OneDrive Advanced Options for Windows

Backup C Drive files to OneDrive via File Explorer

1. Type "OneDrive - University of Texas at El Paso" in the search bar and open your OneDrive folder in File Explorer

2. Copy your C drive files and go to OneDrive folder to paste them. Then, OneDrive will backup these files automatically

Sync any folder to OneDrive in Windows

This instruction set intends to show how to sync any folder outside the protected folders in OneDrive. The instruction set will use the "Downloads" folder as an example.

1. Open the Command Prompt (CMD).

2. Type the command below into CMD and press "Enter

```
mklink /j "%UserProfile%\OneDrive - University of Texas at El Paso\Downloads" "C:\Users\%UserProfile%\Downloads"
```

Note: The text in red can be substituted to any folder in your device

3. The folder will now be synced with your UTEP OneDrive Account.

   To stop the folder from syncing simply delete the folder in the OneDrive sync folder.

4. Go to the folder location, in the case of the example it is the following location:

   C:\Users\Username\OneDrive - University of Texas at El Paso

   and delete the "Downloads" folder.