

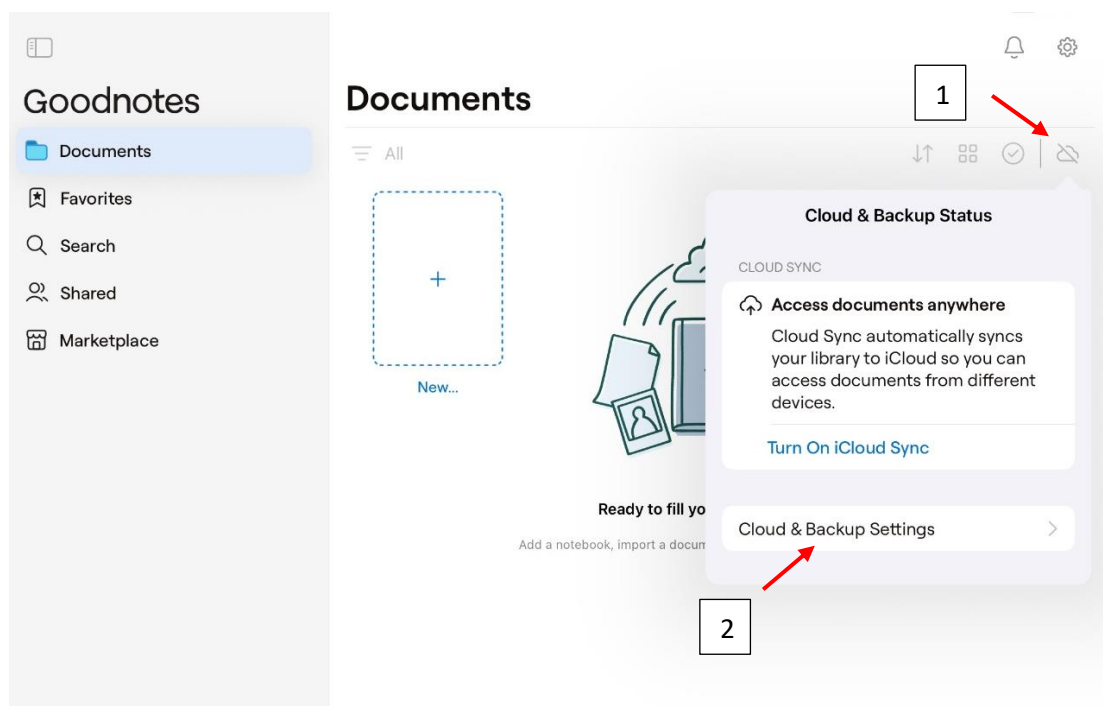
## App Backups Step by Step Guide

This Document will show you how to backup applications to your OneDrive to avoid any lost data.

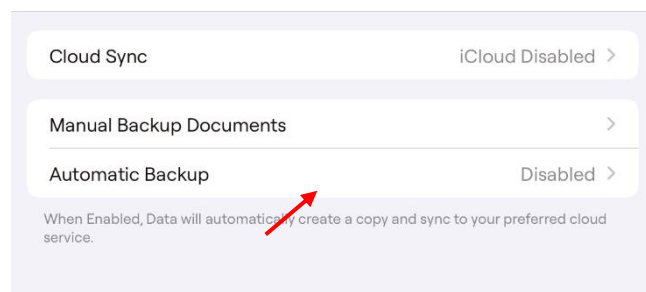
### Goodnotes

Open Goodnotes

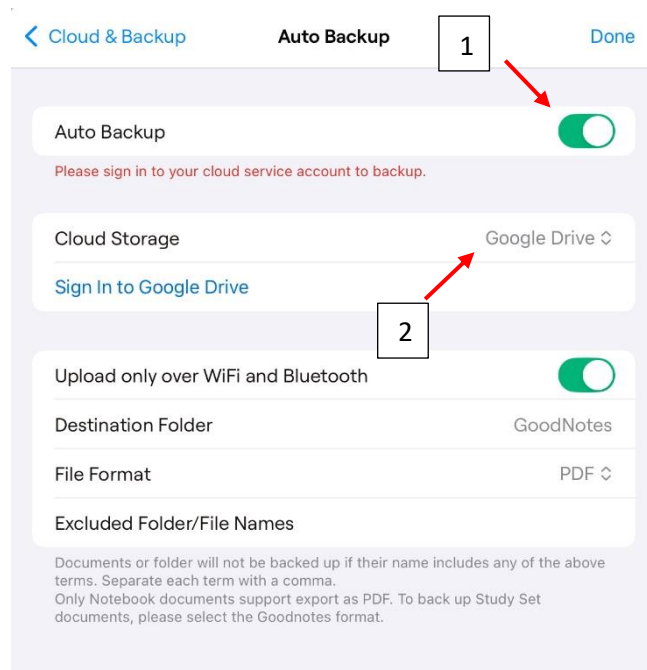
Click the cloud icon as shown by **Arrow 1** then select “*Cloud & Backup Settings*” shown by **Arrow 2**.



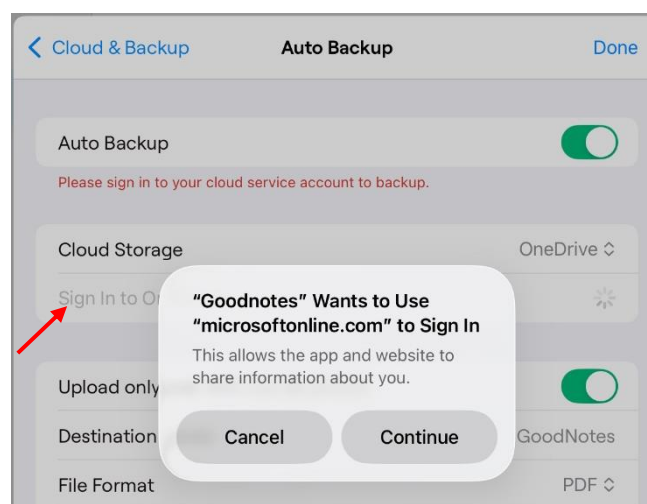
Then click on “*Automatic Backup*” shown by the arrow



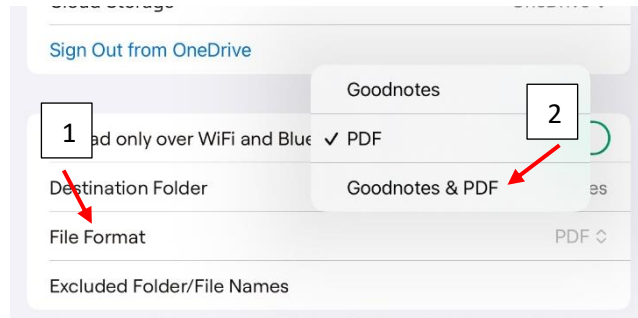
Select “Auto Backup” as shown by **Arrow 1** and make sure it's on like the image bellow. Then click on “Cloud Storage” shown by **Arrow 2** then from the list select OneDrive.



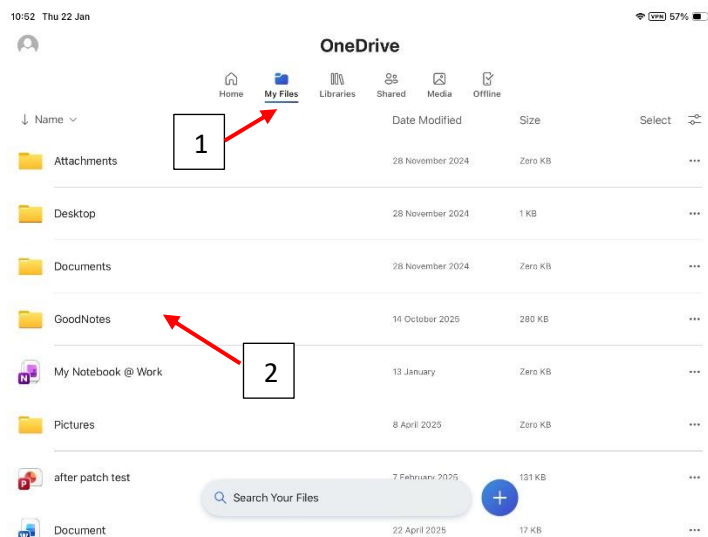
Select “Sign in to OneDrive” shown by the **Arrow** then click “Continue”. Login with your School email and password



Select File Format shown by **Arrow 1** and choose how you want to save it recommended would be *“Goodnotes & PDF”* as shown by **Arrow 2**.



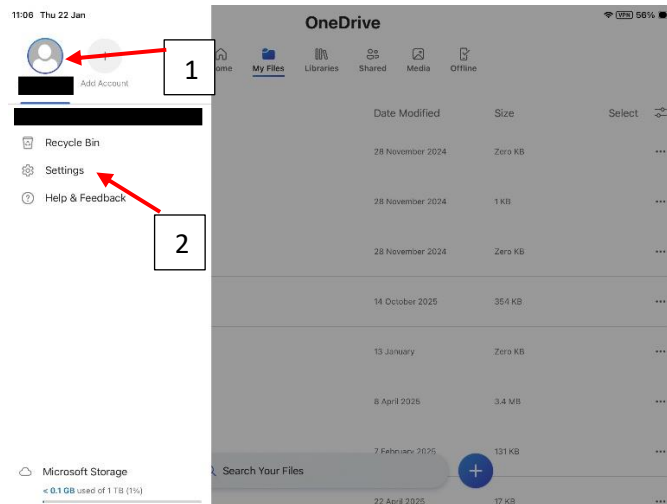
Then go on OneDrive under My Files shown by **Arrow 1** and there should be a new folder called *“GoodNotes”* as shown by **Arrow 2**.



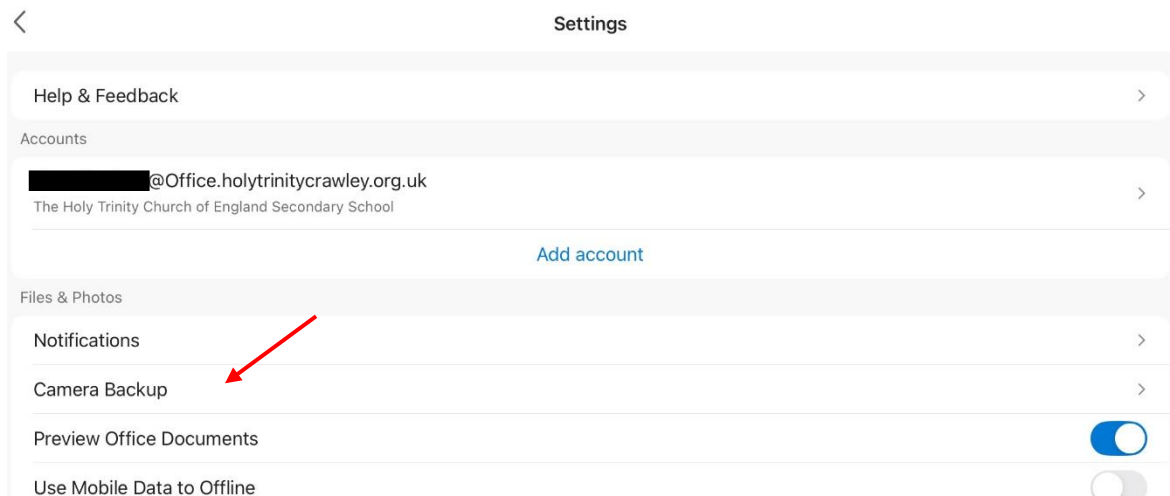
## Photos

Open OneDrive

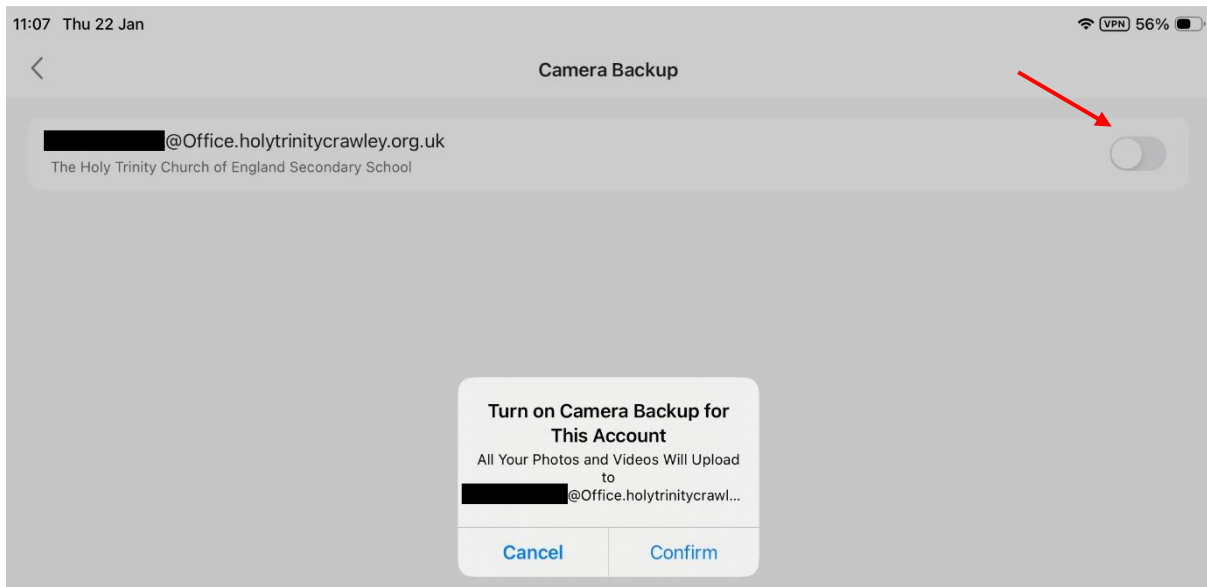
Then click on the circle icon in the top left shown by **Arrow 1** then click “Settings” shown by **Arrow 2**.



Then click on “Camera Backup” as shown by the **Arrow**

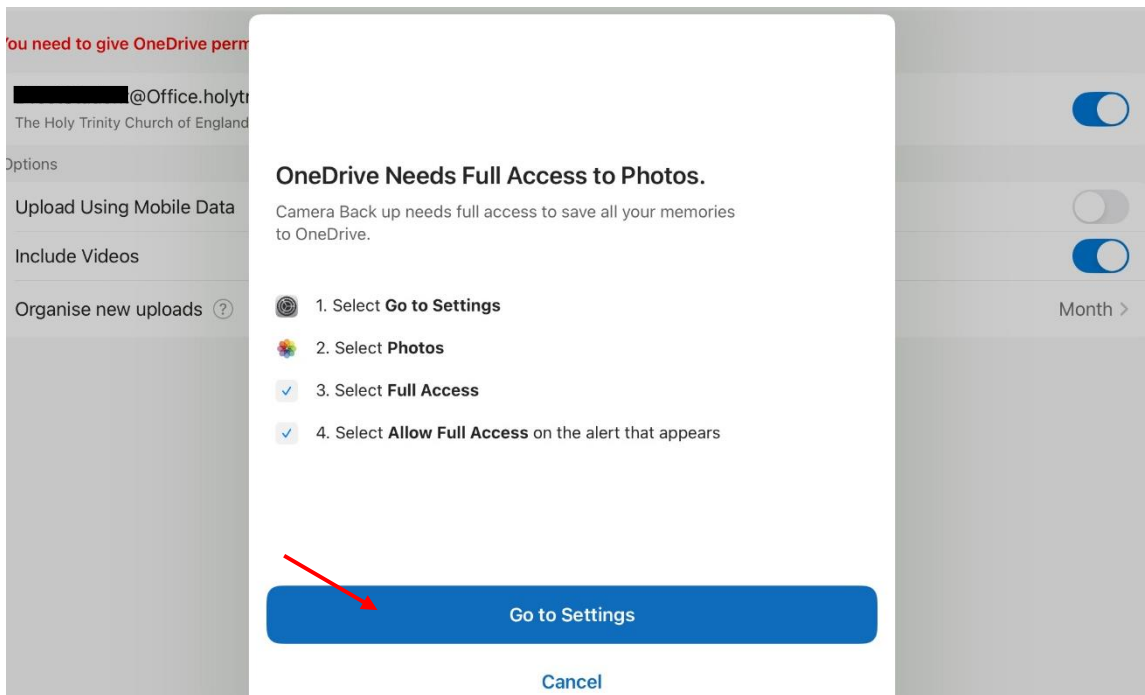


Then click where **Arrow** is to select the account to back photos to which would be your school email address. Then Click “Confirm”.

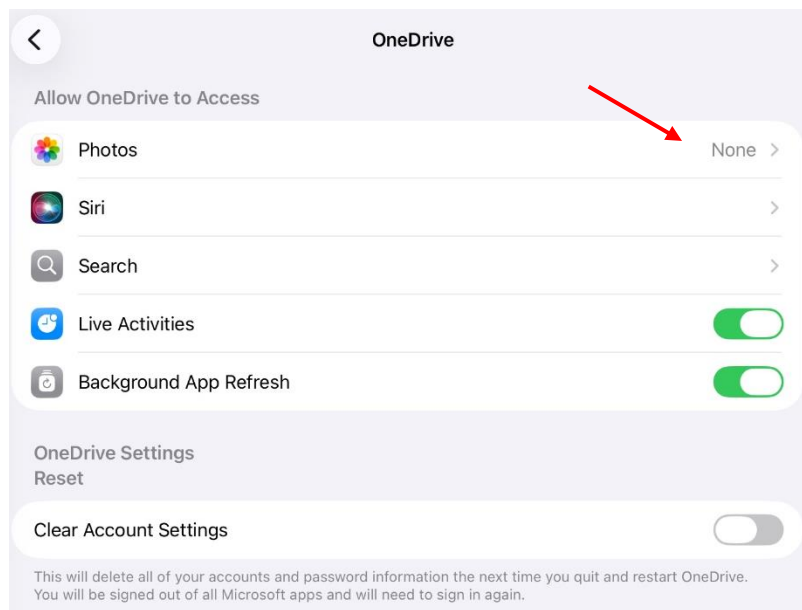


Then click “allow” on the next pop-up message.

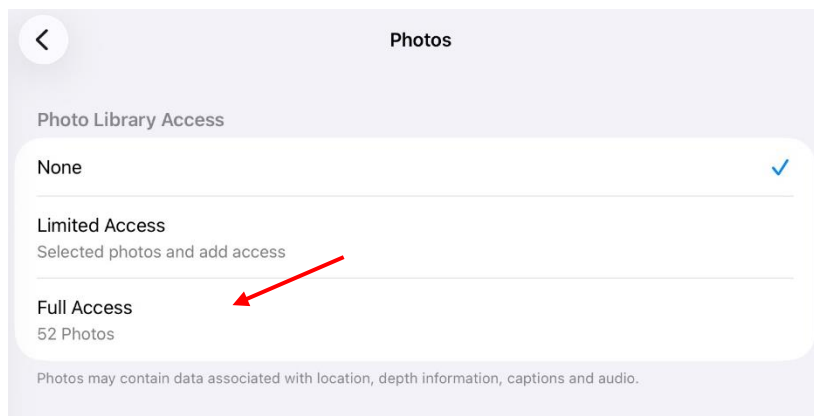
If you get a similar message like bellow, click on the “Go to Settings” button shown by the **Arrow**.



Click on “Photos” shown by the **Arrow**.



Then Click on “Full Access” as shown by the **Arrow**.



Then Click “Allow Full Access” as shown by the **Arrow**.

