**How to backup files to One Drive:**

You can copy or move files between folders within OneDrive, or from other folders on your computer. (When you move files from other folders on your computer into The OneDrive folder, you're removing them from your computer and adding them to OneDrive.)

For both File Explorer and Mac Finder, if you want to copy the item rather than move it, right-click the file or folder and select **Copy**, then open the OneDrive folder (or sub-folder) and right-click > **Paste** a copy of the item to OneDrive.

To move a file using Windows File Explorer, drag files from the file list in the right pane to OneDrive in the left pane.
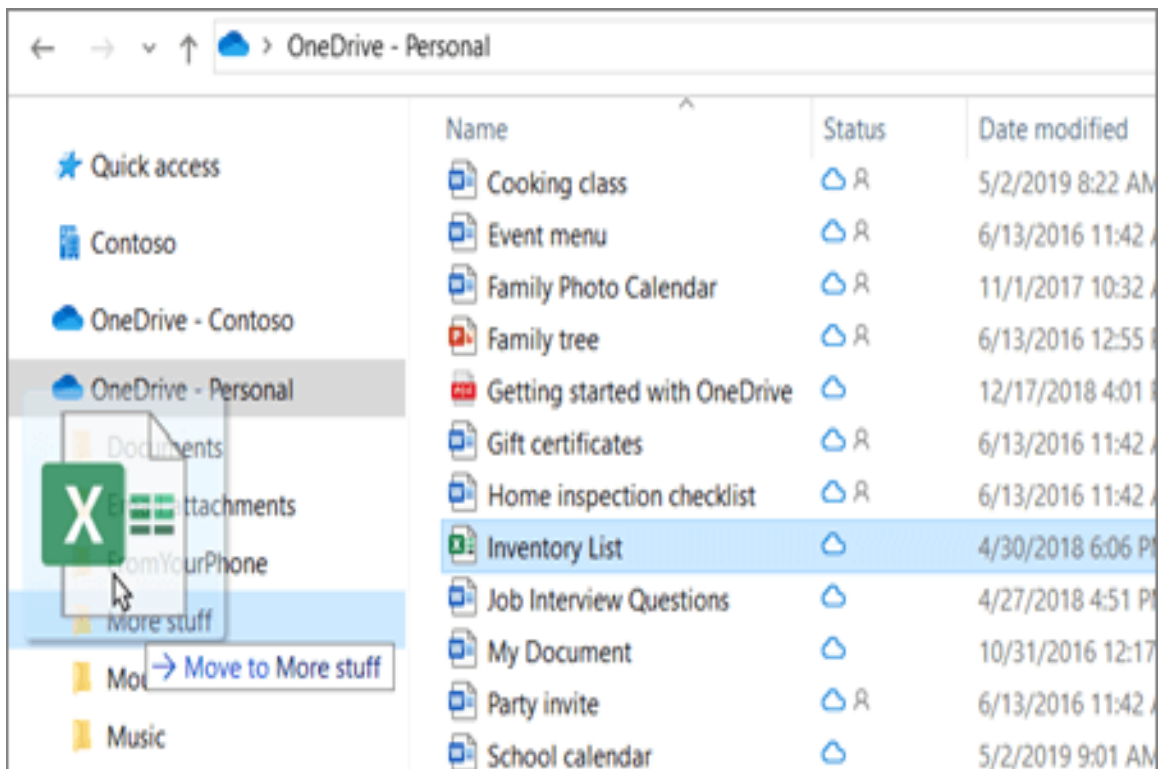
To move a file using Mac Finder, drag files from the file list in the right pane to OneDrive in the left pane (if you have OneDrive listed there under **Favorites**). After a moment, Finder will switch to show your

existing OneDrive files and folders in the right pane, and you can drag the file into the sub-folder of your choice.