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# How to Backup Your SOU Files to Box or an External Drive

Caleb Dizmang - 2025-05-21 - Comments (0) - Software

This article will guide you through backing up files from your **SOU computer** to another location, so they remain accessible. You can back up your files to a *cloud-based* option (like **Box**) or a physical *storage device* (like a **USB flash drive** or **external hard drive**). We shall provide instructions for both **MacOS** and **Windows**.

# **Windows Instructions**

# Back Up to a USB Drive or External Hard Drive

- Connect your **external storage device** to your PC:
- Open File Explorer.
  - $\circ$  Press **Windows key + E** or click the folder icon in your taskbar.
- Access your personal folders:
  - In the address bar at the top, type: **%userprofile%** and press **Enter**.
  - $\circ~$  This will take you to your personal user folder.
- Select the folders you want to back up:
  - $\circ$  You can hold **Ctrl** to select multiple folders or drag your mouse to select them all.
  - $\circ~$  It is recommended that you at least take your Desktop, Document, and~Downloads folders.
- Copy your folders:
  - Press Ctrl + C, or right-click your selection and choose Copy.

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- Navigate to your **drive**:
  - Find your **drive** (**flash drive** or **external drive**) in **File Explorer** under **This PC**, which is located on the left bar menu.
  - $\circ$  Open the **drive**, and if you'd like, create a new folder to organize your backup.
- Paste your files:
  - Press Ctrl + V, or right-click in the folder and choose Paste.

## Note

This process may take some time depending on how much data you're moving and how fast your machine is.

## Warning

It is prudent to look over the files that you have transferred to check that you got everything you wanted to move over.

- When finished, eject the **external drive** properly:
  - Select the **circumflex** on the **taskbar**, click on the **thumb drive icon**, then select **Eject** <*Drive Name*>.

- $\circ~$  The icon will disappear once ejected. If it doesn't, close any open files or programs using the drive.
- If you still can't eject it, shut down your computer before physically removing the drive.

# **MacOS Instructions**

# Back Up to a USB Drive or External Hard Drive

- Connect your external storage device (such as a USB drive or external hard drive) to your Mac:
- Select or open **Finder** (**MacOS's** file manager) press **Shift** + **Command** + **H** to go to your **Home** folder:
  - $\circ\;$  This folder contains your personal files.
    - You'll know you're in the right place if the folder name matches your **SOU username**.
  - $\circ~$  Alternatively you can also go to Finder > Go > Home from the top menu.
- Select the folders you want to back up:
  - $\circ~$  To select multiple folders, hold  ${\bf Command}$  and  ${\bf click}$  each one, or click and drag a box around them.
  - It is recommended that you at least take your **Desktop**, **Documents**, and **Downloads** folders.
- Copy your selected folders:
  - You can press **Command + C** to copy the selected folders.
  - $\circ~$  Alternatively, you can hold  ${\bf Control},\, {\bf click}$  one of the selected folders, and choose  ${\bf Copy}$  from the menu.

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- Navigate to your drive:
  - In Finder, go to Go > Computer, then select your external drive from the list.
  - $\circ$  Inside your **drive**, it's recommended to create a new folder to store your backup.
  - Press **Shift + Command + N** to create a new folder, or go to **File > New Folder** from the **Finder** menu.
  - $\circ~$  Double-click the new folder to open it.
- Paste your files:
  - Press **Command + V**.
  - Alternatively, you can hold **Control**, **click** inside the empty folder space, and select **Paste**.

#### Note

Note: The transfer process may take some time, depending on your hardware and the amount of data.

#### Warning

It is prudent to look over the files that you have transferred to check that you got everything you wanted to move over.

- When finished, eject the **external drive** properly:
  - Hold Control and click the *drive icon* on your desktop or in Finder, then select Eject < Drive Name>.

- $\circ~$  The icon will disappear once ejected. If it doesn't, close any open files or programs using the drive.
- If you still can't eject it, shut down your computer before physically removing the drive.

# **Box Instructions**

**Back Up to Box (Cloud Storage)** 

- Make sure you can connect to the internet:
- Sign into **Box**:
  - Visit the website by <u>clicking this link</u> and sign in with your *SOU credentials*.
  - For more info about **Box**, see our **Box Essentials** article by <u>clicking here</u>.
- Open your user folder in **Box**:
  - Once logged in, navigate to the folder with your *SOU username*.
  - Now you may create a new folder, (within the folder with your *username*,) to store your backup.
    - You can do so by clicking the **New +** button and then select **Folder**.
    - Then you can type in the name and then select
  - $\circ~$  Navigate into that folder.

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• Upload your folders:

• Click the New + button and select Folder Upload.

#### • For Windows

- In the file selection *window*, type **%userprofile%** in the *path bar* and press **Enter**.
- This will take you to your personal user folder.



#### $\circ \ \, \textbf{For MacOS}$

- Press Shift + Command + H to see a list of users that are on that computer.
- Select the folder with your username, (it is likely already selected.)
- Right of it should be a list of your personal folders.

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- Select the folders you want to backup:
  - $\circ~$  You can only upload one folder at a time.
  - It is recommended that you at least take your **Desktop**, **Document**, and **Downloads** folders.

## Note

You must upload folders individually. Upload time will vary based on folder size and internet speed.

# Warning

It is prudent to look over the files that you have transferred to check that you got everything you wanted to move over.