

- Upload files and folders  
▶ Video
- Create files and folders  
▶ Video
- Delete and restore deleted files  
▶ Video
- Delete files in the cloud  
▶ Video
- Turn on OneDrive Backup  
▶ Video
- Restore your OneDrive  
▶ Video

**Next:**  
Share and sync - OneDrive (work or school)



Microsoft 365

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## Try it!

You can back up your important folders on your PC & Mac (your Desktop, Documents, and Pictures folders) with OneDrive, so they're protected and available on other devices.

You can back up a maximum of 5 GB of files in OneDrive for free, up to 1 TB as standard with a [Microsoft 365 subscription](#), or extend that up to 2 TB with add-ons.

### Windows Mac

1. Click the OneDrive cloud icon up in your Menu bar, click the three dots '...' to open the menu, and select **Preferences**.
2. Go to the **Backup** tab.
3. Select **Manage Back up**.

## Want more?

Video: [Delete and restore files in OneDrive](#)



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