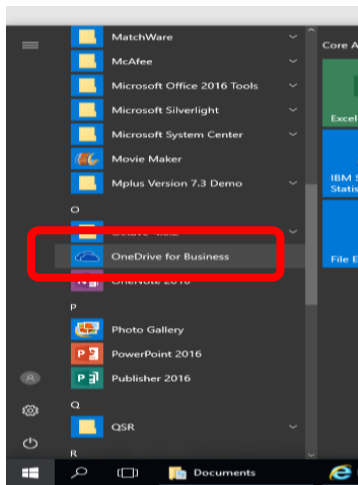


Step1: Organise your files on your Windows 7 device

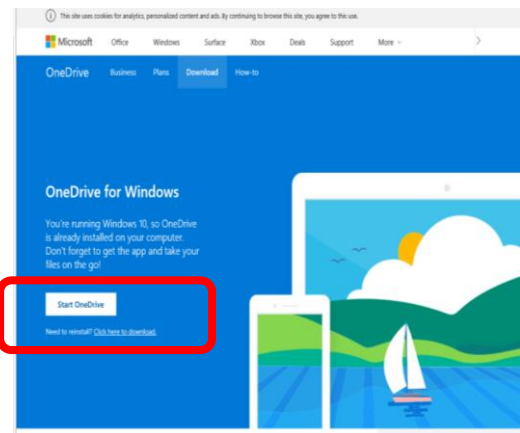
Moving your data & files will be easier if they are organised in one location. Spend some time moving your files into one folder in your C Drive.

Step2: The OneDrive App

Open OneDrive from your Windows menu;



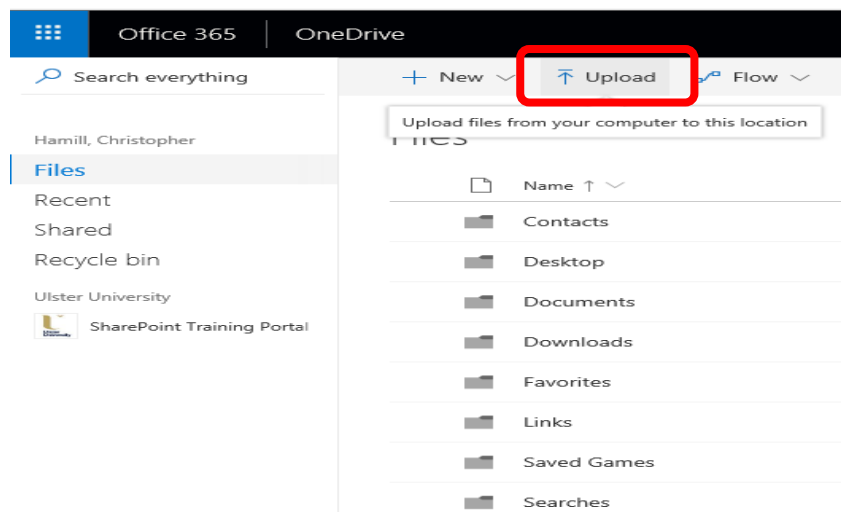
Download the One Drive App from <https://onedrive.live.com/about/en-us/download/>



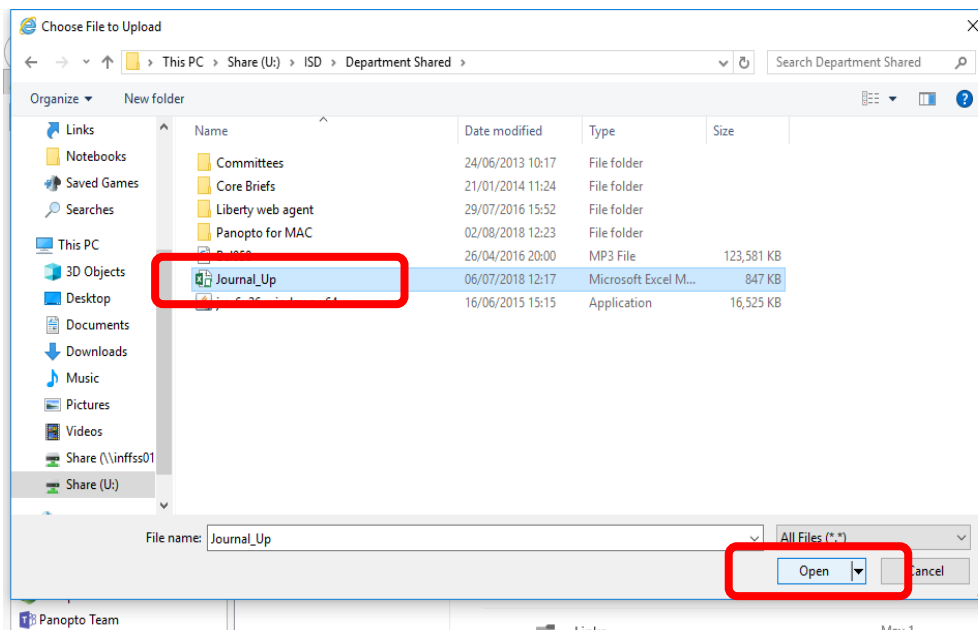
Use your university details to register.

Step3: Moving your files

Open the OneDrive App, and select upload as shown;



Now select the folder you created in Step 1, or any file you want to upload - and click **Open** as shown;

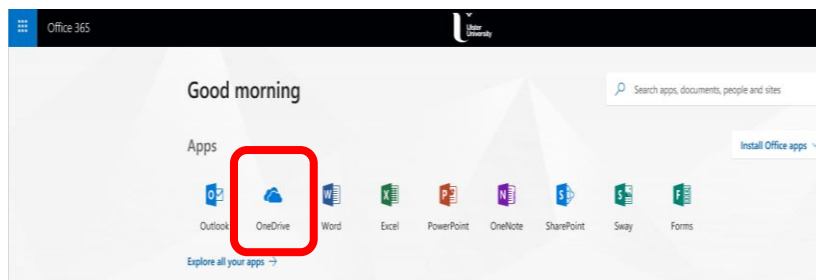


Step4: Files moved to OneDrive 'Cloud' storage

Your computer will now move your files to OneDrive, this may take some time!
Once complete you can safely access your files again after the Windows 10 upgrade.

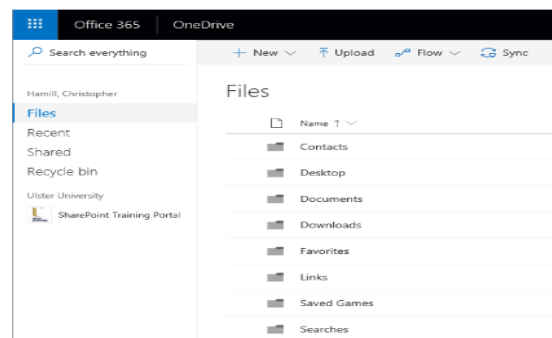
Step5: Accessing your OneDrive files from Windows10

1. Go to office.com
2. Sign-in with your university e-mail & password
3. Select the One Drive App



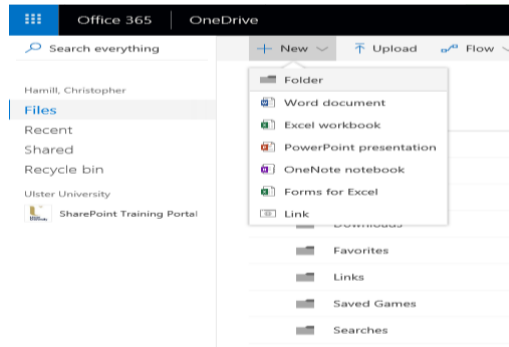
The OneDrive Interface

Your stored user files are clearly arranged and some guidance follows on OneDrive functions follows.



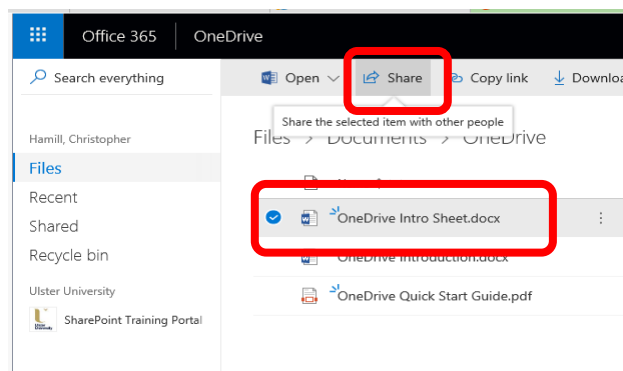
Create a new folder in OneDrive for your files:

Once uploaded, organise your files how you like using the normal folder structure.



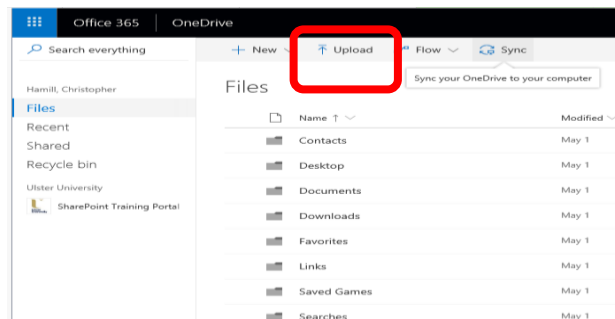
Share a document with another user:

Select the file, then click share to send it to any user using e-mail.



Sync your files to work offline:

Work on files even when you have no internet access, changes will save automatically when you are online again.



Further Support

Contact:

[servicedesk@ulster.ac.uk](mailto: servicedesk@ulster.ac.uk)

Or visit:

www.ulster.ac.uk/training