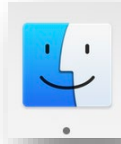
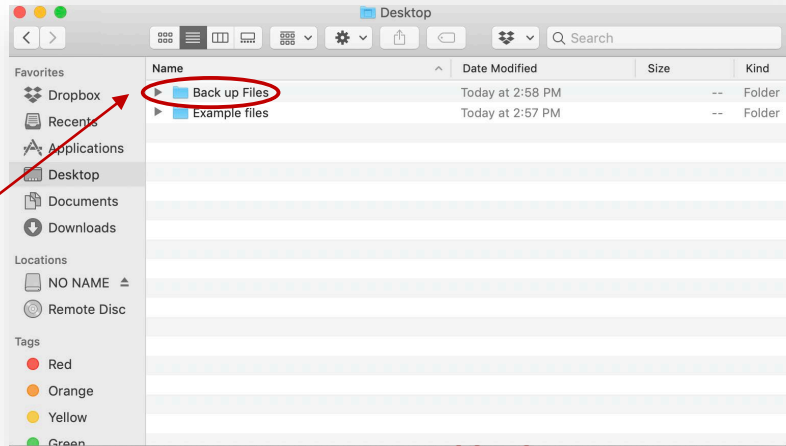


# Mac Backup: External Hard Drive

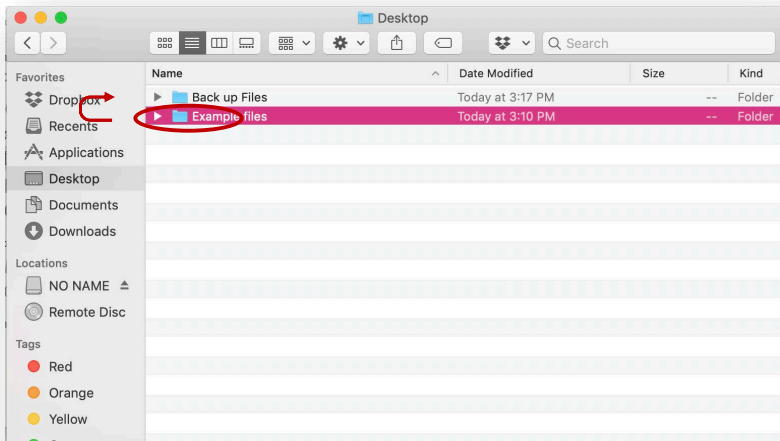
1. Open "Finder"



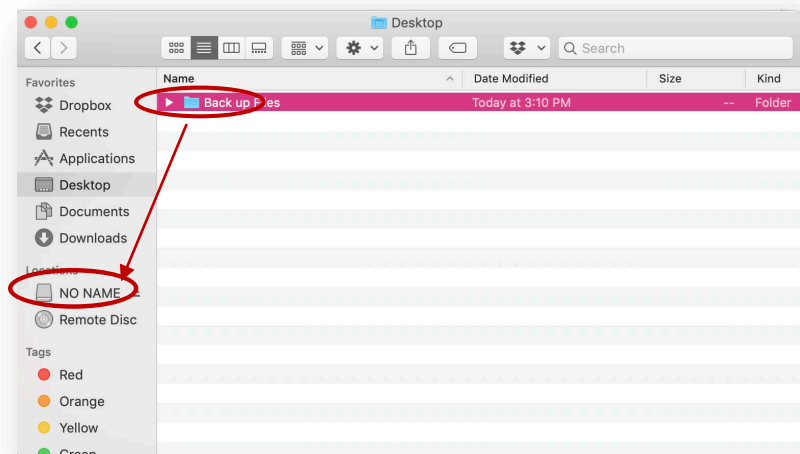
2. Create a new folder on your Desktop titled "Backup Files"



3. Select any files you would like to backup and drag them into the new folder

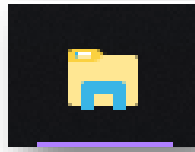


4. Drag "Backup Files" into your external hard drive

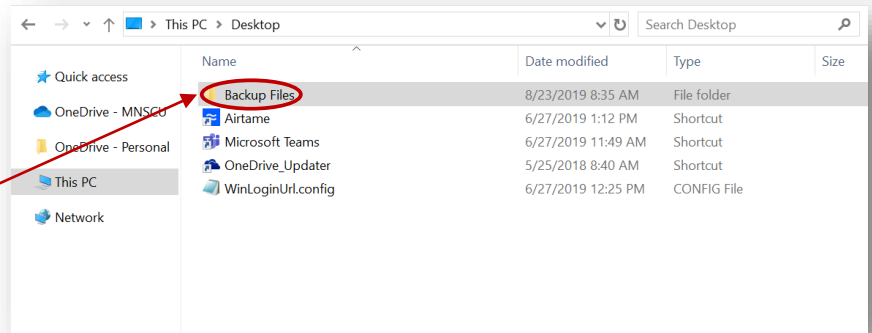


# HP Backup: External Hard Drive

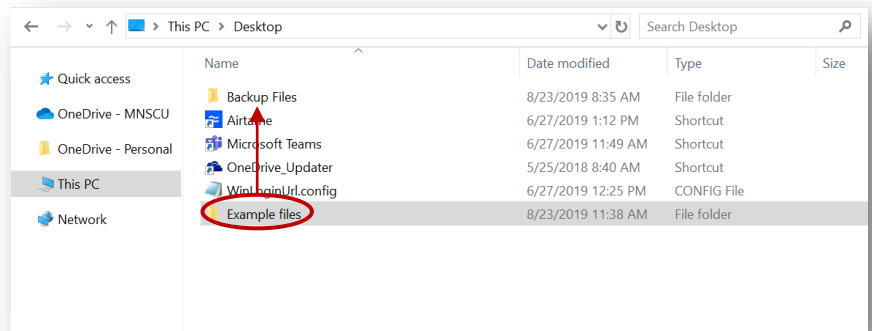
1. Open "File viewer"



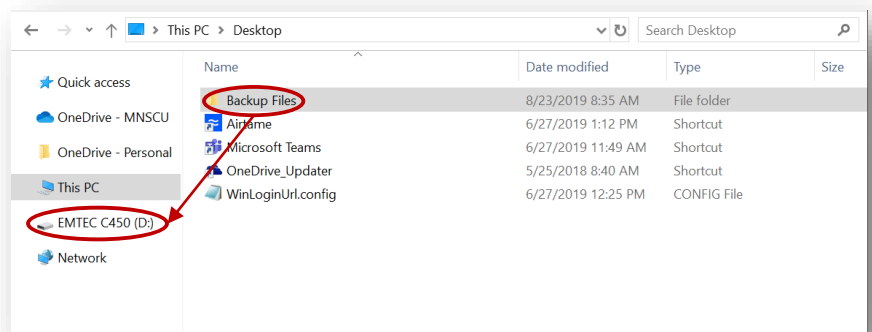
2. Create a new folder on your Desktop titled "Backup Files"



3. Select any files you would like to backup and drag them into the new folder

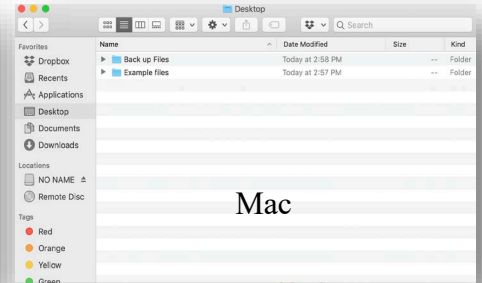
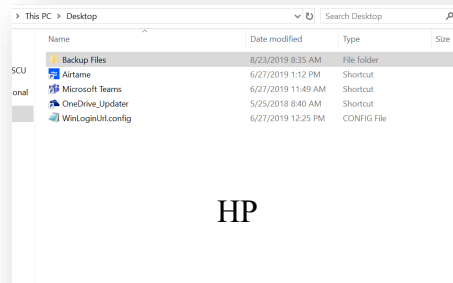


4. Drag "Backup Files" into your external hard drive

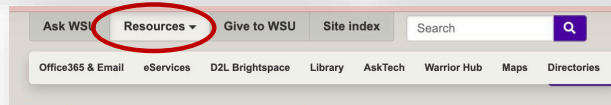


# Backup to OneDrive – PC and Mac

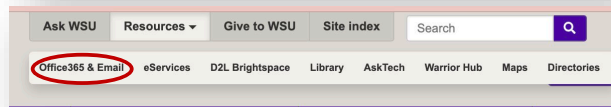
1. Create a new folder on your **Desktop** called **“Backup Files”** and add any files you need to backup



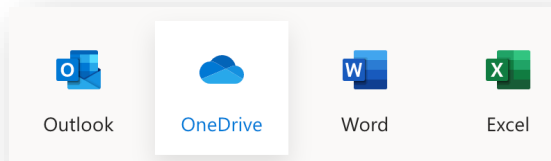
2. Go to **“winona.edu”** and click **“Resources”** on the top



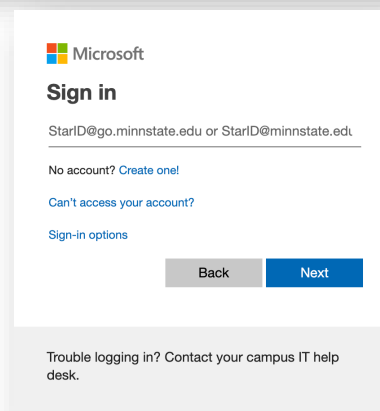
3. Then, click **“Office365 & Email”**



4. Click on the **“OneDrive”** icon



5. Sign in with **(YourstarID)@go.minnstate.edu** and your **starID** password



6. Drag your **“Backup Files”** folder from your **Desktop** into **OneDrive**.

