

## Back up your MS Teams and OneDrive files!

Please make sure that your storage device has enough space!

**Office 365** will be shut down on 17 February 2023 and a **new, empty** version will be activated for the entire university on 20 February 2023. All **data and files currently saved in Microsoft Cloud OneDrive** will **no longer be accessible after this time**. This means all of your Word, Excel and PowerPoint files and Microsoft Office applications that are not saved locally. Files are often automatically saved to OneDrive without you noticing. For this reason, please check whether you still have files saved to OneDrive, as well as whether you still need them and therefore need to back them up.

The existing MS Teams system will also be newly installed as part of Office 365. Please note that files from MS Teams are only saved to a Cloud and will therefore not be available in the new version. **Chats, participants, white boards and wikis from the various rooms can unfortunately not be backed up! If these are important, you will need to document them using screenshots.**

**In MS Teams**, files must/can be **backed up in three different locations**. It is **not** possible to save or restore individual teams.

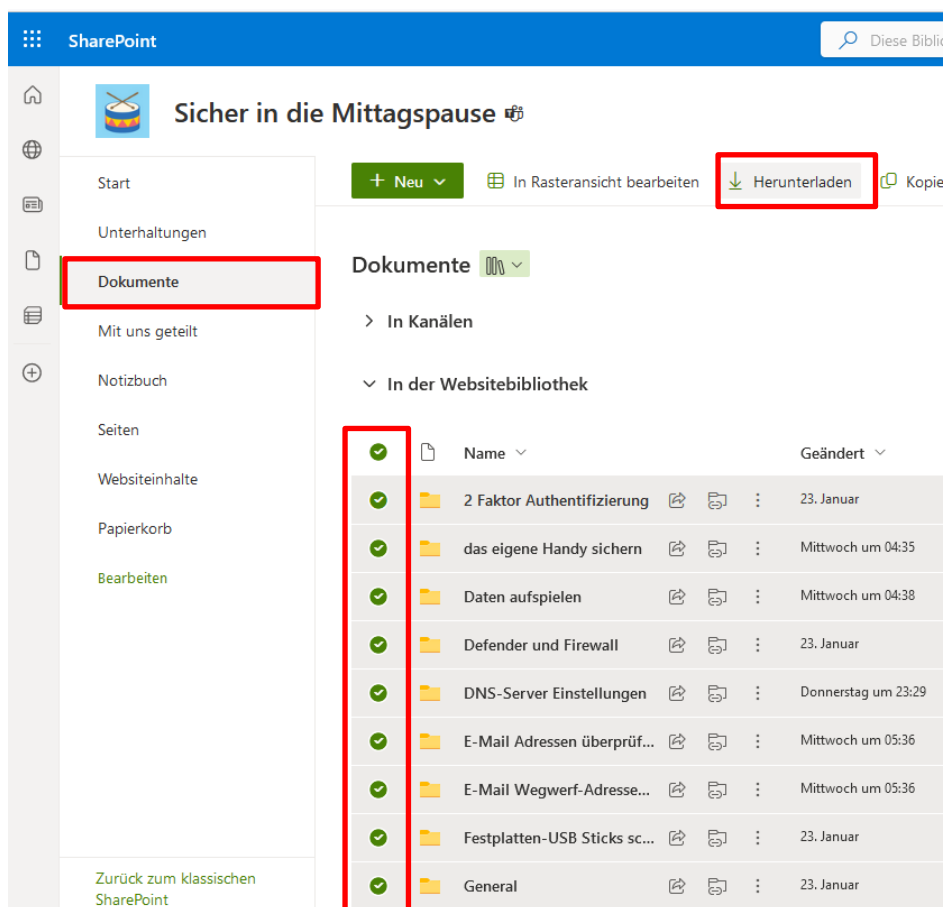
### **Please back up:**

- Files from the individual Teams rooms, organised by channel, via **SharePoint**
- 'Eigene Dateien' (My files) and 'Files shared with you' (Ihnen geteilte Dateien) via **OneDrive**
- 'Notizbücher' (Notebooks) in **OneNote**

## Backing up files from Teams rooms and channels via SharePoint:

Each Teams room can have several channels, and files can be saved within each channel. The simplest way to back up all the files from all of the channels in a Teams room is via SharePoint. To do this, take the following steps:

Open Office 365 (<https://www.office.com>) in the browser on your computer and sign in with your HAW Hamburg email address and your current password. In the menu bar on the left-hand side of your browser, select 'Apps' and then the option 'Alle apps' (All apps). Now select SharePoint. You will then see an overview of all the Teams rooms you have access to. Select the room you want to back up and click on the 'Dokumente' (Documents) tab. Now all of the channels in the Teams room will be displayed. Mark the folders and download them. In the ZIP file you will see all of the files from the particular room, saved in folders that correspond to the channels in the room.

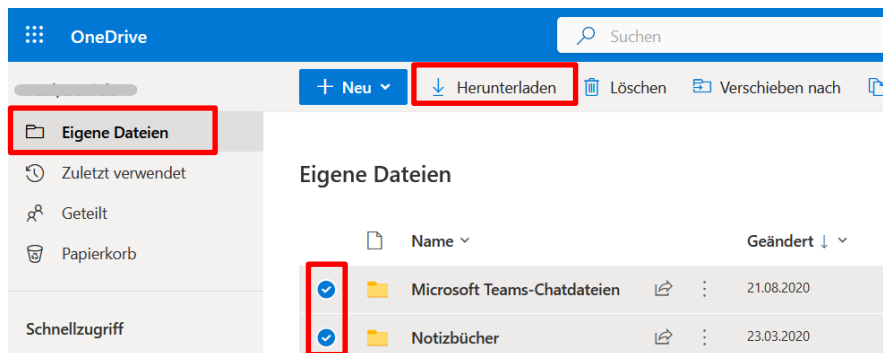


## Backing up your own files and files from individual chats via OneDrive:

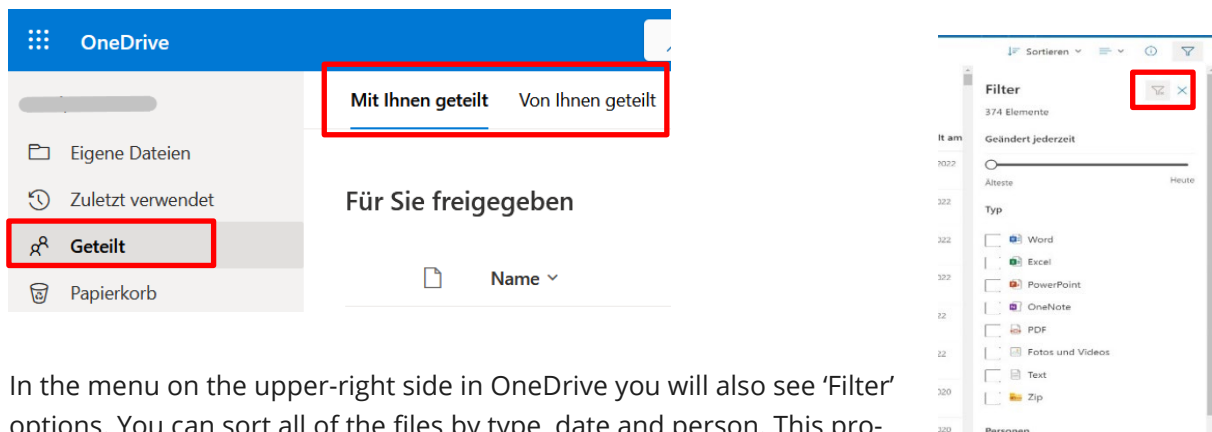
The best way to back up files that you have shared with others or that others have shared with you is via OneDrive.

Open Office 365 (<https://www.office.com>) in the browser on your computer. In the menu bar on the left-hand side of your browser, select 'Apps' and then the option 'Alle apps' (All apps). Now select OneDrive. In the menu on the left-hand side you can now select either 'Eigene Dateien' (My files) or 'Geteilt' (Shared).

Select **'Eigene Dateien' (My files)**, mark this in the area on the right, and then click on 'Herunterladen' (Download). Depending on the number and size of your folders/files, you may have to carry out the back up in several steps. The 'Herunterladen' (Download) button will only be displayed when a specific file size is not exceeded.



Select **'Geteilt' (Shared)** and then **'Mit Ihnen geteilt' (Shared with you)**. Select the files and download them. Depending on the number and size of your folders/files, you may also have to carry out this back up in several steps (see above).



In the menu on the upper-right side in OneDrive you will also see 'Filter' options. You can sort all of the files by type, date and person. This provides a better overview.

You do not need to back up the files under 'Von Ihnen geteilt' (Shared by you) as they are already included in 'Eigene Dateien' (My files).

**Note:**

If you have set up synchronisation between OneDrive and your local computer, you can also use the File Explorer to back up 'Eigene Dateien' (My files). Caution: This will not back up the files that others have shared with you!

Open File Explorer on your computer, select OneDrive and copy all of the folders located there to an external storage device. Make sure that the OneDrive app is connected to and synchronised with your computer.

## Backing up Notebooks in OneNote:

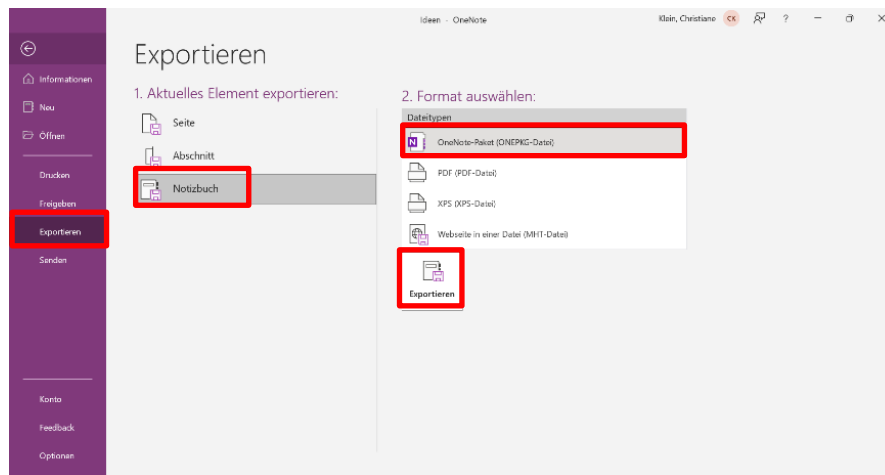
Notebooks can also be used in all Teams channels. These – and other Notebooks used independently of Teams – can be backed up via OneNote as follows:

**IMPORTANT: These steps do not work with the OneNote for Windows 10 app!**

Deinstall this app and load the OneNote app on your computer. Then take the following steps.

Open the OneNote app on your computer. On the upper-left side, click on the Notebook you want to export, then on the 'Datei' (File) tab and 'Exportieren' (Export).

Now select the entire 'Notizbuch' (Notebook) and then the file format 'OneNote-Paket (ONEPKG-Datei)' and save the ZIP file to your computer or an external storage device.

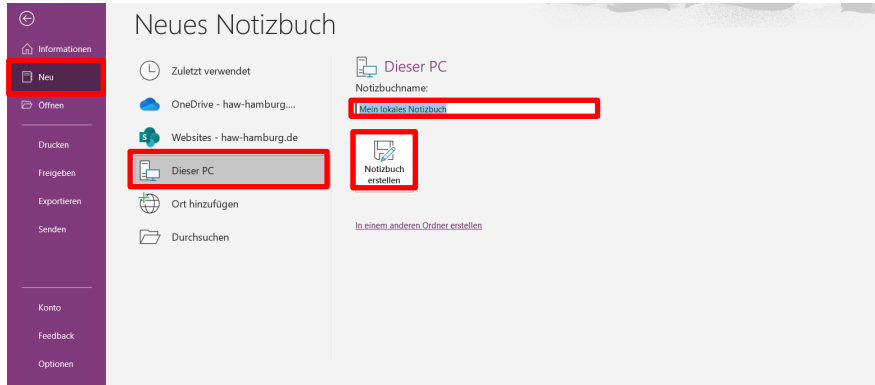


You can open/unpack the exported Notebook any time by double clicking on the file. In the mask that opens, enter a name and the location where the Notebook should be saved.

## Alternatives to exporting

If the export does not work, proceed as follows:

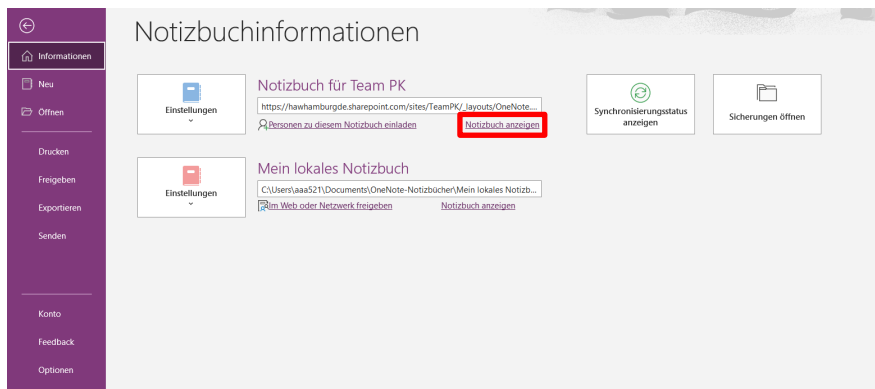
Open the OneNote app on your computer, click on the 'Datei' (File) tab and then on 'Neu' (New). Select 'Dieser PC' (This computer) or another location, enter a name and then click on 'Notizbuch erstellen' (Create Notebook).



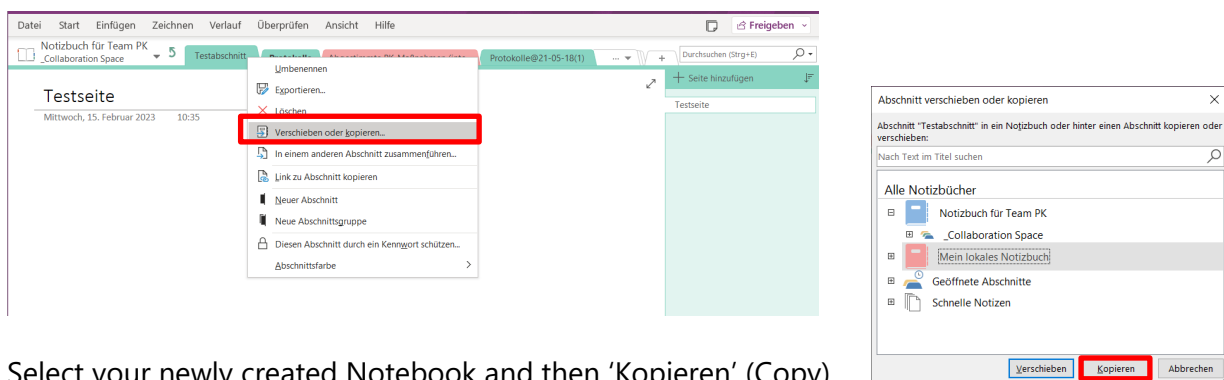
When you go to the 'Datei' (File) tab, you will see all of your notebooks.

Tip: The file path will show you where these are saved.

Open the Notebook you want to back up via 'Notizbuch anzeigen' (Show Notebook).



Right click on the individual sections/tabs of your Notebook and select 'Verschieben or kopieren' (Move or copy).



Select your newly created Notebook and then 'Kopieren' (Copy).

You will need to repeat this process for each section of your Notebook.

## If you have questions:



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