

Backups:

Using iDrive, OneDrive and SharePoint Sites



What is this? A backup is a copy of your data stored in a secondary or alternate location. In the event that a data recovery is needed, you would be able to pull the duplicated data that was saved and, ultimately, restore to the original location.

Why do I need to do this? If you have a situation where your data becomes encrypted or damaged, such as during a ransomware attack or hardware/software failure, all your data could be lost forever. If you have a backup system in place, you would be able to restore your data and recover quicker from an unplanned event. To maximize the potential for having the most recent data backed up, it is important to complete these backups on a regular basis. What is more, cyber insurers are now requiring that backups be used for all data (*including documents, emails, and databases stored in the cloud*).

How do I do this? There are options to consider when thinking about a backup. Often it is best to talk to your IT representative about what best serves your needs. At a minimum, we have two options that can help you begin this process.

For an easy to use backup in the cloud—Wingman has partnered with iDrive for an affordable and top of the line solution. [Click here](#) to sign up and get started.

How to save documents to OneDrive in the Microsoft office browser:

To begin, **you must have a Microsoft account or Office 2019 or Office 2016**

| **Step 1:** If you are logged into your 365 account on a browser click on the cluster of 9 dots on the top right.

| **Step 2:** Select the icon that is labeled OneDrive.

| **Step 3:** You can either create a new folder or upload a file or folder. These options are both on the horizontal tool bar towards the top of the screen.

| **Step 4:** From there you can back up all your files to the OneDrive so they are not just stored on your device.

How to save and open files from OneDrive on other Microsoft Office applications:

| **Step 1:** To save a document on any of your office applications, select File > Save a Copy > OneDrive

| **Step 2:** To a document that you saved on OneDrive, you will open the office application, then select File > Open then select OneDrive and the document that you want to open.

You now have backups implemented!

Need further assistance? Ask your IT administrator.

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