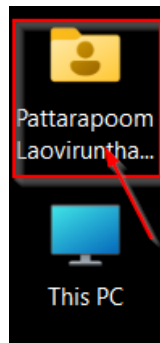


How to Back Up Your Data on SharePoint

Follow the steps below to back up your important work-related files to SharePoint:

1. Locate Your Name on the Screen:

At the top left corner of your screen, you will see your name. Double-click on your name, as shown in the image below.



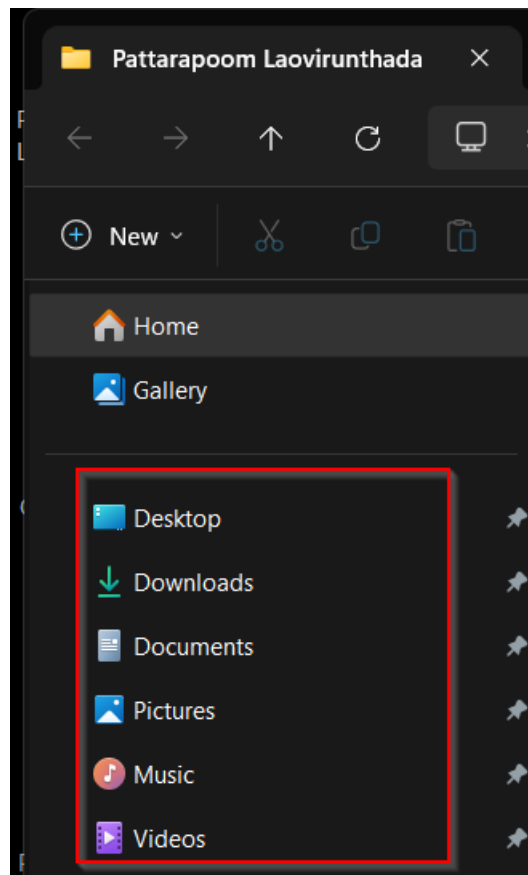
2. Identify Important Data to Back Up

It is essential that everyone backs up their important data, as these files are not automatically saved to our server.

The folders you should back up include:

- Desktop
- Downloads
- Documents
- Pictures
- Music
- Videos

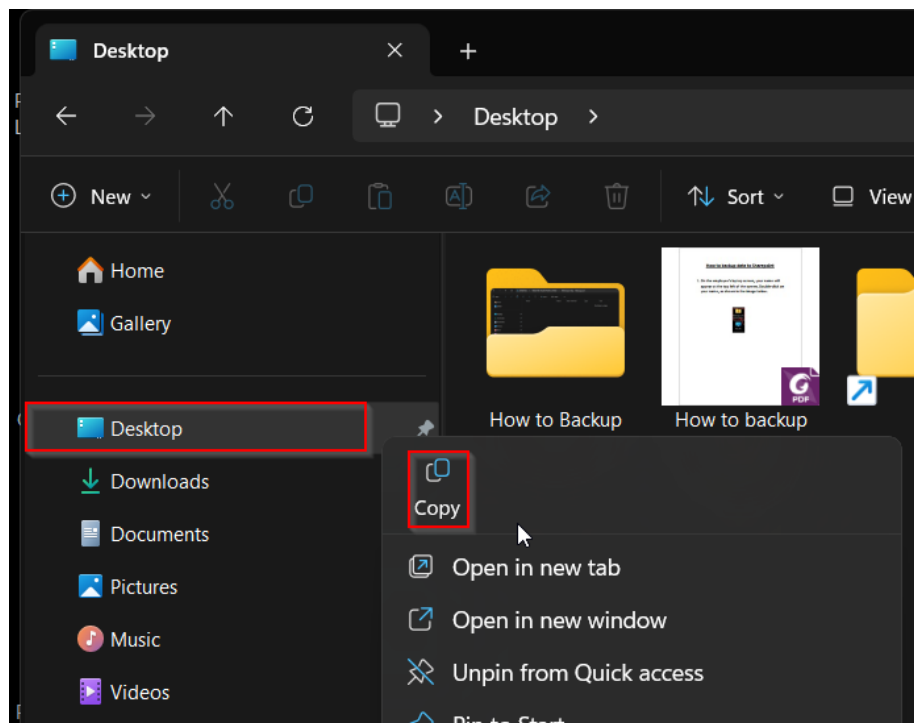
Note: Only back up files that are relevant to your work.



3. Begin Backing Up Folders Individually

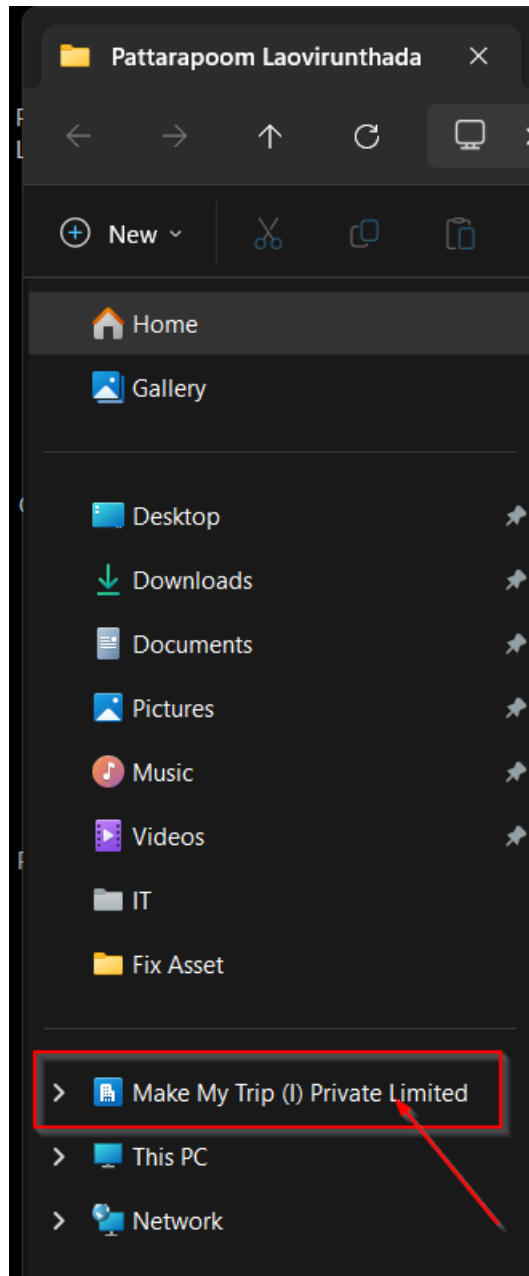
Start backing up each folder one at a time. For example, to back up the contents of your Desktop:

- Right-click on the Desktop folder.
- Select Copy from the menu (as shown in step 2 of the image).



4. Access the SharePoint Backup Location

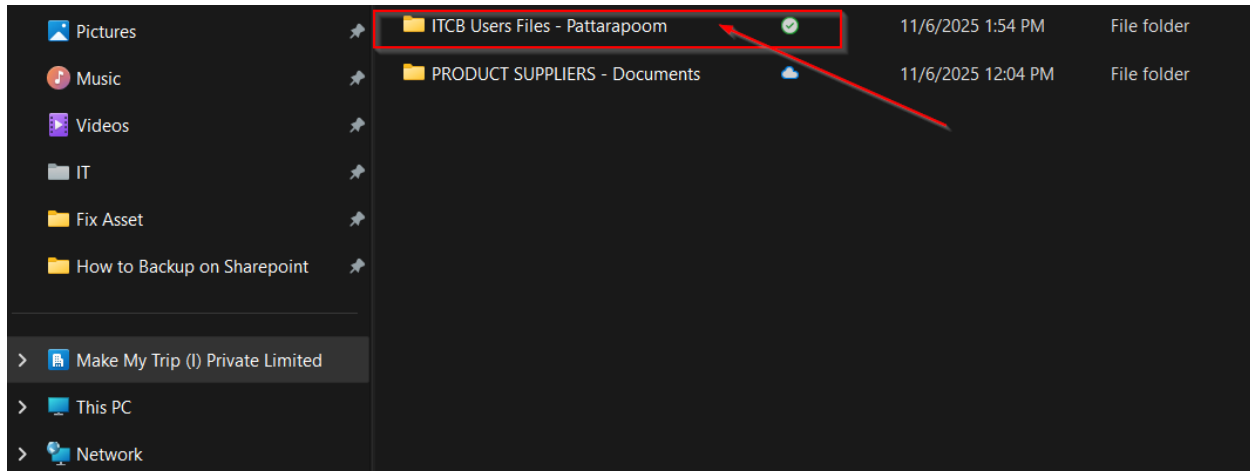
After copying your folder, look at the menu on the left side of the screen. Click on the Make my Trip option, highlighted in the red square in the image.



5. Open Your Personal Folder

A new window will appear.

Click on **ITCB Users Files – [Your Name]** to open your personal SharePoint folder.



6. Paste Your Files

- Right-click on the blank area within your SharePoint folder.
- Select Paste to upload your copied files.
- Wait until the upload is complete.

Once the upload is finished, your data has been successfully backed up to SharePoint. Repeat the process for each folder you need to back up.

