

# Your Questions. Our Solutions!

INFORMATION TECHNOLOGY HELP

660.562.1634

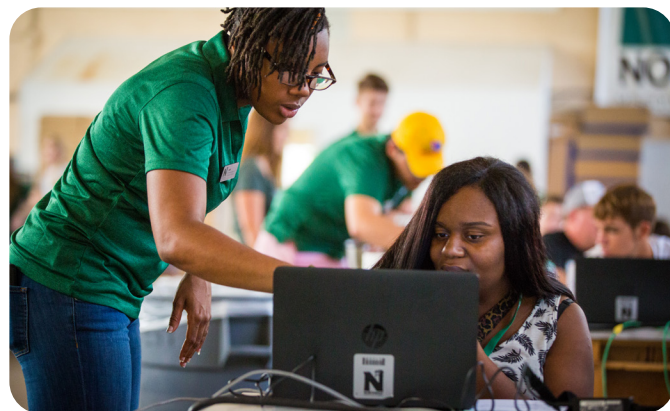
## **Back Up Important Personal Files**

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!!!*

**helpdesk@nwmissouri.edu**