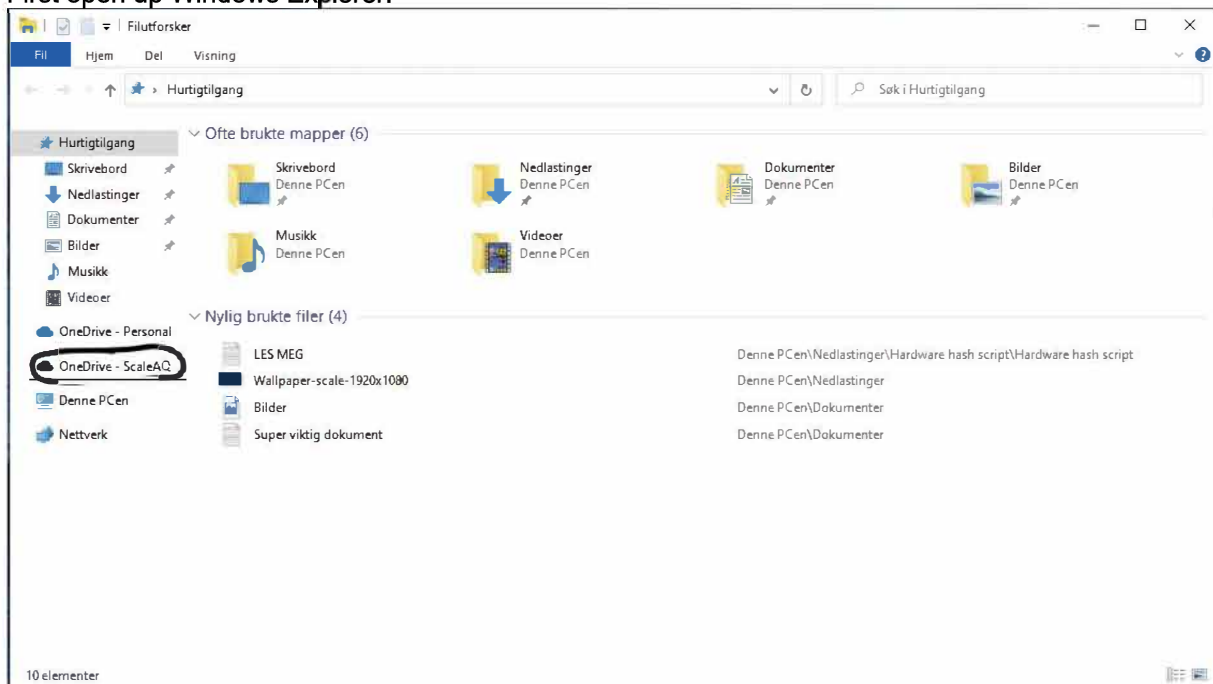


BACKING UP YOUR DATA

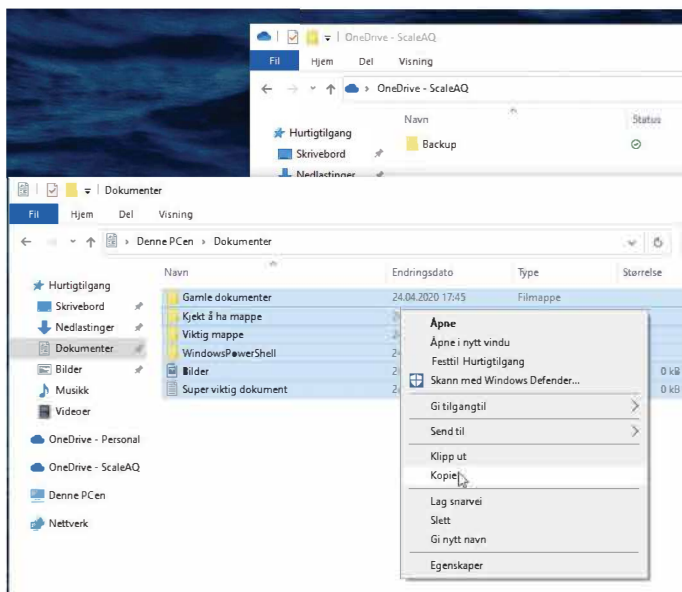
The first step in this process is to make sure you backup all your data to OneDrive. Remember that ALL the files you do NOT copy to OneDrive will be erased. You will NOT be able to get them back. So back it up, and double check that you've gotten all you need. It is better to backup to much rather than too little.

The process in pictures.

First open up Windows Explorer.



From there locate the folder OneDrive – ScaleAQ – this is where you copy your files to. I would recommend opening two Windows Explorer windows (Press Windows button+E to open another window), one for OneDrive – ScaleAQ folder and one where you copy from.

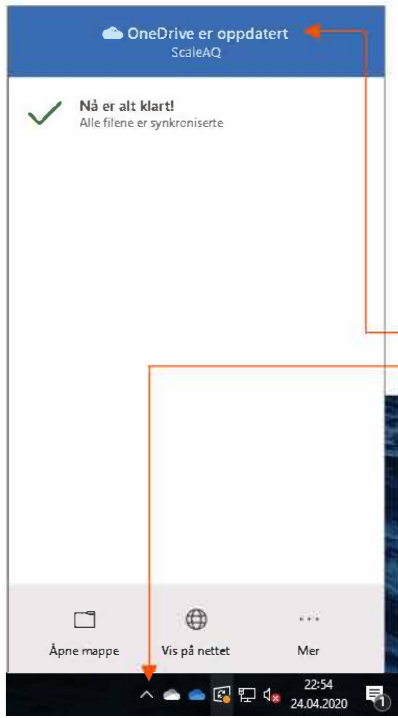


Select the files and folders you want to keep. Right click them and select copy. Go to the OneDrive – ScaleAQ folder and select paste.

This process might seem time-consuming which it might be depending on how much files and folders you have stored locally, but if you do not take the time you will lose those files.

Double check that you have copied all necessary files and folders. Your emails is secure in the cloud so no need to back them up extra. Documents, photos and other stuff you might have and need.

When you are done copy and pasting your files to OneDrive check that OneDrive is finished syncing those files to the cloud.



Once it's finished with syncing (saving to the cloud) your files, you will be greeted by a similar view as here when you click on the blue Cloud next to the time on your computer. (**Sometimes this icon is hidden, and you will have to click on the UP arrow before you can see it.)

If you see the text *OneDrive is updated** (or similar phrasing depending on your language setting) your files is copied to the Cloud and you are ready to begin the next step.

- * See status of OneDrive here
- **If you cannot see the blue OneDrive icon next to the clock, click here.

If it's still syncing, wait a while and check again.

You can also go to office.com and open OneDrive to verify that they actually have been synced to OneDrive.