

ShareFile Backup Instructions (Eclipse)

Option No. 1: Uploading to ShareFile from your backup.

- Make sure your backup media is plugged into your computer. (This would be your external hard drive, thumb drive, et cetera.)
- Go to ocr.sharefile.com and log in with your username and password.
- Click on the folder with your name.
- Click on the subfolder where you want to back up to or create a subfolder if needed.
- Click on the "Upload Files" button on the right.
- On the next screen, click the "Choose Files" button on the left.
- On the next window that pops up, click on the drive letter where your external backup is. You then need to select the file or files you would like to upload from that location. Once selected, click "Open."
- Those files should then appear in the ShareFile box.
- Then click "Upload Files" on the bottom left of the ShareFile screen. The files should start uploading.
- Log out when finished.

Option No. 2: Backing up a file from the Eclipse program to ShareFile.

- Go to ocr.sharefile.com and log in with your username and password.
- Click on the folder with your name.
- Click on the subfolder where you want to back up to or create a subfolder if needed.
- Click on the "Upload Files" button on the right.
- On the next screen, click the "Choose Files" button on the left.
Click the following: ***
C: (Your hard drive letter.)
Users
Your Username (This is your name most likely)
Documents (This also might be called My Documents.)
Eclipse
Your Directory name (Probably your name, also.)
- Select the files you want to upload and then click "Open."
- Then click "Upload Files" on the bottom left of the ShareFile screen. The files should start uploading.
- Log out when finished.

*** If you are not finding your files in the C:/Users/YourName/Documents/Eclipse/YourName path, follow these instructions: Go into Eclipse. Open the File Manager (Ctrl + F). In the File Manager, on the bottom left, it should have the path of where your documents are at. Write that path down and use it in these instructions instead.