

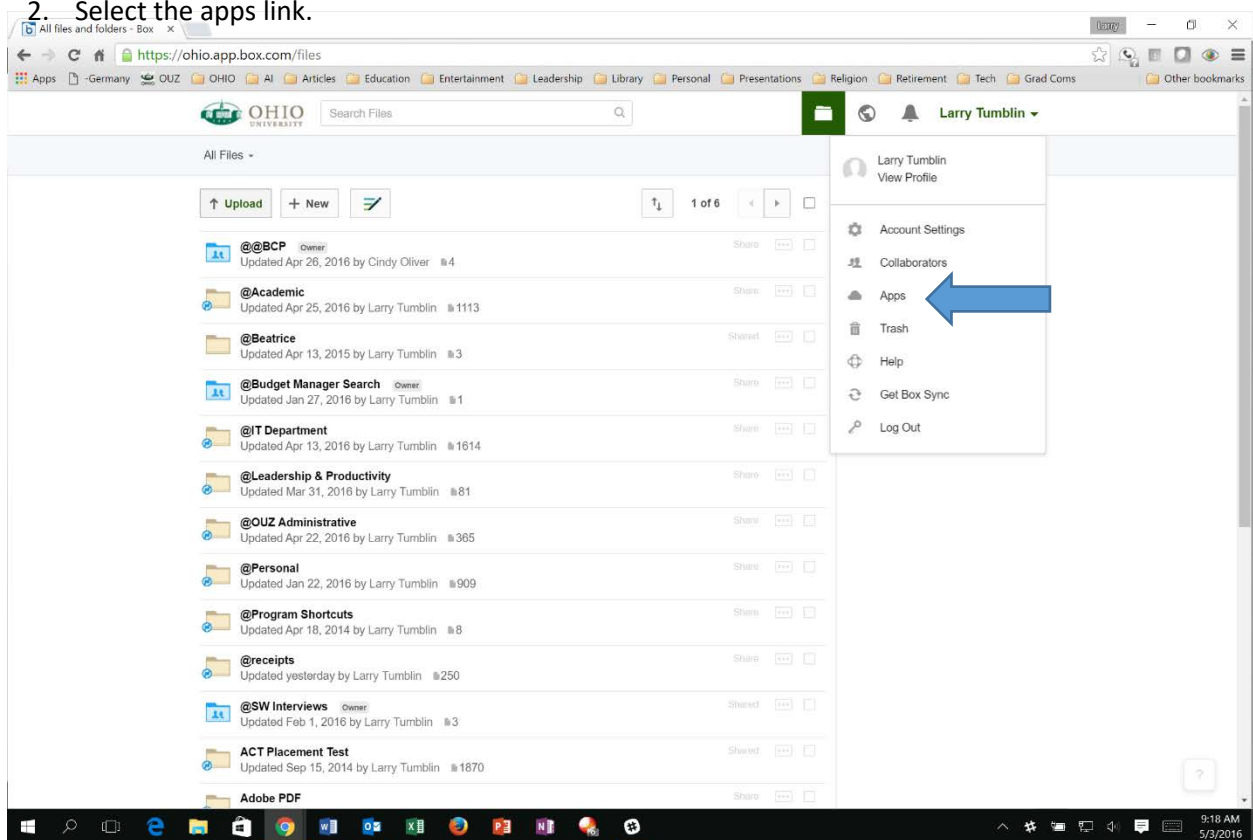
Backing up Your Data

It is critical in the event of computer failure, natural disaster or other business continuity events to have a backup of your important computer files. Using a flash drive or external hard drive is a good option, but we also have online options. Online is also helpful, if you do not have access to your computer and need to work on a file. Here are some options to consider: Box, OneDrive and network share.

BOX

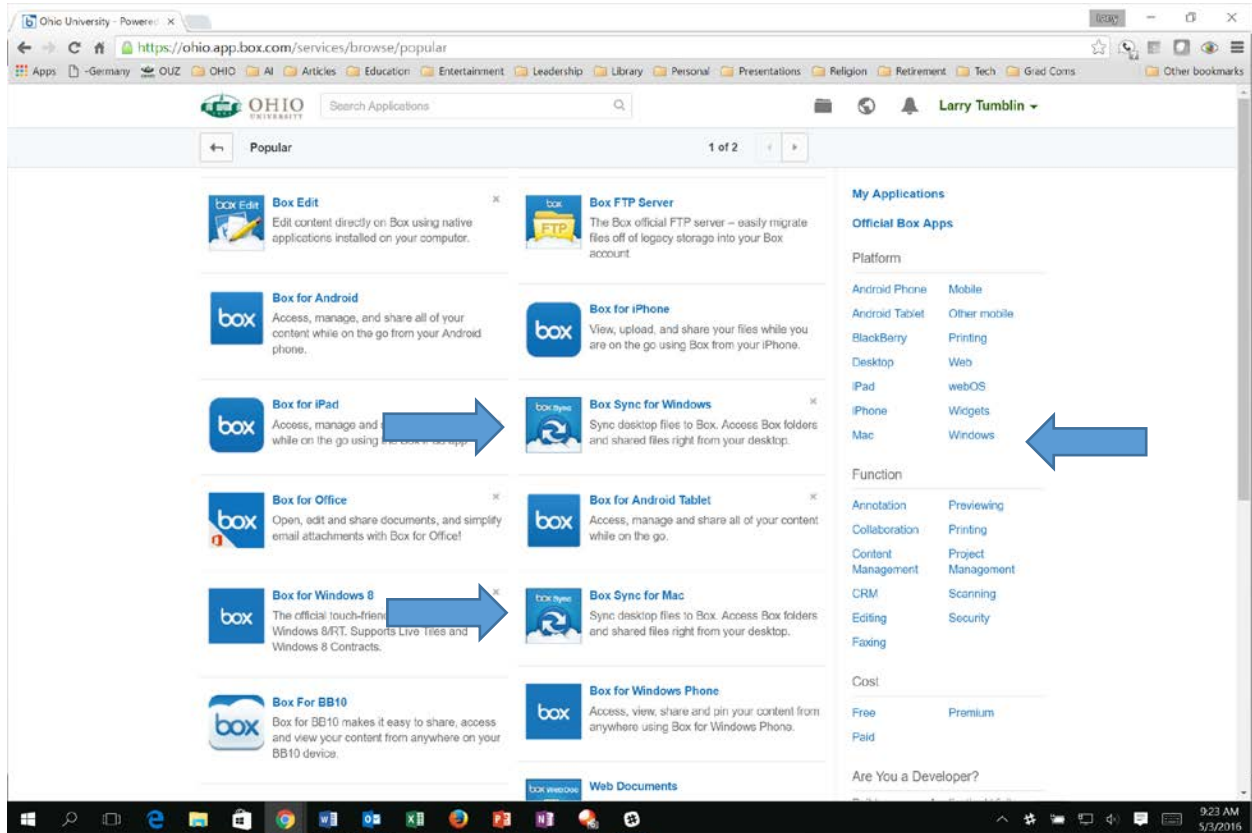
Ohio University has a license for every employee and student to have 50 gigabytes of storage. You can access this service at <https://ohio.box.com>. Login with your OHIO ID and password. You can upload files and folders directly, or you can use the BoxSync application. This installs a folder on your computer that maintains a local copy and an online copy.

1. Click your name in the upper right corner of the screen.
2. Select the apps link.



The screenshot shows a web browser window displaying the Ohio University Box account interface. The user's name, Larry Tumblin, is visible in the top right corner. A dropdown menu is open, showing options such as Account Settings, Collaborators, Apps, Trash, Help, Get Box Sync, and Log Out. A blue arrow points to the 'Apps' option. The main content area displays a list of folders and files, including '@@BCP', '@Academic', '@Beatrice', '@Budget Manager Search', '@IT Department', '@Leadership & Productivity', '@OUZ Administrative', '@Personal', '@Program Shortcuts', '@receipts', '@SW Interviews', and 'ACT Placement Test'.

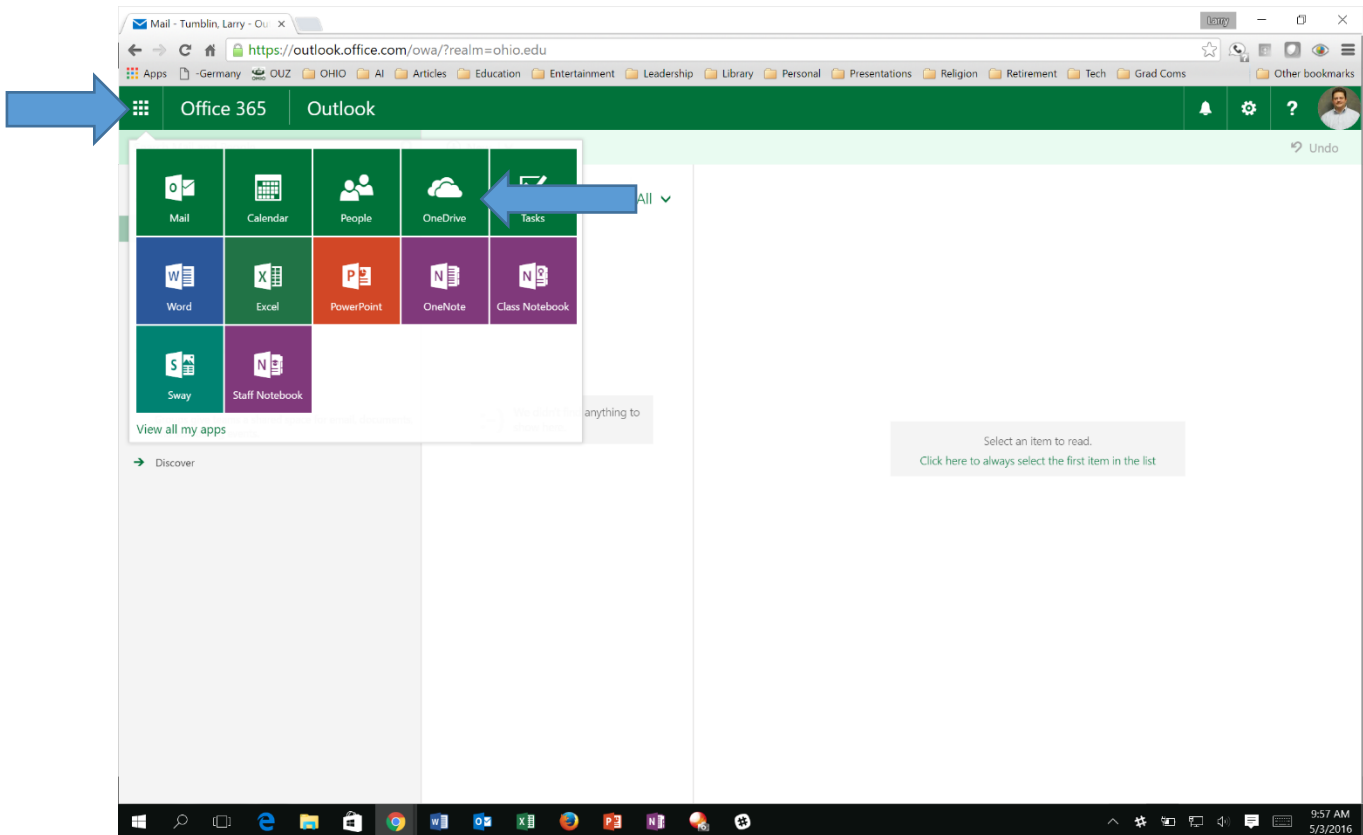
3. Select Windows or Mac on the right.
4. Select BoxSync.



OneDrive

If you login to your Catmail on the web, you can access OneDrive. Go to <https://catmail.ohio.edu/>.

1. Click on the image of the squares in the left corner.
2. Select OneDrive.
3. Upload files.



Network Share

In your list of drives, you should see a Drive labeled "P:" This has 2 gigabytes of storage. You can access your network share drive from off-campus, if you use the Virtual Private Network (VPN). There are separate directions for the VPN at <https://www.ohio.edu/oit/vpn/index.cfm>.