

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

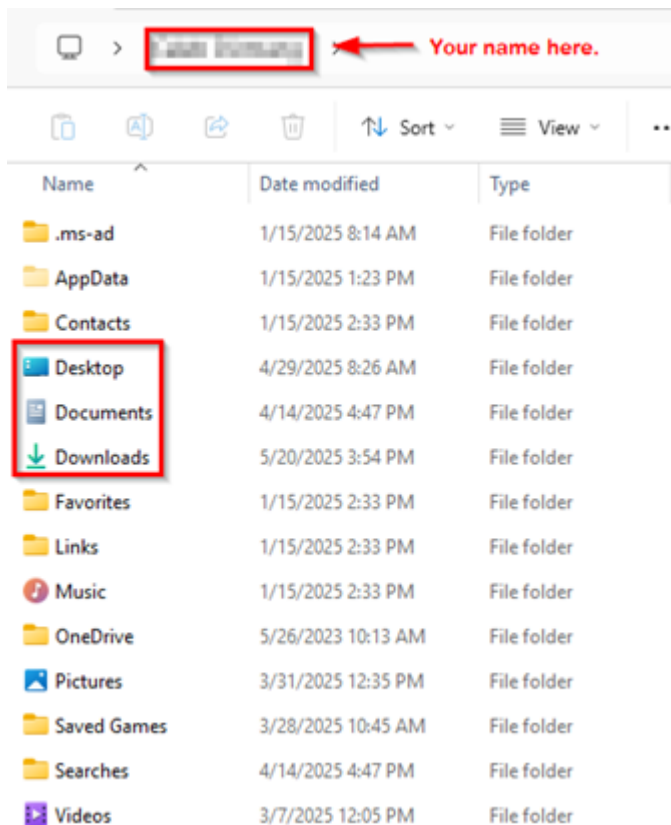
Caleb Dizmang - 2025-05-21 - Comments (0) - Software

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**.
  - 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**.
  - This will take you to your *personal user folder*.
- Select the folders you want to back up:
  - You can hold **Ctrl** to select multiple folders or drag your mouse to select them all.
  - 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**.



- 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.
  - 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**>.

- 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:
  - This folder contains your personal files.
    - You'll know you're in the right place if the folder name matches your **SOU username**.
  - Alternatively you can also go to **Finder > Go > Home** from the top menu.
- Select the folders you want to back up:
  - To select multiple folders, hold **Command** and **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.
  - Alternatively, you can hold **Control**, **click** one of the selected folders, and choose **Copy** from the menu.



- Navigate to your drive:
  - In **Finder**, go to **Go > Computer**, then select your **external drive** from the list.
  - 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.
  - 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.

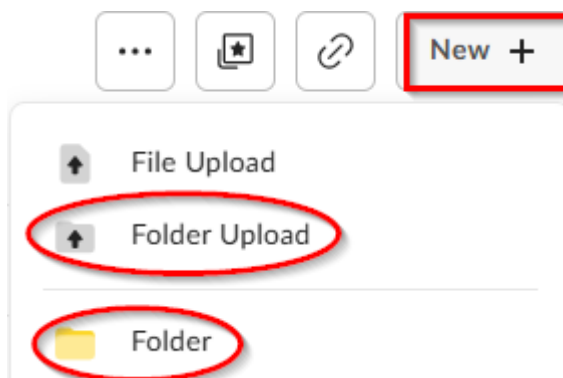
- When finished, eject the **external drive** properly:

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

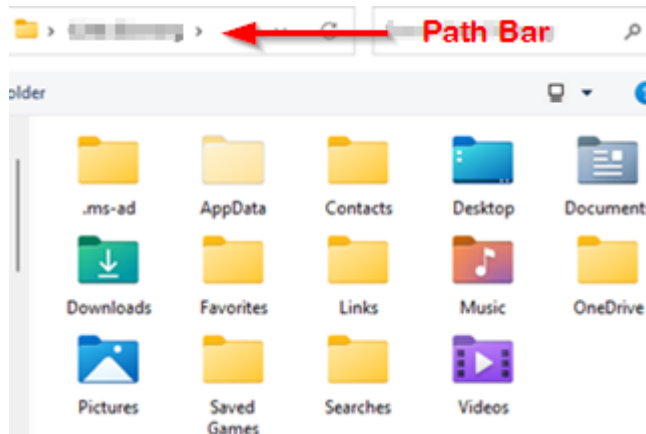
## Box Instructions

### Back Up to Box (Cloud Storage)

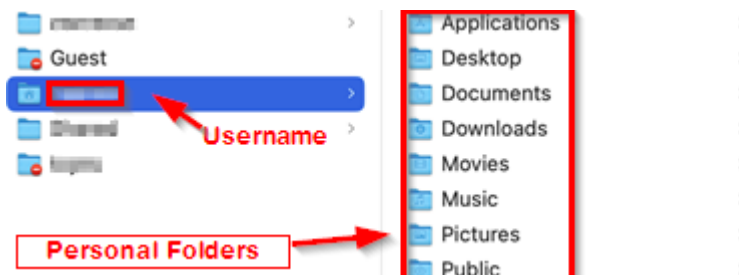
- Make sure you can connect to the internet:
- Sign into **Box**:
  - Visit the website by [clicking this link](#) and sign in with your **SOU credentials**.
  - For more info about **Box**, see our **Box Essentials** article by [clicking here](#).
- Open your user folder in **Box**:
  - Once logged 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
  - Navigate into that folder.



- 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.



- **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.



- Select the folders you want to backup:
  - 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.