

Update your AU OneDrive settings and backing up your OneDrive data

This document provides guidance for you as an Athabasca University (AU) student to update your OneDrive settings and back up your student OneDrive data to prepare for the upcoming AU Microsoft student outage and data migration.

Before updating OneDrive settings:

Folders and files that are no longer needed should be deleted from OneDrive prior to turning off automatic backup. Please take this opportunity to do this housekeeping as this will speed up the data migration process.

If you have any non-AU/personal files in your OneDrive, please download and delete these from your AU OneDrive.

Updating OneDrive settings to turn off automatic backup:

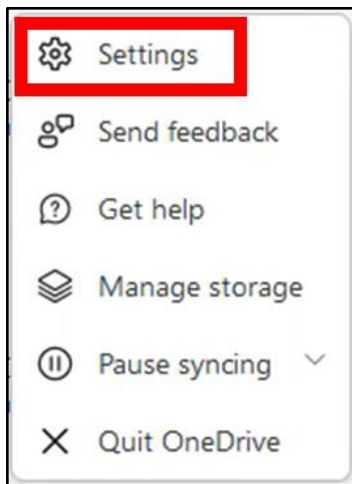
1. Click on the **OneDrive** icon in the system tray (right-hand corner of the screen in Windows).



2. In the window that pops up, click on the **Settings** icon in the top right-hand corner.

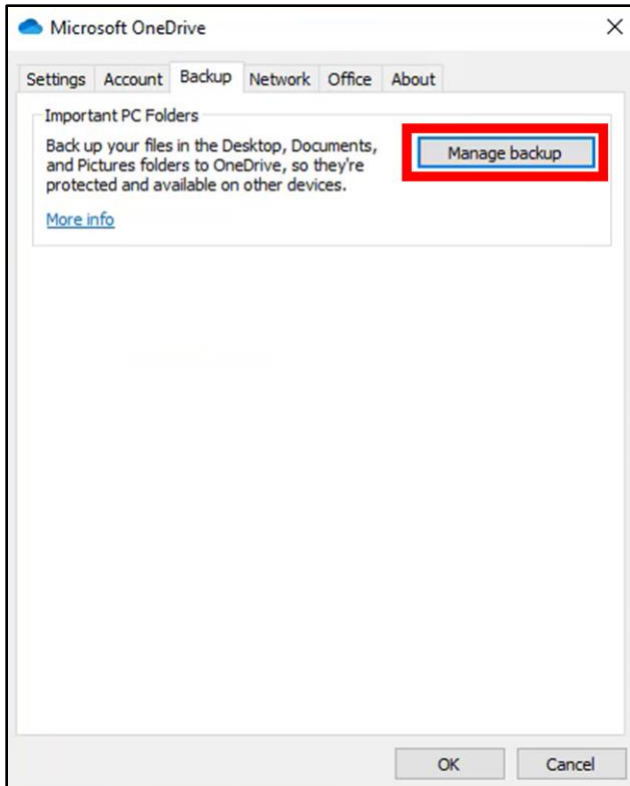


3. Click **Settings** again.

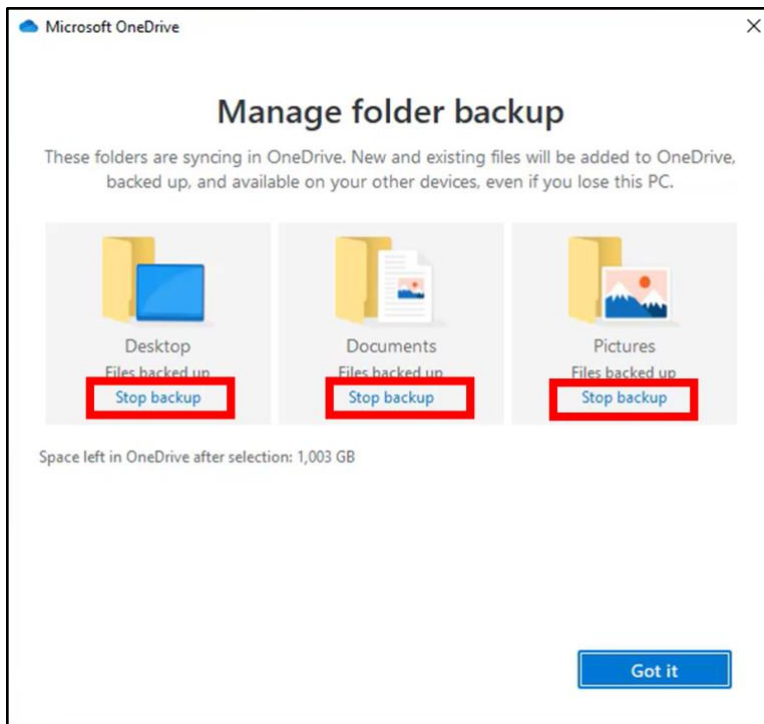




4. Click on the **Backup** tab, then on the **Manage backup** button.

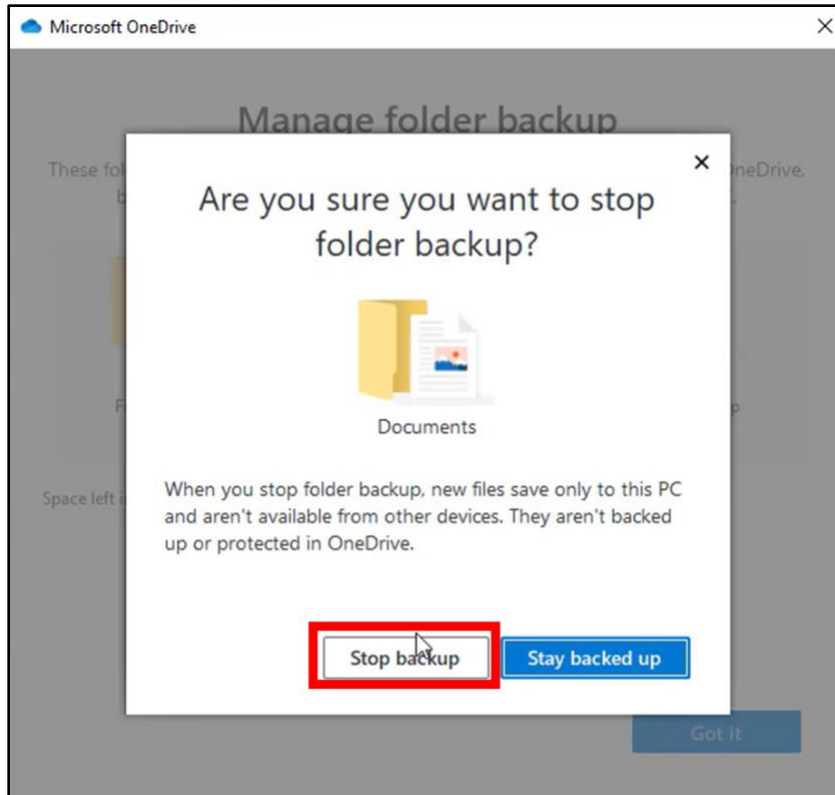


5. Click the **Stop backup** link for any folders that are set up for backup. (Per this example, these three folders are all being backed up.) This operation will need to be performed for each of these folders, one at a time.

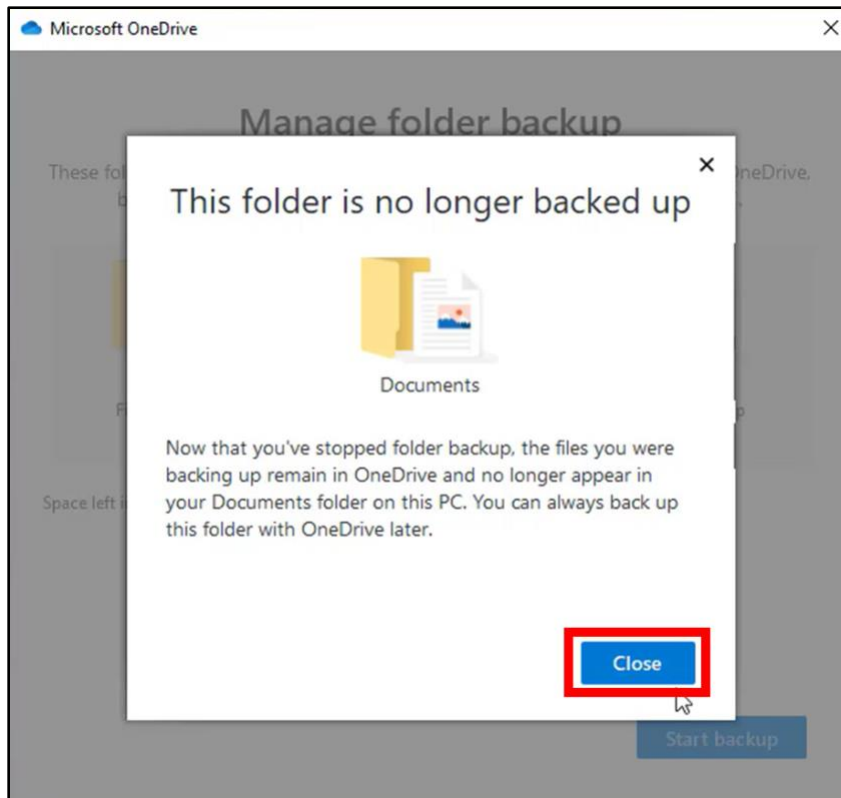




6. A confirmation screen will pop up. Click **Stop backup**.



7. A notification that the folder is no longer backed up will appear. Click **Close**. Repeat the process for any other folders that are being backed up as shown in Step 5.



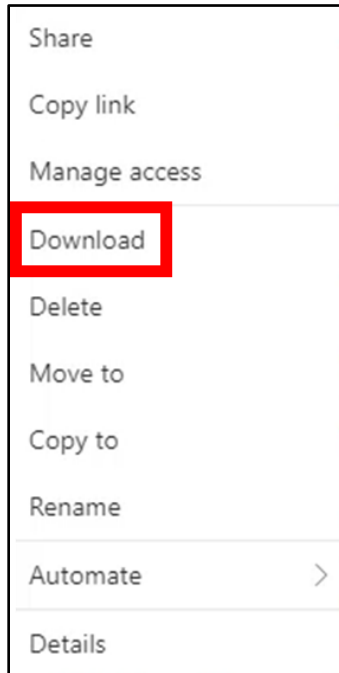


Backing up OneDrive data

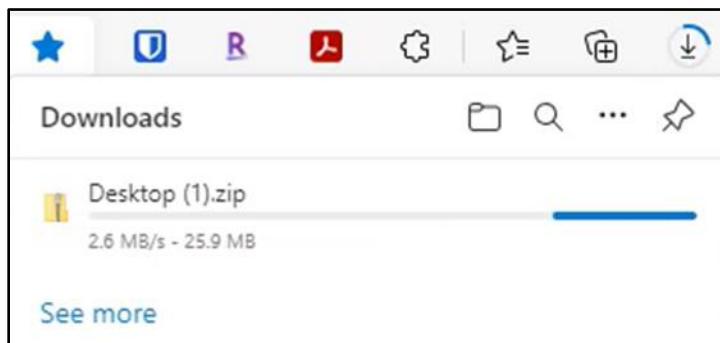
1. In an internet browser, open OneDrive.
2. Click on the **More** button to the right of the folder name you wish to back up.



3. Click on **Download**.



4. The downloading process will start. Note that the folder will be downloaded in *.zip format. The downloaded folder will appear in the **Downloads** folder in File Explorer in Windows.



5. Repeat this process for all folders that you wish to keep. **Note: Any folders that are not downloaded may not be accessible until the end of the migration on Nov. 29, 2022.**