

## Bookmark Fact Sheet

# Backup to OneDrive

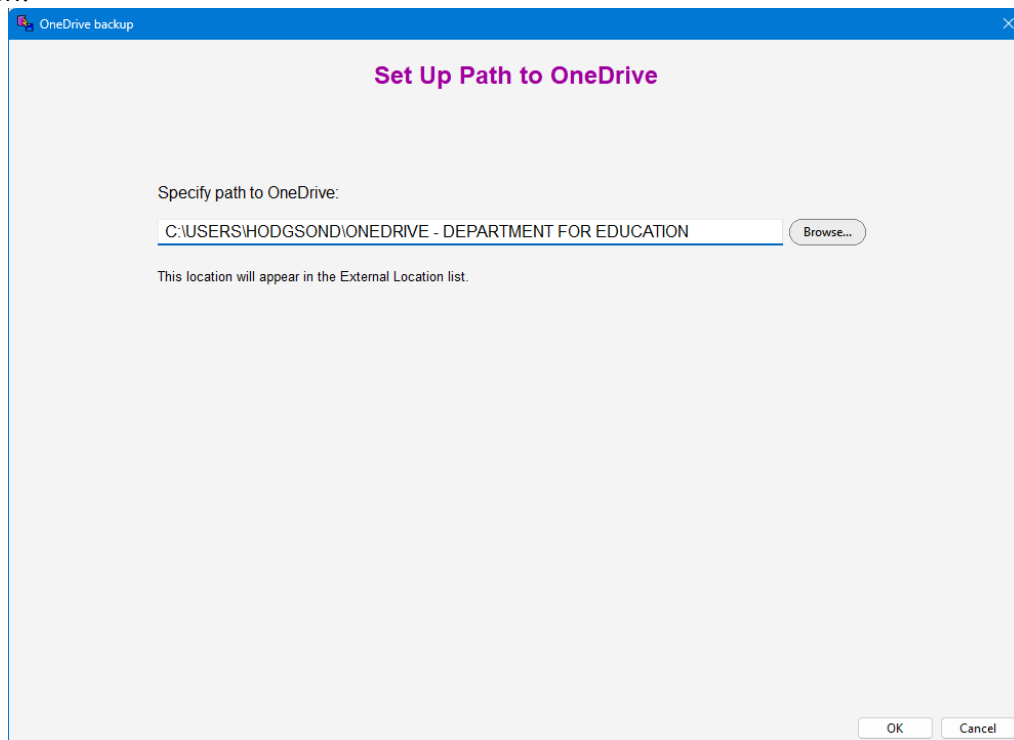
August 2024

OneDrive is part of Windows 10 and 11 and can be added to Windows 7 and 8. It is a cloud-based location where files can be stored and retrieved.

Bookmark can send backups to OneDrive and restore them.

To use OneDrive as a backup destination, its location must be specified as it is different for each user logged into the specific computer. All SA DfE school staff have OneDrive accounts attached to their schools.sa.edu.au email addresses. OneDrive accounts may be accessible from home as well.

To set up the OneDrive backup, open Utilities and click on Backup. Click on *OneDrive Location*.



Use the Browse button to find the OneDrive folder on your computer. It is usually inside the Users folder.

Do not include the \Bmbackup folder in the path! This is automatically created.

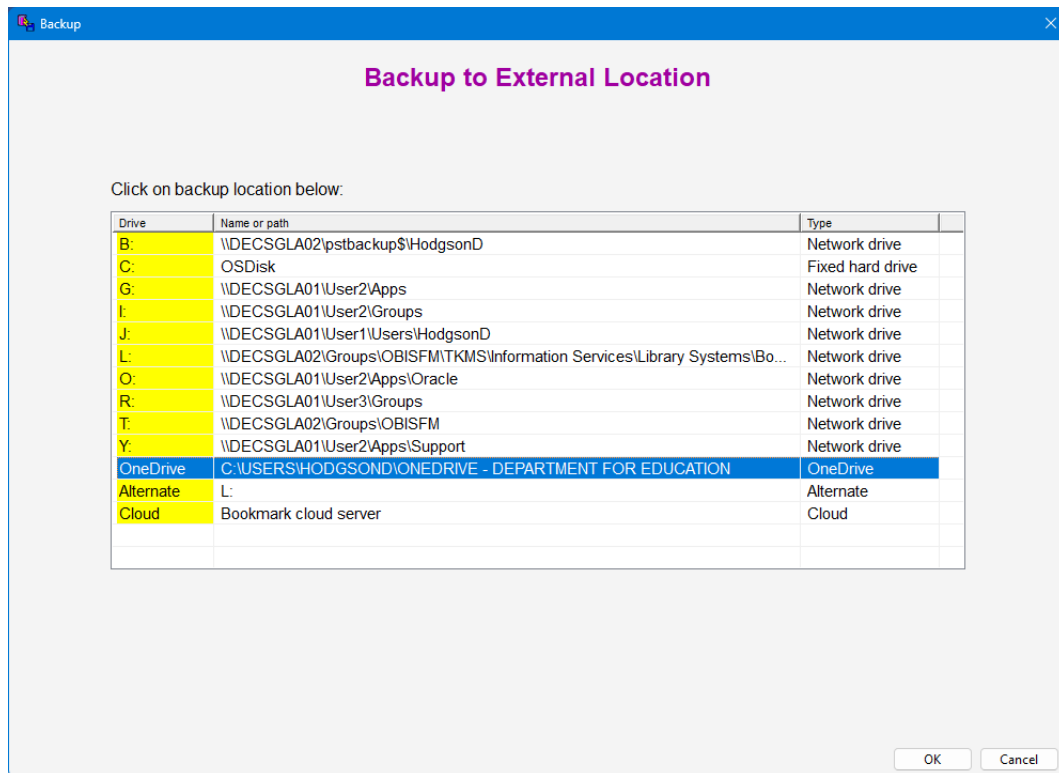
*Note: Each OneDrive is connected to the user's login or Microsoft account. Backups are made to that account's OneDrive and cannot be restored from another account. As a result of this limitation, backups to USB flash drives or other external drives are easier to manage.*

Click OK to lock the folder location into Bookmark.

## Making a Backup to OneDrive

To back up to OneDrive, open Utilities and then Backups.

On the Backup menu, click on *External Location*.



The OneDrive option appears if it has been set up.

Click on OneDrive then OK.

Bookmark first makes a backup file. For a daily backup, this is Backup.zip or Backup.lzh, depending on the format set in Backup Settings. That file is created at Bookmark's location.

It is then copied to the destination – in this case the OneDrive folder on the computer.

The file is then automatically uploaded to the OneDrive cloud server. (The folder on the computer is a mirror of the cloud folder.)

Bookmark makes a different daily backup file for each day of the week. For the Monthly type backups, it is a different file for each month. Previous days or months are overwritten if the filenames are the same.

Multiple locations can be highlighted for a backup. Hold down the CTRL key and click on each. Backup will send the backup to all of the highlighted locations in sequence. It remembers the locations next time.

### **Restoring a backup from OneDrive**

The process is identical to restoring from another external source, like a flashdrive.

Open Utilities. Click on Restore. Click on External Location.

Choose OneDrive from the list.

The backups in the OneDrive folder are listed. Select and Ok to restore.

### **Automatic OneDrive Backups**

Automatic backups to OneDrive are possible. Include the OneDrive folder location in the Automatic Backups section.

The \Bmbackup folder must be included in the path here if it is on OneDrive (see Make Backup section above).

Automatic backups can either be set to occur at the start of every day, every week, or every month. Or the Windows Task Scheduler can be used to set a different time and frequency.

See the Automatic Backups fact sheet for more information.

### **Notes**

Backups to Google Drive and Dropbox can be made using the Alternate Location function. Put in the path to the relevant folder.