

## DATA STORAGE CHANGE PROGRAM Moving files from home drive to OneDrive

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.

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Favourites	Name Date Modifier Show items as icons, in a list, in columns or in a gallery
	> Documents Today at 2:46 pm Folder
Precent	> 🛅 My Files 🖓 Today at 3:21 pm Folder
Applications	
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iCloud	
iCloud Drive	
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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.

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Once you are signed in, you can access your OneDrive folder from the file explorer window, as shown in step 1.

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OneDrive.app	
	— Folder - Modified 4/7/2023, 10:13 am
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000	Microsoft OneDrive
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## 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.

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<ul> <li>Recent</li> </ul>	> 🖿 Adobe	23 Aug 2017 at 12:31 pm	Folder	
Applications	> Documents		Folder	
① Downloads	> My Data Sources	Open in New Tab	Folder	
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iCloud	Image: My Received Files	Get Info	Folder	
iCloud Drive	> 📄 My Videos	Rehame	Folder	
	> 🚞 Outlook Files	Compress "Documents"	Folder	
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E <sup>®</sup> Shared		QuickLook		
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OneDrive		Share		

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

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Applications				
Downloads				
Creative Cloud Files				
iCloud	New Folder			
iCloud Drive	Paste Item			
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OneDrive	Import from iPh	one >		
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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.

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	Name	∧ Date Modified Size	Kind
MirDrop	> 🗖 Adobe	23 Aug 2017 at 12:31 pm	Folder
④ Recent	> 🚞 Documents	Today at 2:29 pm	Folder
A Applications	> My Data Sources	29 Aug 2017 at 1:56 pm	Folder
	> 🛅 My Music	17 Mar 2020 at 2:13 pm	Folder
Downloads	> 📄 My Pictures	17 Mar 2020 at 2:13 pm	Folder
🗀 Creative Cloud Files	> My Received Files	6 Jul 2023 at 5:00 pm	Folder
	> 📄 My Videos	17 Mar 2020 at 2:13 pm	Folder
iCloud	> 🚞 Outlook Files	17 Aug 2017 at 2:19 pm	Folder
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Documents			
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OneDrive Documents			
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Network			

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 <u>here</u>.

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