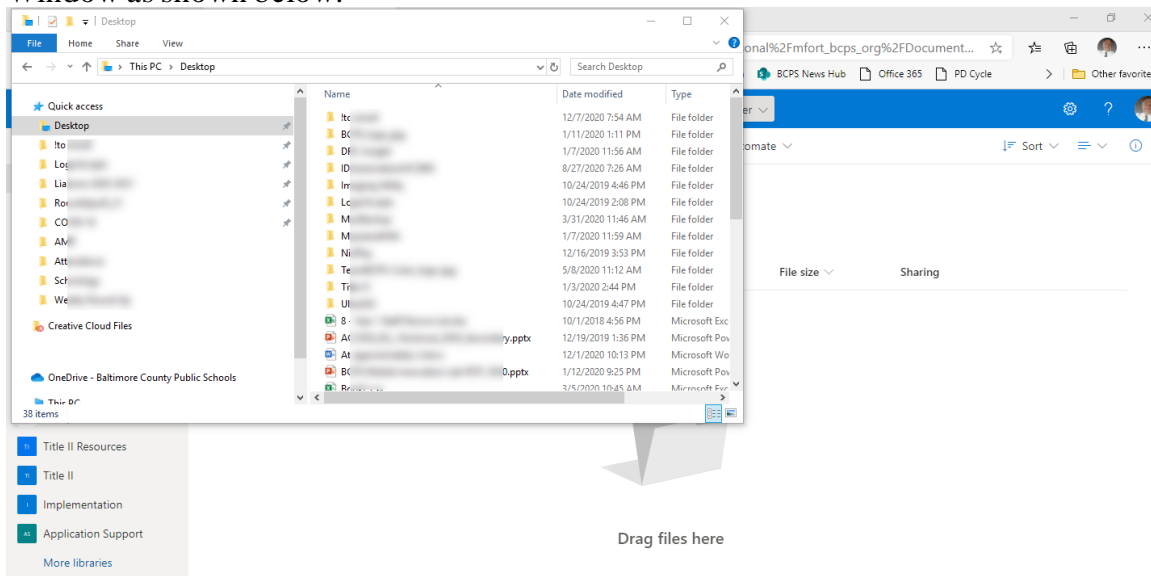
1. Open Microsoft Edge browser and go to www.office.com.
2. Log in with BCPS credentials if prompted.
3. From the left-hand navigation icons, click OneDrive.
4. Click the **New** button at the top and select **Folder**.



5. Name the folder **Backup 2020** or something else that will be remembered. Click **Create**.



6. Click the folder in the folder list to open it. Open up the **File Explorer**  and position it over the browser Window as shown below.



7. Drag files or folders to the **Drag Files Here** icon on the browser window. A copy will be made in the OneDrive. Repeat for remaining files/folders until all are copied to the cloud.

Locations to Backup

Staff should check the following locations for local files that have been stored on the hard drive. **NOTE: This may not be an all-inclusive list.** Users are responsible for backing up local files on their devices.

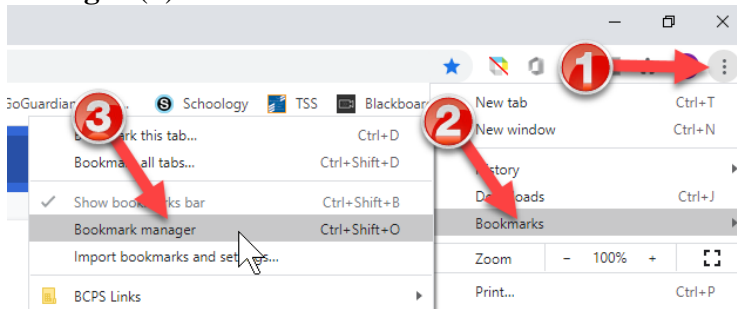
Desktop	This PC/Documents	This PC/Downloads
This PC/Pictures	This PC/Music	This PC/Videos
OneNote: Typically stored in the cloud. Check office.com to ensure all OneNote files are located there.		

Backup Bookmarks/Favorites

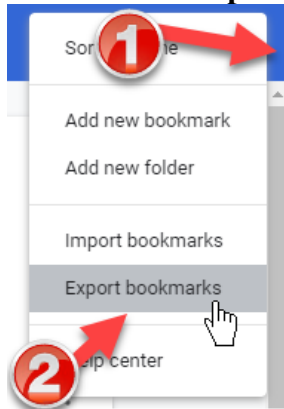
NOTE: If you are syncing your Chrome/Edge Browser then your favorites are already backed up to the cloud.

Chrome:

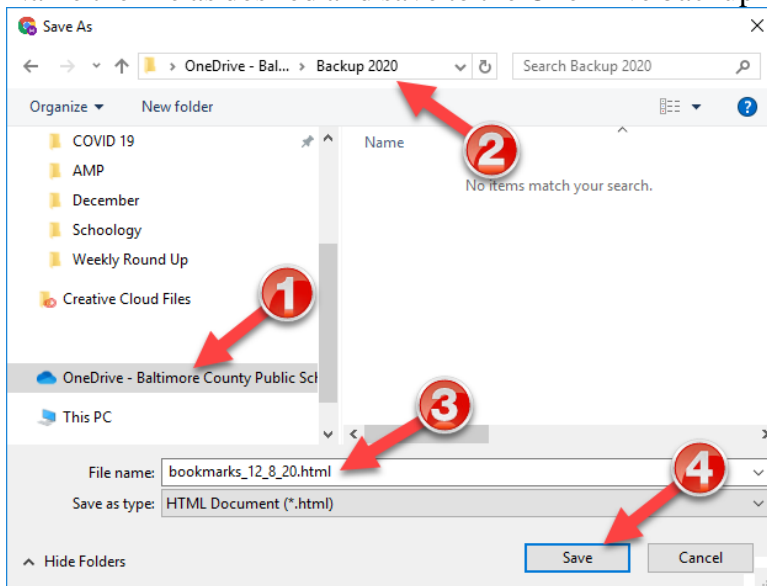
1. Click on the **more options (three dots)** icon (1) and select **Bookmarks** (2) and then **Bookmark manager** (3).



2. From the **more options (three dots)** icon (1) on the Bookmarks window select **Export bookmarks** (2).

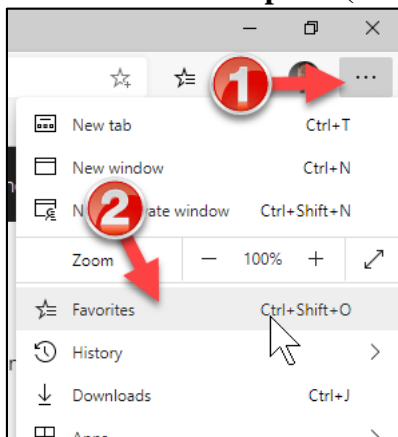


3. Name the file as desired and save to the OneDrive backup folder, or another destination.

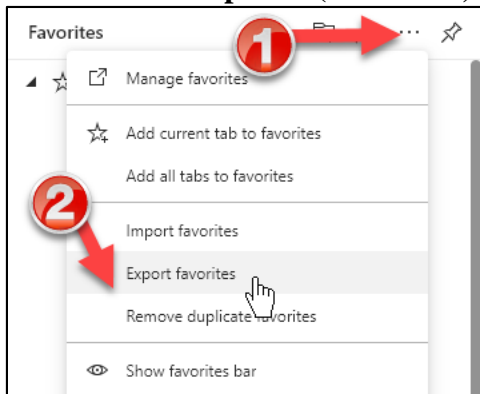


Edge:

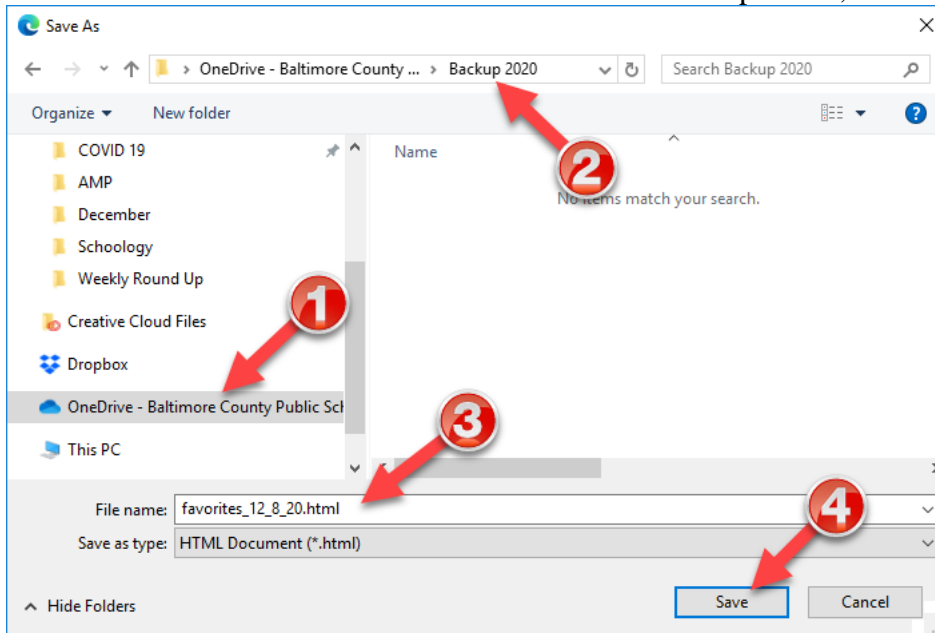
1. Click on the **more option (three dots)** icon (1) and select **Favorites** (2).



2. From the **more options (three dots)** icon (1) on the Favorites window select **Export favorites** (2).

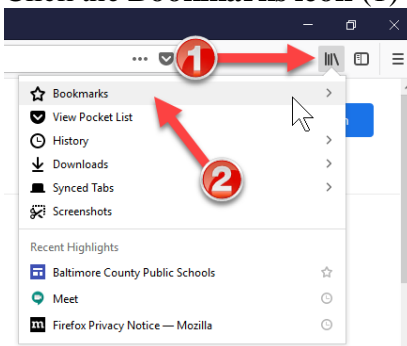


3. Name the file as desired and save to the OneDrive backup folder, or another destination.

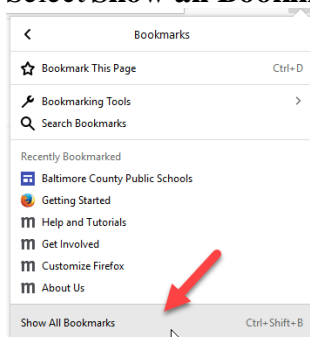


Firefox:

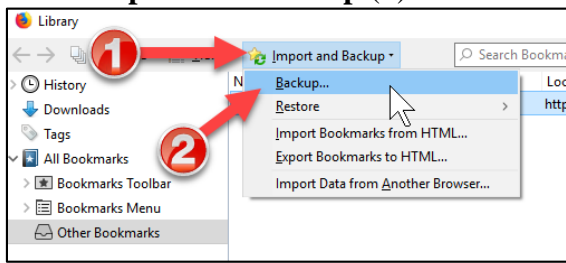
1. Click the **Bookmarks icon** (1) and then select **Bookmarks** (2).



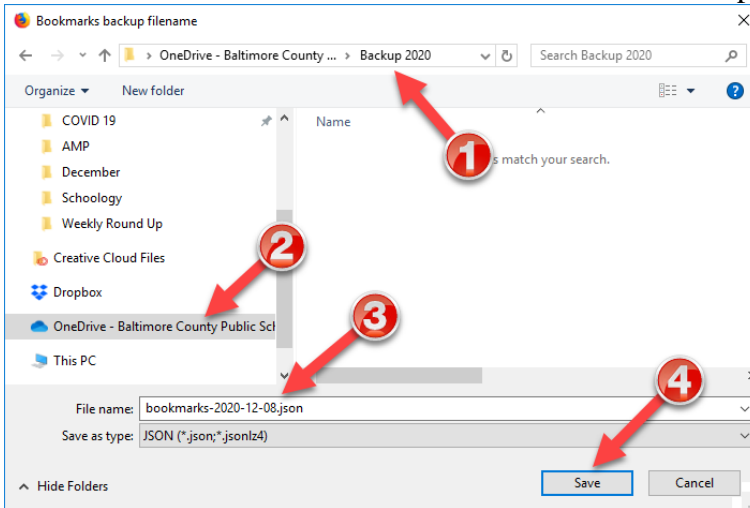
2. Select **Show all Bookmarks** at the bottom of the window.



3. Select **Import and Backup** (1) and then select **Backup** (2).



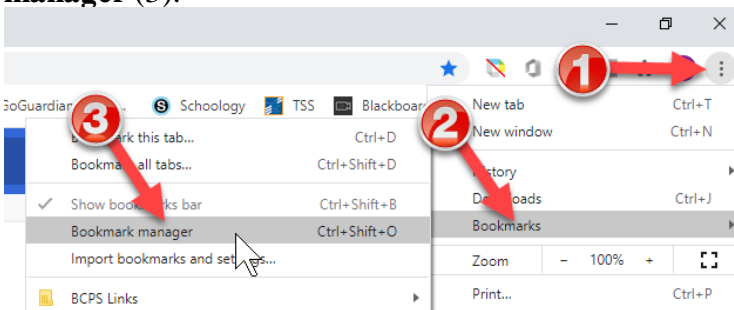
4. Name the file as desired and save to the OneDrive backup folder, or another destination.



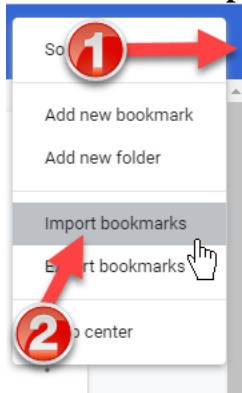
Restore Bookmarks/Favorites

Chrome:

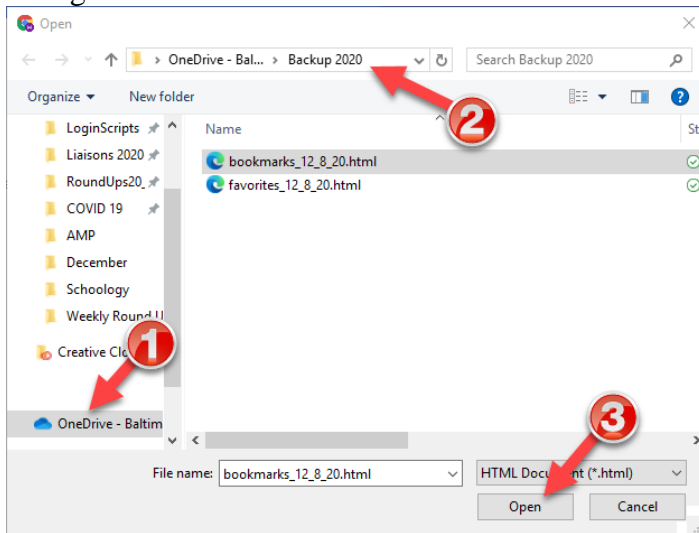
1. Click on the **more options** (three dots) icon (1) and select **Bookmarks** (2) and then **Bookmark manager** (3).



2. From the **more options (three dots)** icon (1) on the Bookmarks window select **Import bookmarks** (2).

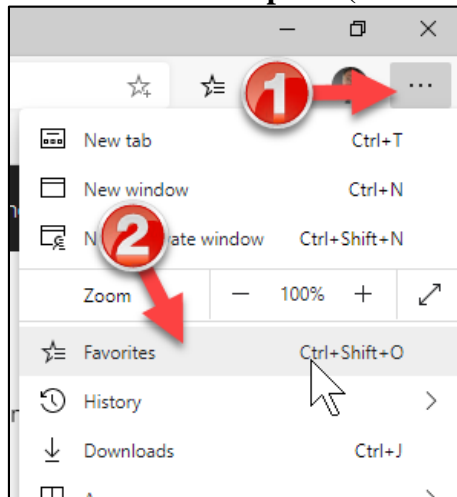


3. Navigate to the location the bookmarks were saved to complete the import.

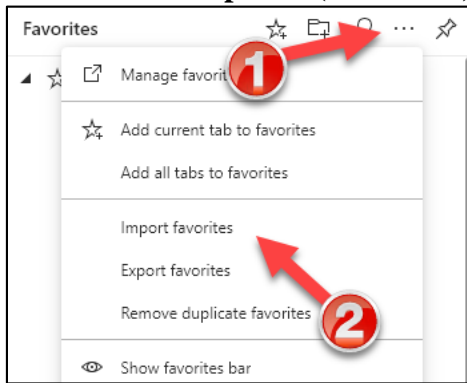


Edge:

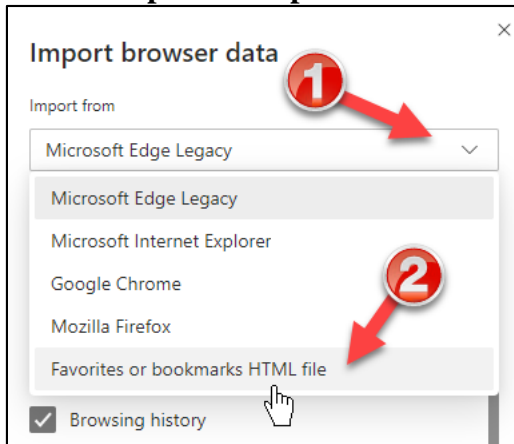
1. Click on the **more option (three dots)** icon (1) and select **Favorites** (2).



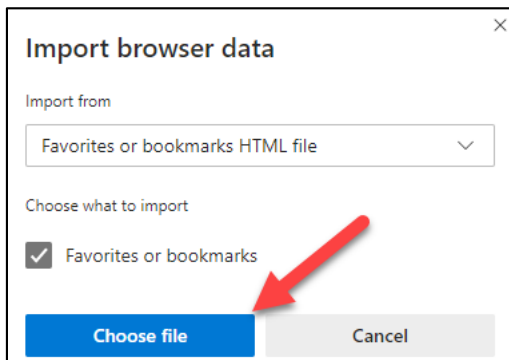
1. From the **more options (three dots)** icon (1) on the Favorites window select **Import favorites** (2).



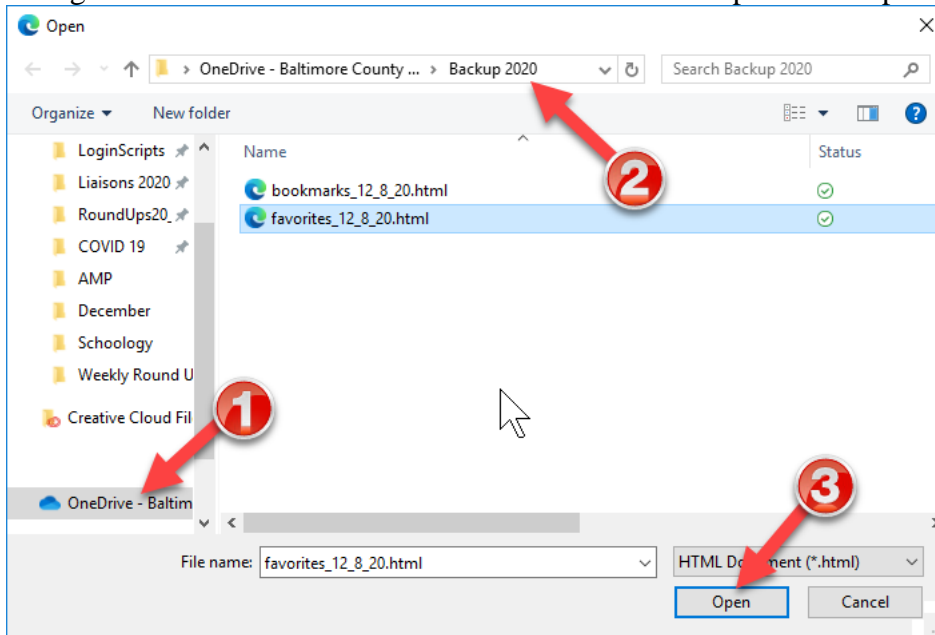
2. Use the **Import from pull-down menu** (1) to select **Favorites or bookmarks HTML file** (2).



3. Click **Choose file** button.

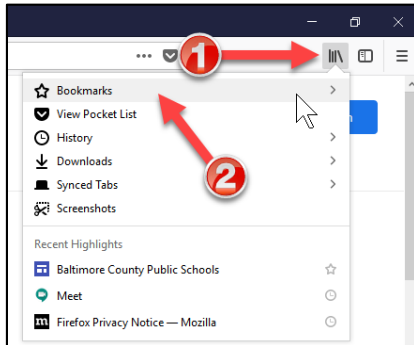


4. Navigate to the location the favorites were saved to complete the import.

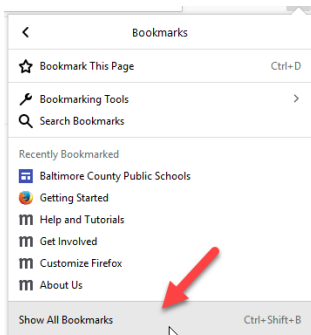


Firefox:

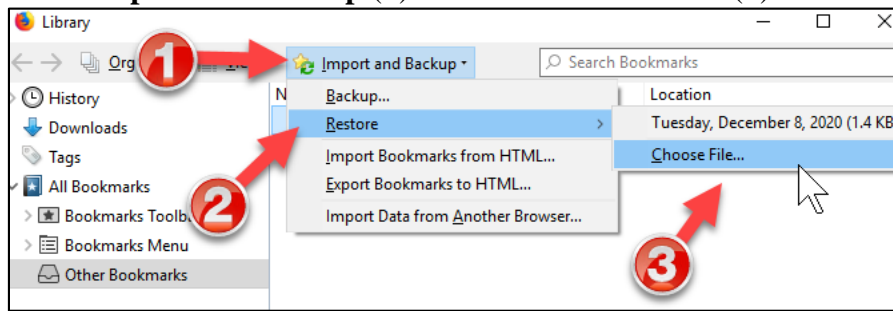
1. Click the **Bookmarks icon** (1) and then select **Bookmarks** (2).



2. Select **Show all Bookmarks** at the bottom of the window.



3. Select **Import and Backup** (1) and then select **Restore** (2) and then **Choose File** (3).



4. Navigate to the location the favorites were saved to complete the import.

