

Data Backup

Step-by-step guide

Please ensure that you copy any data that you have saved on your SU OneDrive account using one of the two ways below:

1. Copy and paste data from OneDrive folder to a portable external hard drive
2. Create a folder on desktop/laptop and copy and paste the data from the OneDrive folder.

Note: After you have backed up your data, it is advisable to upload the data to your personal cloud environment (e.g. Google Drive) for increased security.

Please ensure that the destination storage drive has sufficient available space before you copy the data to ensure a successfully data backup.

Visit Google Drive at drive.google.com to start the backup process.

Click [here](#) to see a short video clip on how to upload/backup data from your device to Google Drive.

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