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?

- Create at least three copies of your data
- Store the copies on two different storage media
- Store one copy on an offsite storage

Storage size

How to access
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