

Keep sensitive information secure with OneDrive ^[1]

August 14, 2023 by [ES and UIS Communications](#) ^[2]

Remaining vigilant in safeguarding sensitive information is a priority in today's digital world. There are multiple options for file storage that depend on the content of your file or document.

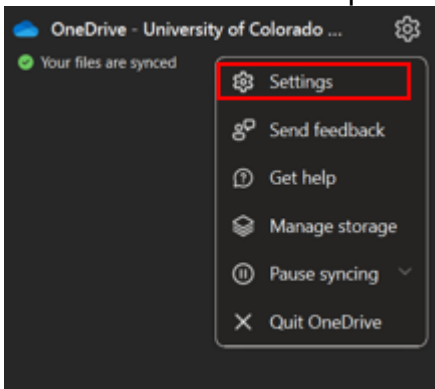
Highly sensitive data such as employee ID numbers, financial statistics and other identifying information are best protected in reliable cloud storage platforms like OneDrive and Teams, allowing administrators to retrieve accurate information in the unfortunate event of an incident, identify issues and apply controls universally, and utilize services like Data Loss Prevention in the future.

Setting up your device to back up to OneDrive:

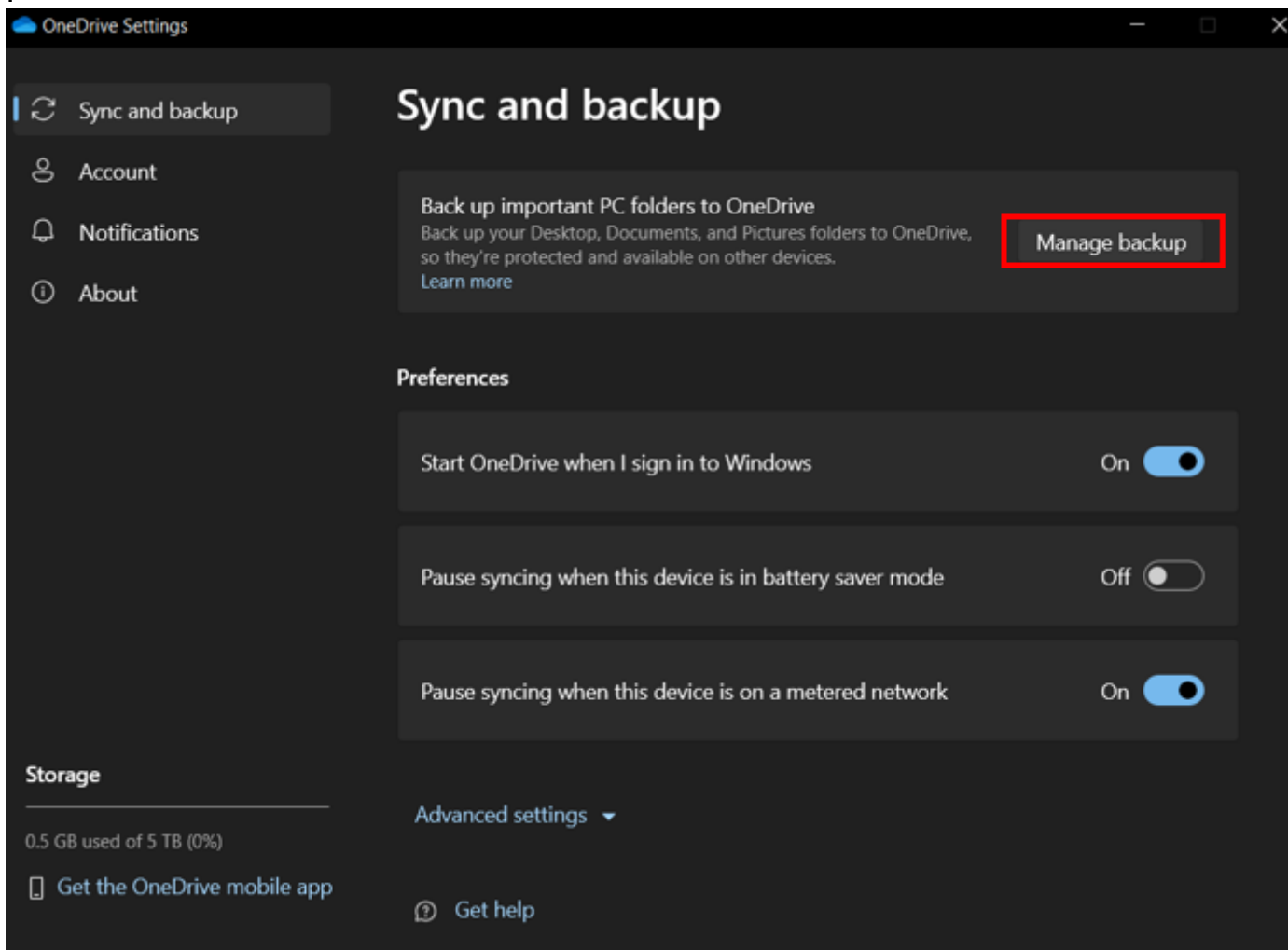
1. Select the OneDrive cloud icon in your notification area.



2. Select the OneDrive Help and Settings icon, then select **Settings**.

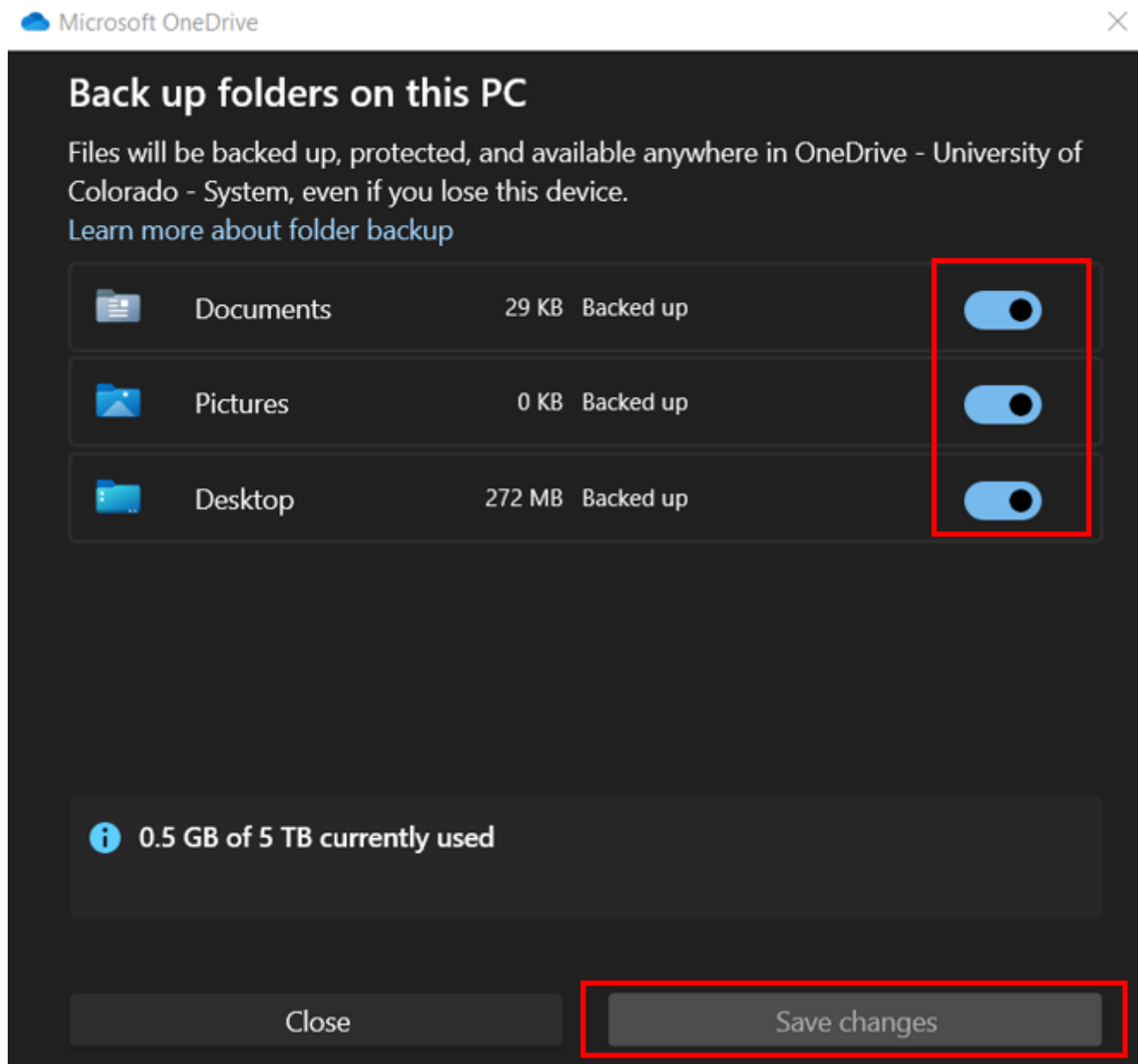


3. Go to the **Sync and back up** tab. Select **Manage backup**



4. Turn on folder backup for all relevant files. Click **Save Changes**. OneDrive will

automatically back these up now.



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