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

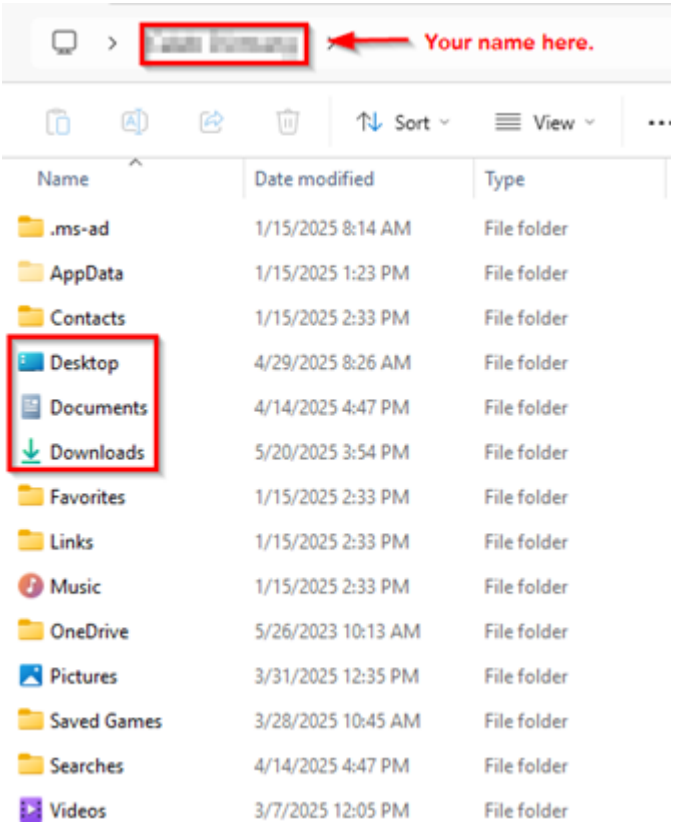
Caleb Dizmang - 2025-05-21 - Comments (0) - Software

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.

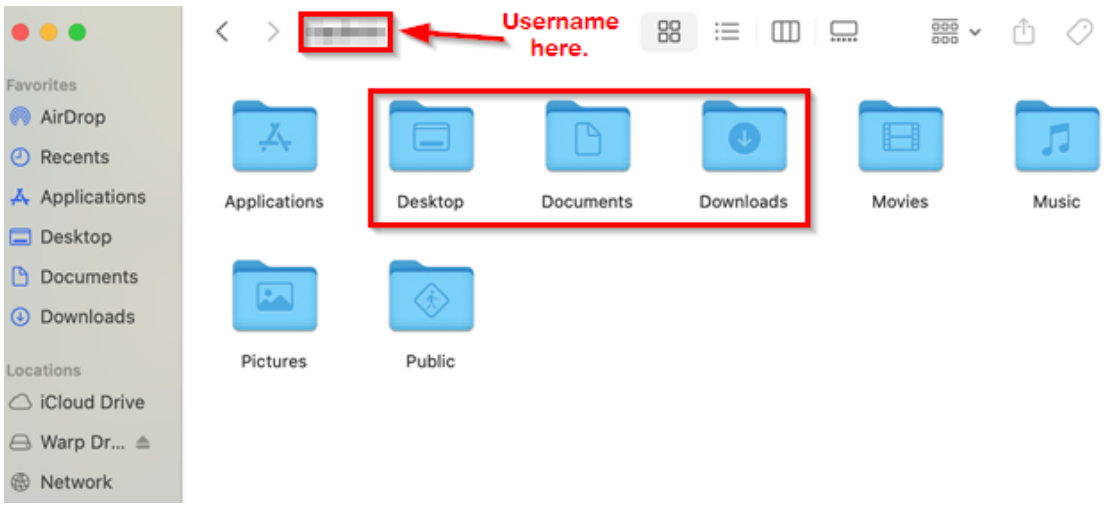
- When finished, eject the **external drive** properly:
    - Select the **circumflex** on the **taskbar**, click on the **thumb drive icon**, then select **Eject *<Drive Name>***.

    - 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

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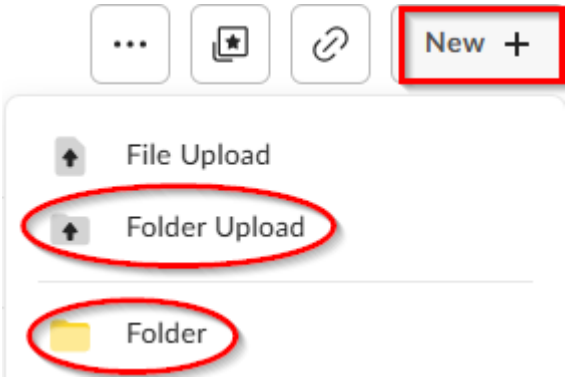
- When finished, eject the **external drive** properly:
    - Hold **Control** and click the ***drive icon*** on your desktop or in **Finder**, then select **Eject <*Drive Name*>**.

- 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.



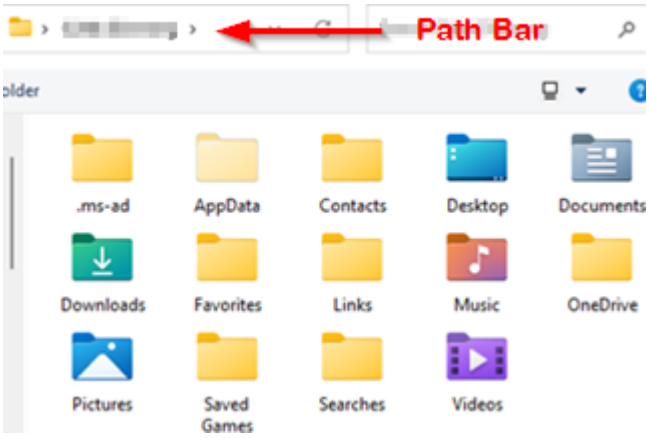
- Upload your folders:

- 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.

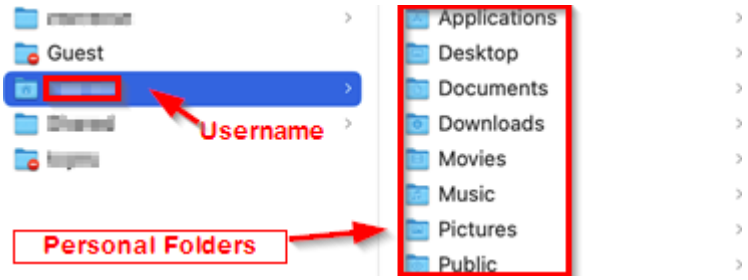


- **For MacOS**

  - 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.