

## Migrate my OneDrive Files on Mac

### Students - Self help guide

As part of the update to your University Office 365 account you have been allocated a new University OneDrive. This document will explain in four stages how to transfer your One Drive folders from your old **@email.ulster.ac.uk** account to your new **@ulster.ac.uk** account.

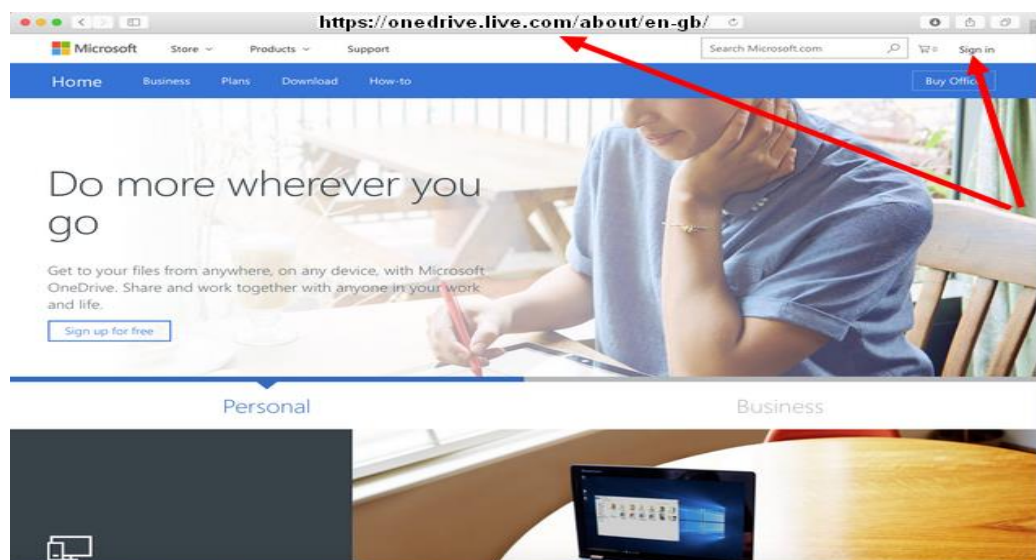
**Note:** The best way to carry out this process is use two different browsers and login to your **@email.ulster.ac.uk** OneDrive on one browser and your **@ulster.ac.uk** on the other as you cannot log on to two OneDrives on the same browser.

You need to know your **@email.ulster.ac.uk** address and associated Office 365 password and your new **@ulster.ac.uk** address and network password (as used for the Portal).

For guide purposes we have used **surname-initials**, this should always be replaced with your details

This document has been tested using Safari and Chrome.

1. Open your first browser go to <https://onedrive.live.com/about/en-gb/>  
Sign in your old OneDrive using your **surname-initials@email.ulster.ac.uk** account

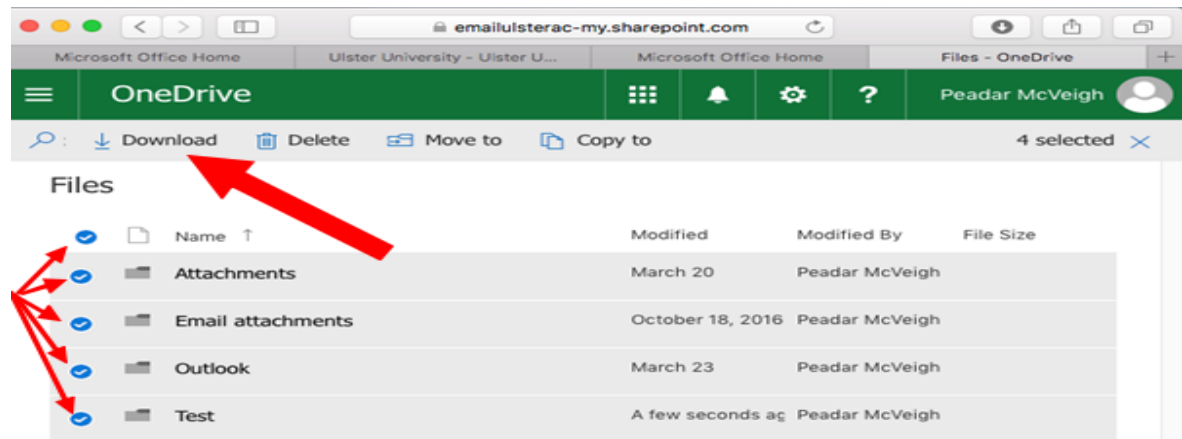


## ICT Customer Services Service Centre

2. Tick the folders you wish to copy across and click download.

Wait until the download has completed.

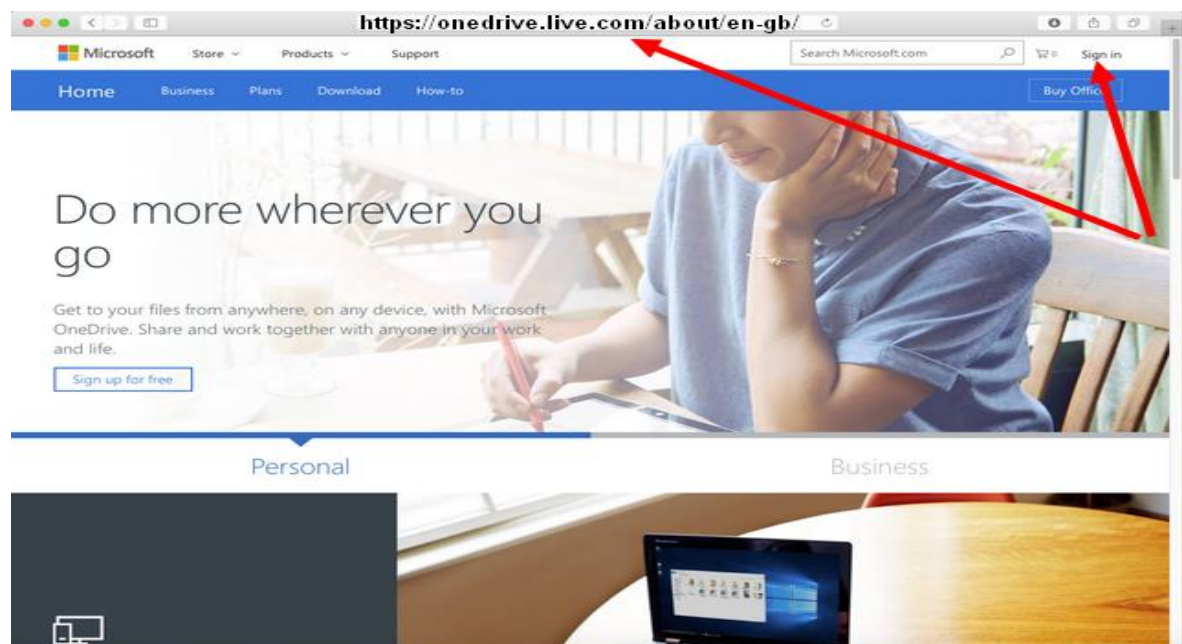
Note the name of the file created. In this example (Onedrive 1-9-21-2-017.zip)



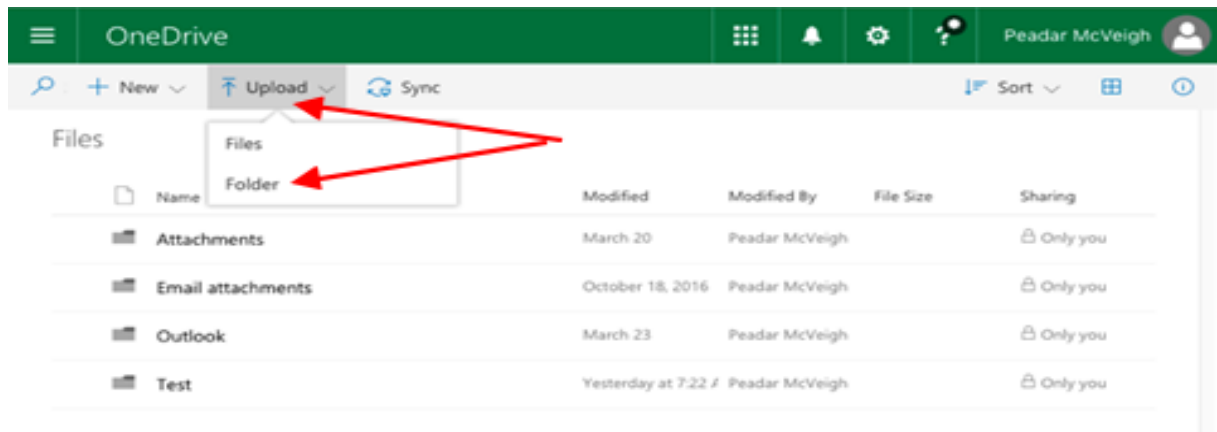
3. Open your second browser, and enter the hyperlink below

<https://onedrive.live.com/about/en-gb/>

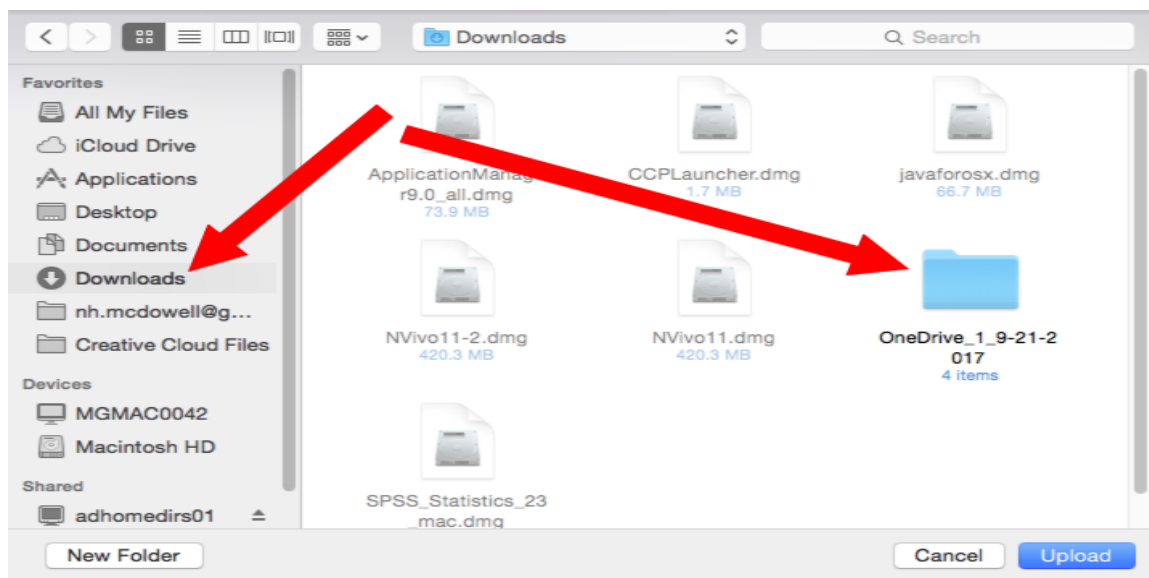
Sign in your new OneDrive using your **surname-initials@ulster.ac.uk** account



4. When in OneDrive select upload and click on folder



Select downloads and click on the file you named above.



This should complete the process and your **surname-initials@ulster.ac.uk** account should now contain the folders from your **surname-initials@email.ulster.ac.uk** account.