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Migrate my OneDrive Files

Students - Self help guide

As part of the update to your University Office 365 account you have been allocated a new University OneDrive. This article will show you how to migrate files from your old OneDrive to your new OneDrive.

Note: When asked to open a browser, users are advised to use either Microsoft Edge, Google Chrome or Firefox. *Microsoft Internet Explorer does not allow folders to be dragged and dropped* and should not be used.

- 1. **Open appropriate browser**, go to your old University OneDrive at <u>https://emailulsterac-my.sharepoint.com</u> and sign in with your **surname-initials@email.ulster.ac.uk** email address and <u>Office 365 password</u>.
- 2. Place ticks next to the files and folders you want to migrate, and then click **Download**.

III Office 365	OneDrive			
✓ Search	🚽 Download 🛍 Delete 🛛 Move to	🗅 Copy to		
	Files			
Files	🗋 Name 1	Modified		
Recent Shared with me	Assessment	June 5		
Discover	🕑 🛋 Backups	4 minutes ago		
Recycle bin	 Research Files 	June 5		
	📀 🛍 Document.docx	2 minutes ago		
	🔃 Presentation.pptx	June 5		
	Spreadsheet.xlsx	2 minutes ago		

3. When prompted, choose to **Save** the zip file to your computer. The zip file will Save to Downloads folder on the system. When prompted, click **Open the folder** to open the Downloads location and the .zip file should be listed

Do you want to open or save OneDrive_1_22-08-2017.zip from northeurope1-mediap.svc.ms?	Open	Save	Cancel	Х
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4. Right-click on the zip file and select **Extract All...** and follow dialogs to extract to a folder within the Downloads area.

- One	eDrive 1 22-08-2017.zip	
	Open Open in new window	
	Extract All	
	Pin to Start	
	Scan with Windows Defender	
	Open with	

- 5. Close your web browser to sign out of your old University OneDrive.
- Open appropriate browser again, go to your new University OneDrive at <u>https://ulster-my.sharepoint.com</u> and sign in with your new surname- initials@ulster.ac.uk email address and your network password (the same one you use for the Portal, Blackboard and Student Library workstations).
- 7. Go to Extracted folder area in Downloads and drag the relevant file(s) and/or folder(s) to the New university OneDrive.

III Office 365	OneDrive Drag	the items to any location.
✓ Search	$+$ New \checkmark $ o$ Upload \checkmark	G Sync
	Files	
Files		By F
Recent	_ Name ↑	File Home Share View ✓ ?
Shared with me	Shared Documents	← → ∽ ↑ 🔤 « Dow → OneDriv
Discover		Backups
Recycle bin	_	Research Files
Ulster University	3	# Document
Welcome to Office 365		
		3 items 3 items selected

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