Data backup: Why, where, and how

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This article reviews why, where, and how to **back up locally-stored files** and **data**.

Why back up?

Backups are critical to ensuring you'll **never lose valuable files** in the event of a **device failure**. They are also important if you are leaving the College, to ensure you don't lose any work.

> **Warning:** If you store files in a *non-College-affiliated location*, be sure it adheres to the College's Acceptable Use policy🗐, Data Handling policy🗐 and Data Handling Storage Guidelines🗐.
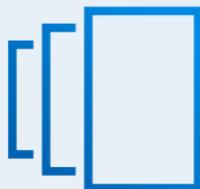
Where can I store my backup?

| | Storage size | How to access |

		Storage size	How to access
OneDrive[1]		1TB	via OneDrive Online via OneDrive App
Home Drive (H:)[1]		1TB	via network drive on Windows and macOS
Alternative Cloud Storage[2]		Varies	See link for alternative cloud storage
USB or External Storage		8GB-2TB	via USB port

[1]Access to your Home Drive and OneDrive end when you leave the College.

[2]**Faculty/Staff:** College-related files should ONLY be stored on College-provided resources.

OneDrive

OneDrive application

> **Note:** The OneDrive application is **pre-installed on all College computers**!

Follow the instructions below based on your computer.

- Windows: set up and sync files
- macOS: set up and sync files

OneDrive online

1. Navigate to webmail.brynmawr.edu
2. If prompted, log in with your **College email** and **password**
3. Click ⦂⦂⦂ in the top-left
4. Select **OneDrive**
5. Click **New > Folder**
   title your folder appropriately (e.g., Backup MM-DD-YYYY)
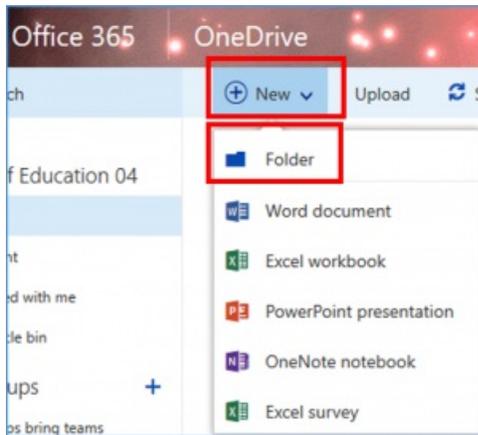
6. Open your newly created folder
7. Click **Upload**, select either **Files** or **Folders**
8. Navigate to, and select the file(s)/folder(s) you'd like to back up

Home drive (H:)

You can map your H: drive and **store data like any other folder** on your computer.

Windows ⊞

macOS

External Drive

Store your files on an **external hard drive or USB**, by copying-and-pasting as your normally would!

Windows ⊞

macOS

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 │ Library and Help Desk hours

Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor