

Google Backup & Sync

Google Backup & Sync is the recommended backup solution for all UNCP computers. It securely stores individual users' machine data in Google Drive, providing a recovery option in the event that data on the computer becomes lost or corrupt.

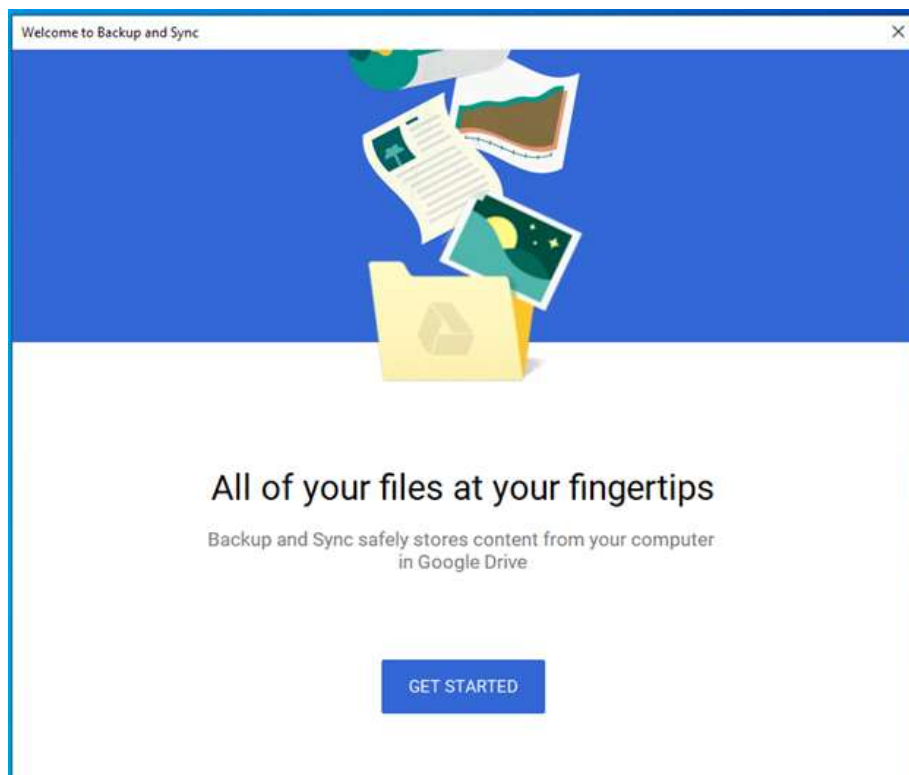
Installing and Using Backup & Sync

Notes:

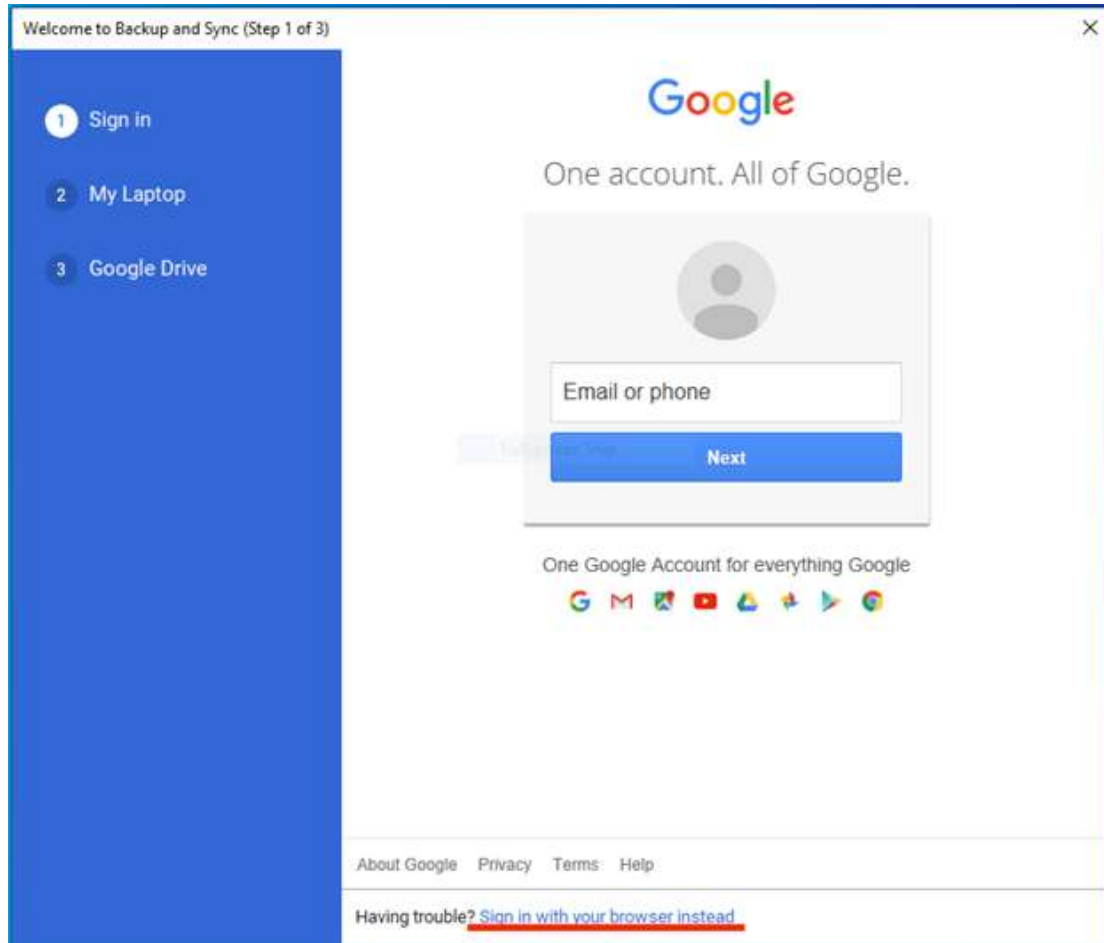
- The majority of this documentation applies to both Windows and Mac, and when different, it will be emphasized. By default, the settings are preselected with the recommended options.
- While Backup & Sync does support syncing Google Drive to your computer, File Stream is the recommended choice for that functionality.
- Multiple machines can be set up to back up in Google Drive. They will store their backups separately.

Begin by installing Google Backup & Sync using Software Center on Windows, or Self Service on Mac.

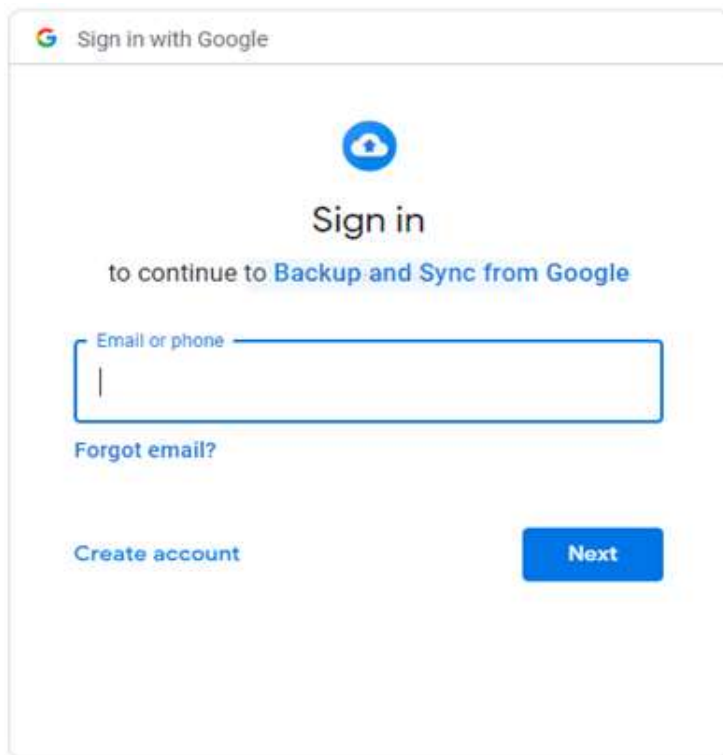
Launch Backup & Sync and you will be prompted to get started.



You will need to sign in to your UNCP Google account. Select **Sign in with your browser instead** at the bottom of the screen.



Use your full UNCP email address.



The image shows a Google sign-in interface. At the top left is the Google logo and the text "Sign in with Google". In the center is a blue cloud icon with a house inside, followed by the text "Sign in" and "to continue to Backup and Sync from Google". Below this is a text input field labeled "Email or phone" with a vertical cursor. Underneath the input field is a link "Forgot email?". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Log in with your UNCP credentials.



Enter your BraveWeb username and password.



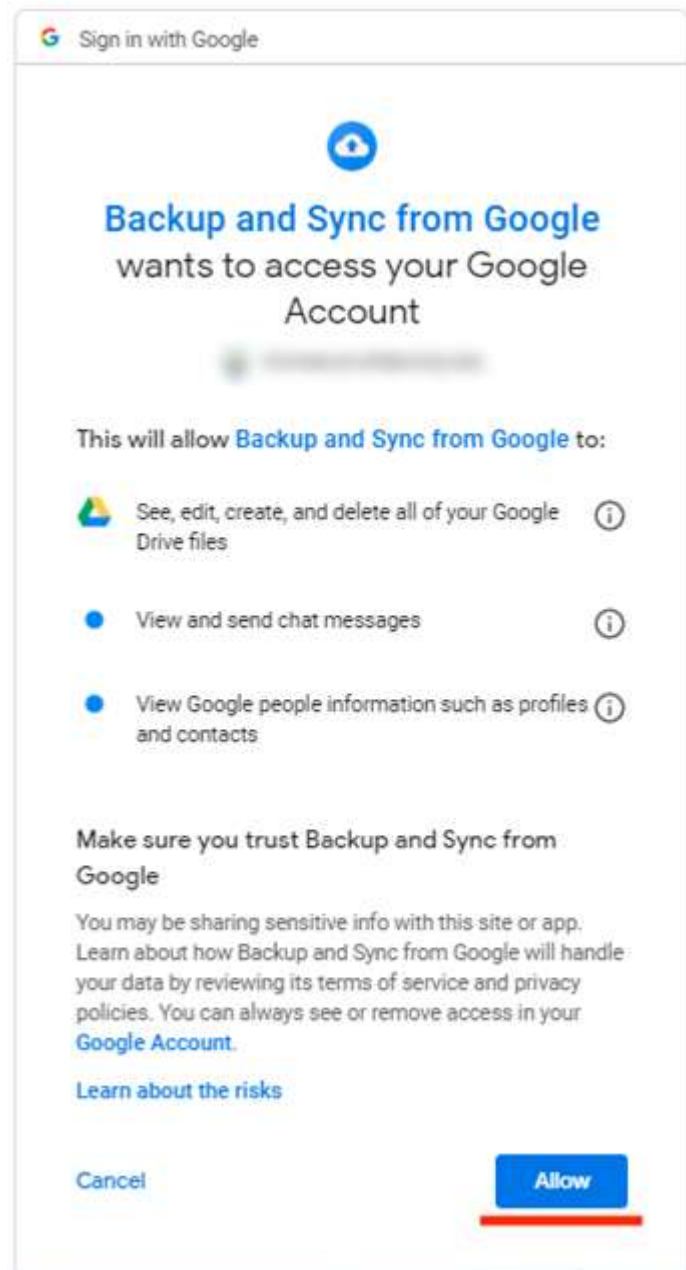
A login form with two input fields. The top field is labeled "Username" and the bottom field is labeled "Password".



A yellow button with the text "Login" in black.

Sign in using your UNCP username and password. To change your password, [click here](#).

Next, **Allow** access.



Assuming no issues, there will be a confirmation of successful authentication.

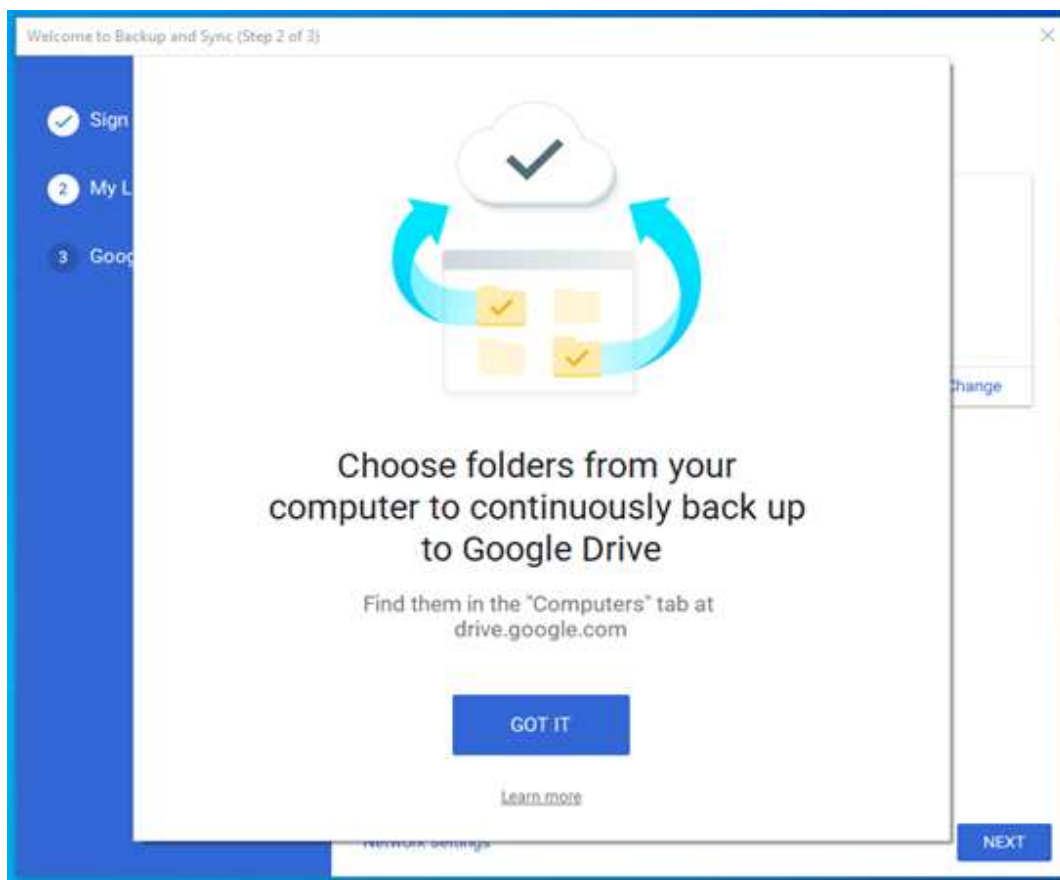


Success! 

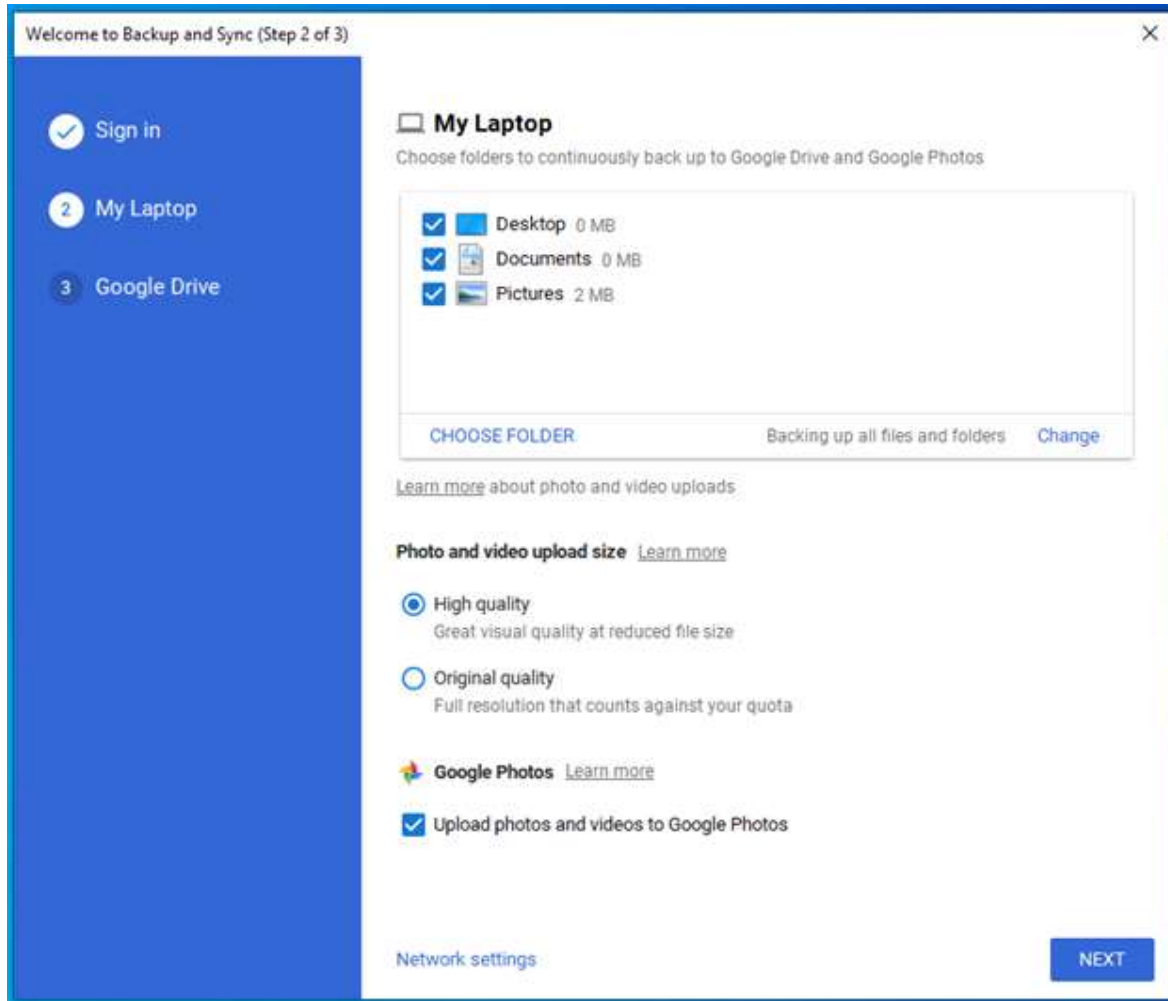
You've signed into Backup and Sync.

To continue, close this window and return to Backup and Sync.

You can specify which folders will be automatically backed up.

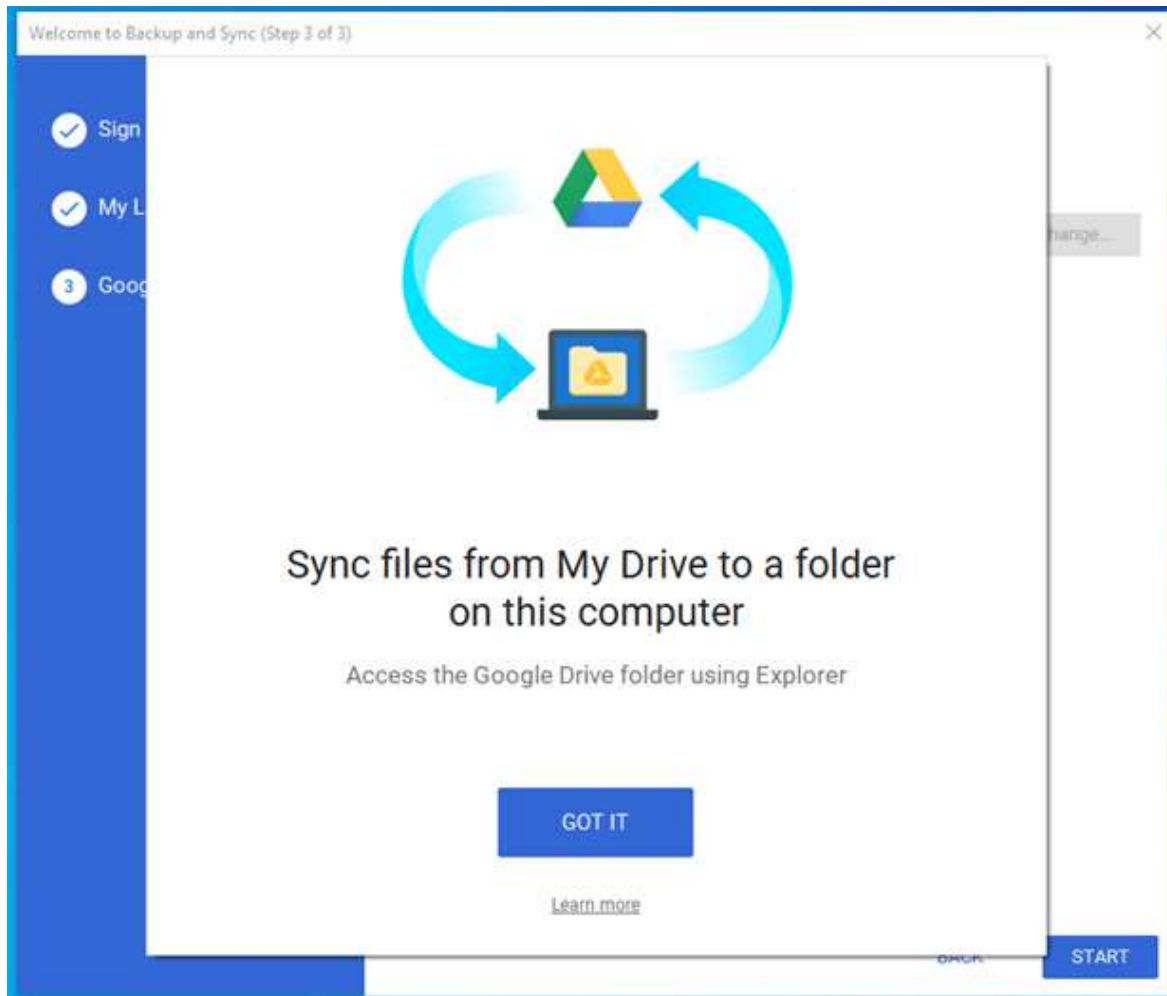


By default, your Desktop, Documents, and Pictures will be backed up with Google. In order to add more locations, select **CHOOSE FOLDER** and browse to the additional folders you wish to back up. It is recommended that you add any locations where you store files.

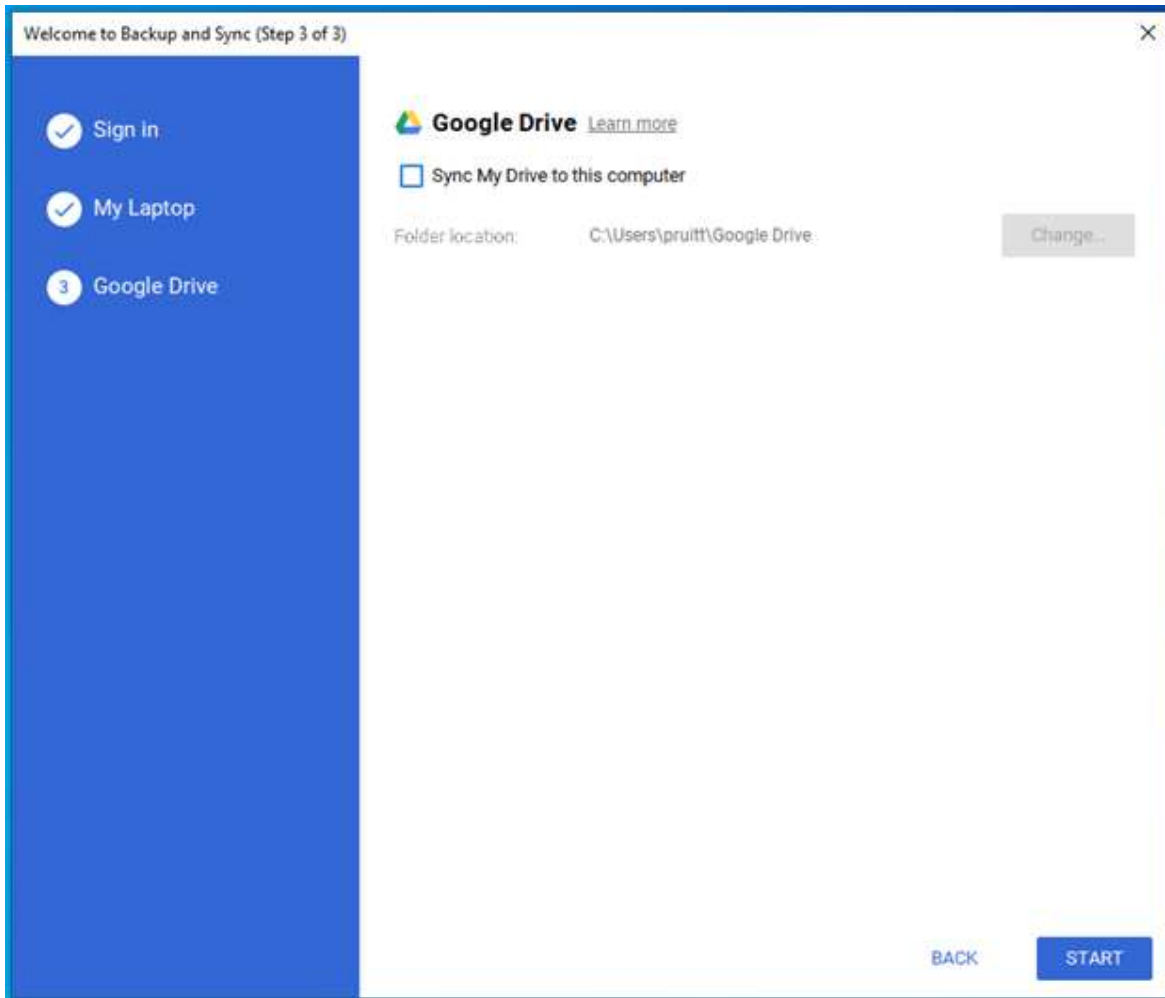


Google Backup & Sync supports syncing your Google Drive with your computer, however enabling this feature is not recommended. Instead, Google Drive File Stream is recommended.

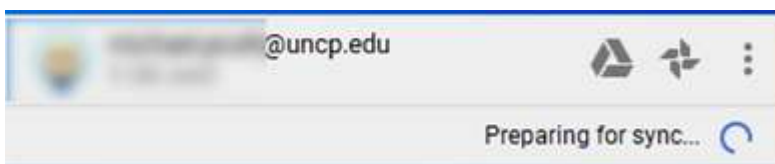
Note: Backup & Sync will copy every file to your local computer. File Stream only downloads files as you need them, minimizing resource consumption.



Do **not** enable Sync My Drive to this computer. Select Start.



The initial backup will begin. Monitor its process in the System Tray on Windows, or the Menu Bar on Mac OS. The initial backup time will depend on how much data is on the local machine. Future backups are incremental, only transferring changes that have been made.



To access backups, log into Google Drive as you normally would. The backups are located on the left side of the screen, under Computers. Files can be downloaded individually or in bulk, just as you would any other file in Drive.

