

Your Questions. Our Solutions!

INFORMATION TECHNOLOGY HELP 660.562.1634

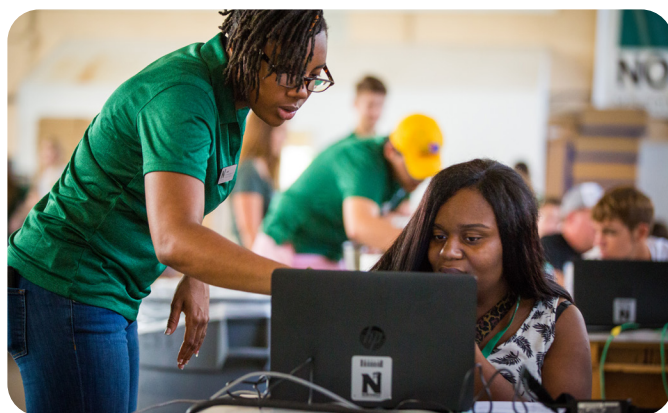
Back Up Important Personal Files

Back up (copy/save) your important, personal files to an alternate storage device or Northwest-provided cloud storage before taking your campus-issued laptop computer in for repair.

All repair of campus-issued laptop computers **must** be done at the *Jon T. Rickman Electronic Campus Support Center (ECSC)*.

The ECSC staff will **not** attempt to recover your personal data in the event of laptop computer failure and Northwest is not responsible for said data.

All laptop repairs/replacements will result in complete loss of personal data unless backed up.



Back up your personal files!
The ECSC will not recover personal data!



Campus users have personal file storage available to them through their *OneDrive* account, which is accessed through **Northwest Email** (Office 365).

Accessing your *OneDrive* account is easy. Here are two ways:

- 1.) Click on the **app icon** within your **Northwest Email** account, OR...
- 2.) Click on **Start** on your desktop.  The **Start** menu will appear. Click All apps in the top right corner. Click **OneDrive** from among the apps.

If you are on the Northwest **secure** network, you can easily save to your *OneDrive* account. For Example:

Within *Microsoft Word*: **Click File > Save As >** select **OneDrive-nwmissouri.edu**
Your *OneDrive* account should open in the right pane. After your document is saved in *OneDrive*, all you should have to do is click on **Save** in your *Word* document for it to automatically keep saving the file to *OneDrive*.

*Never **exit** your document until you are absolutely sure that it is saving to OneDrive! When in doubt, save your important work to **multiple** locations such as a folder on your desktop and/or a portable USB drive!!!*

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