The recommended option for moving your files from your home drive to OneDrive is to use file explorer.

It is also recommended that you move your files to OneDrive, when on campus on your desktop/docking station.
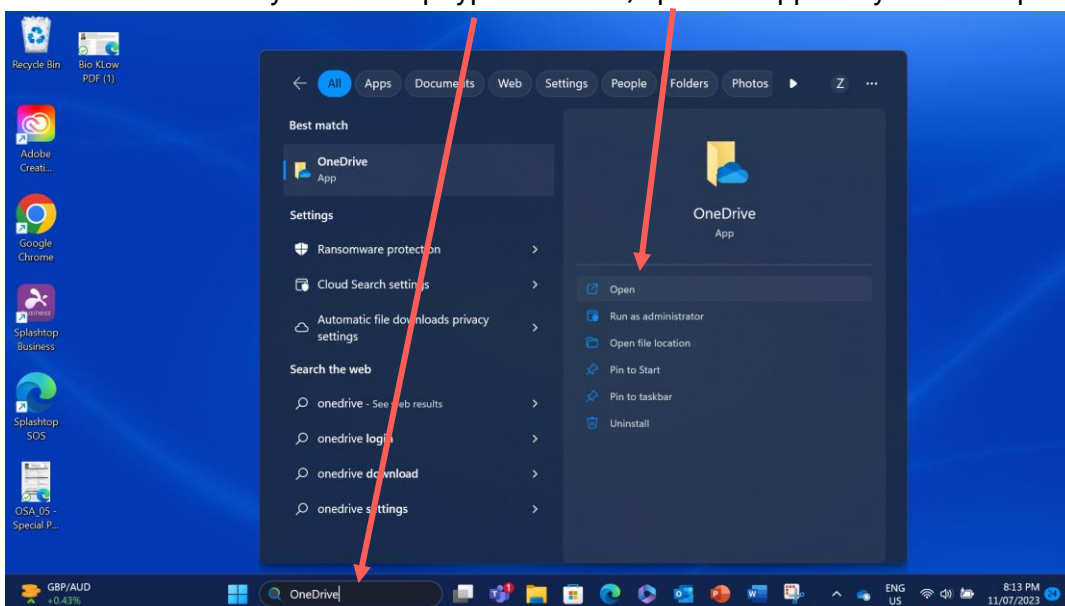
**Step 1**

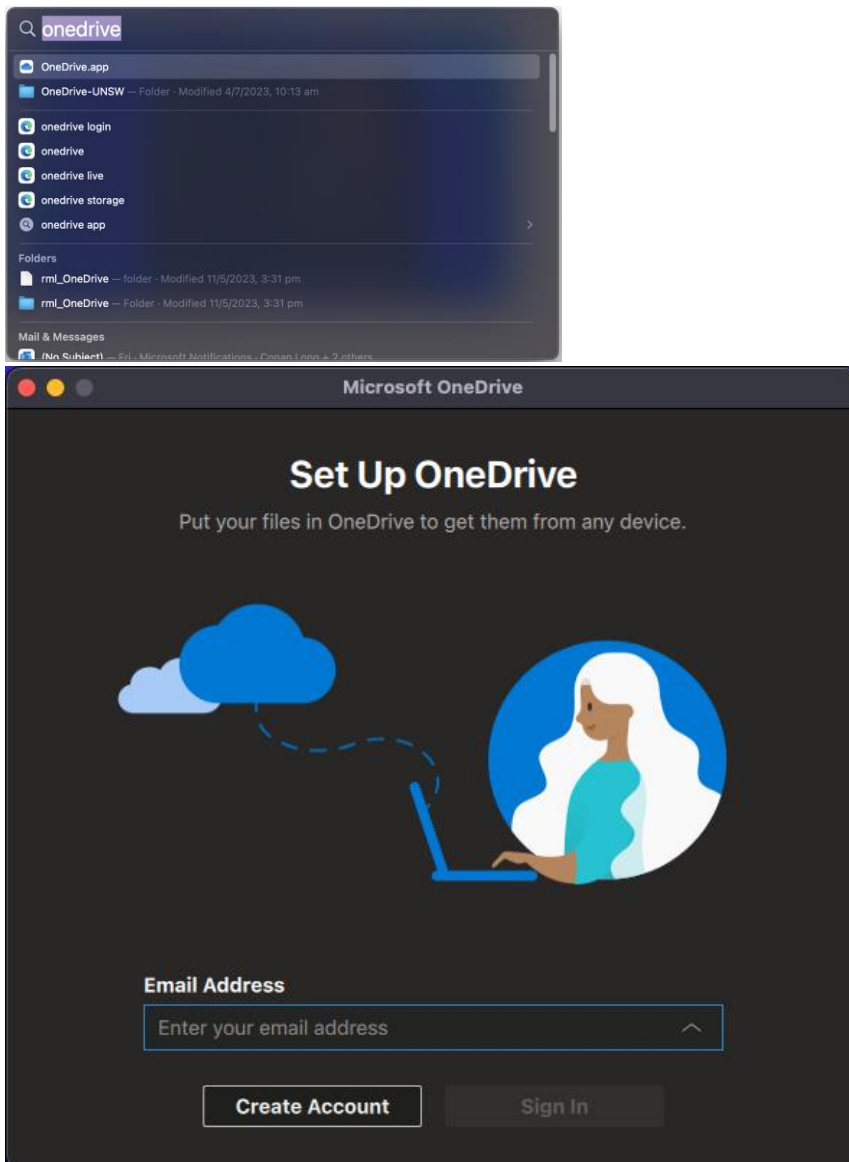Check that your OneDrive appears in Finder.
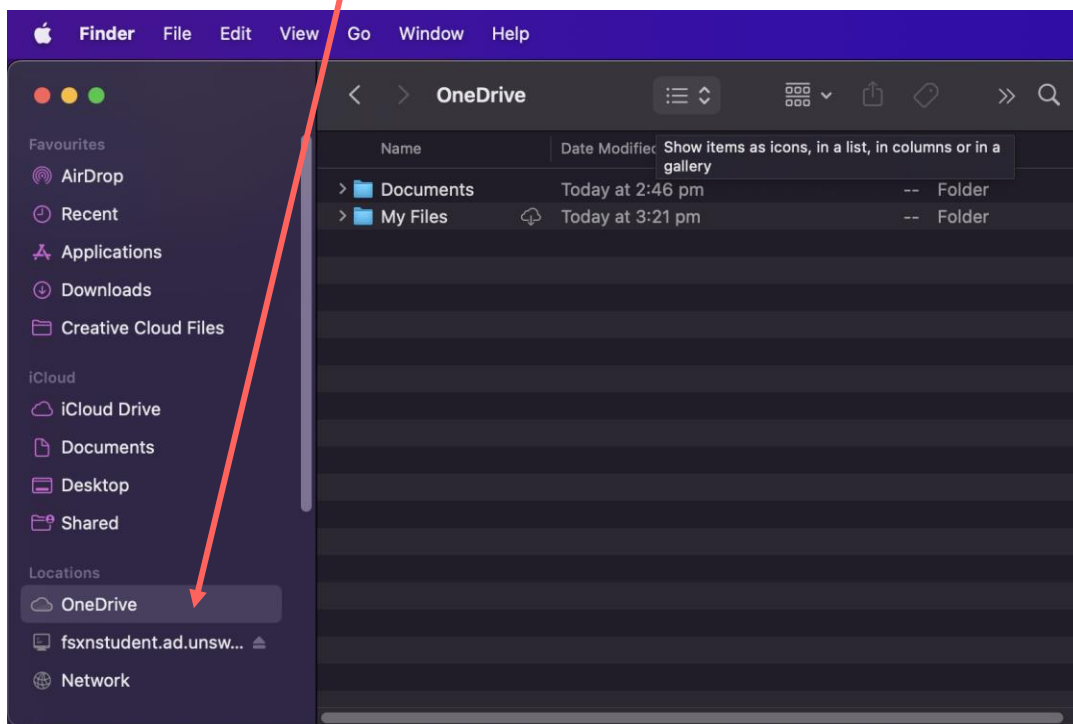


If it isn't in file explorer then you will need to sign into the OneDrive app, this can be done as follows:

In the search bar on your desktop type OneDrive, open the app and you will be prompted to sign in.
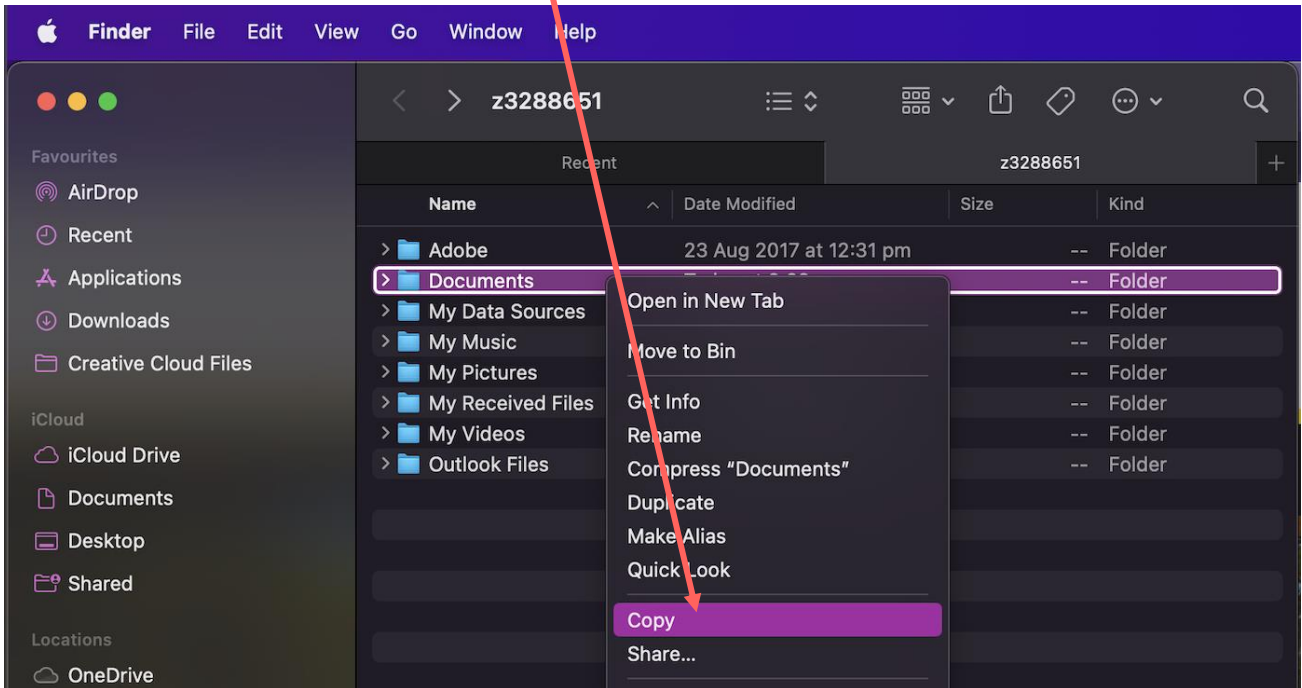
Once you are signed in, you can access your OneDrive folder from the file explorer window, as shown in step 1.
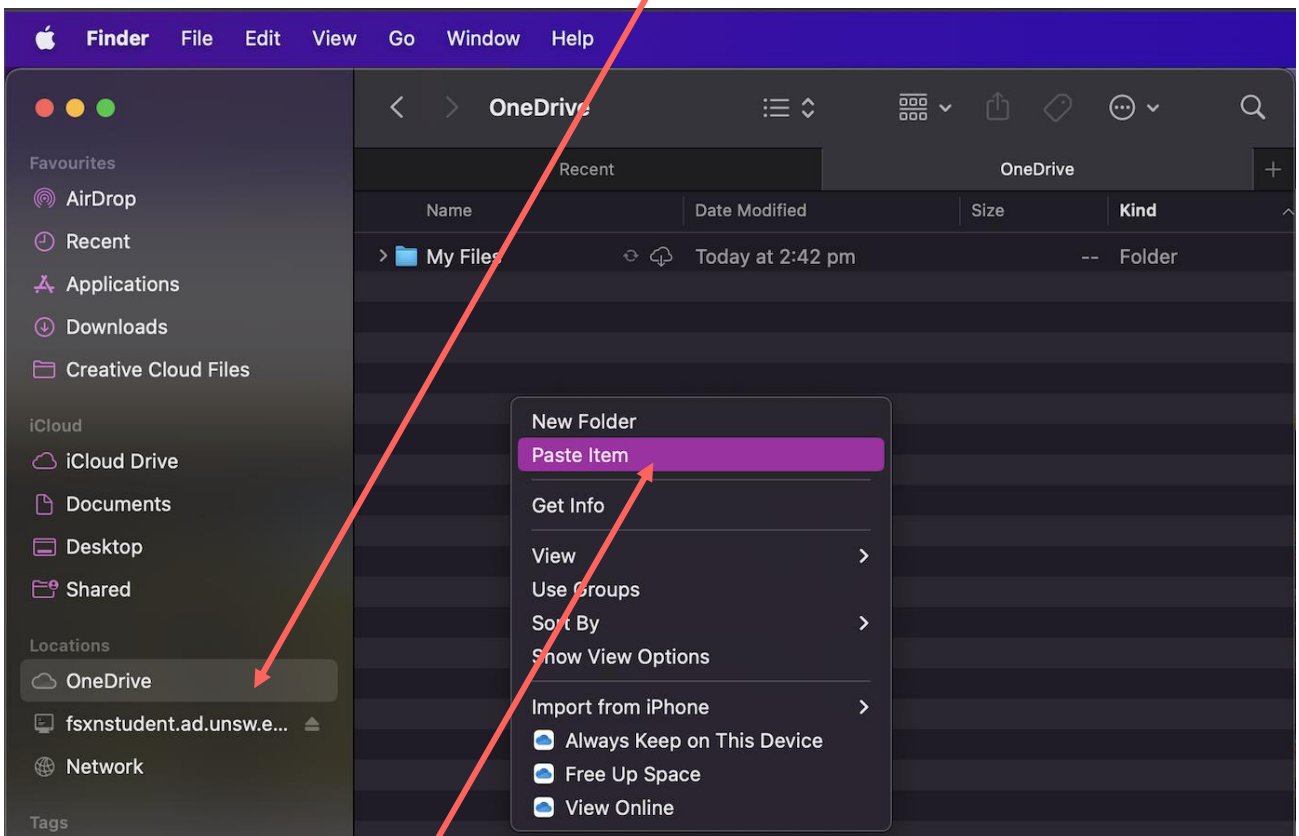
**Step 2**

You can move your folders and files to OneDrive by copy and paste. First highlight the folder or file you want to copy, right click, and press the copy icon.



Once you have copied the folder or file, click to OneDrive



Once you have done this, right click in the right hand panel and select the paste option. This will put the folder or file in your OneDrive.

The other method is to drag and drop your folders or files. First highlight the file or folder you want to move with the left mouse button (make sure to hold the left click down), and simply drag the highlighted folder or file to OneDrive and release the left mouse button .
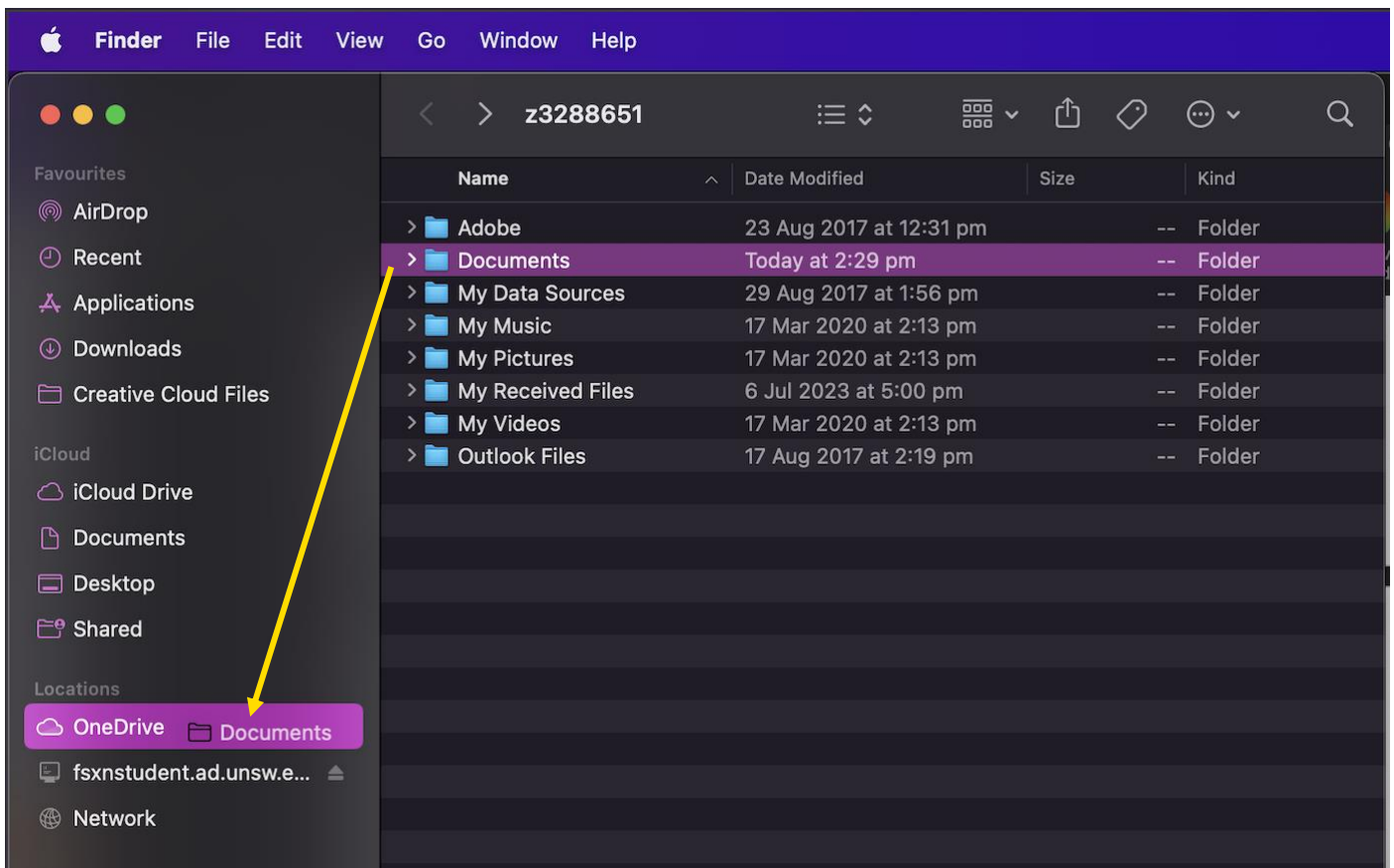


You should see a dialog box for progress.

If you see an error box and cannot resolve it, please refer to the limitations and restrictions information [here](here).

**Step 3:** Once you have copied all your files to OneDrive, please remember to delete them from your home drive.