

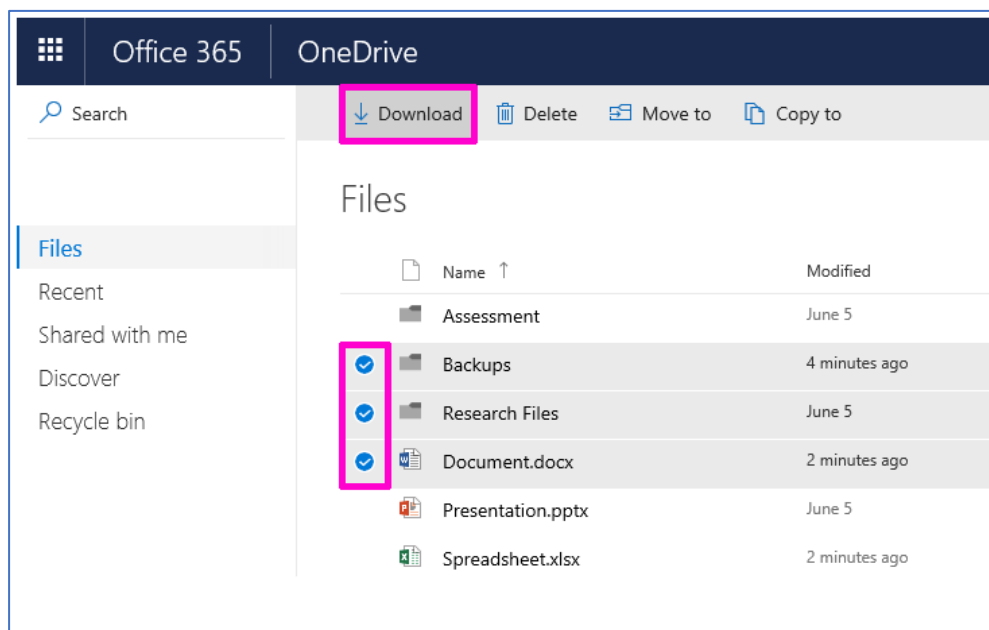
Migrate my OneDrive Files

Students - Self help guide

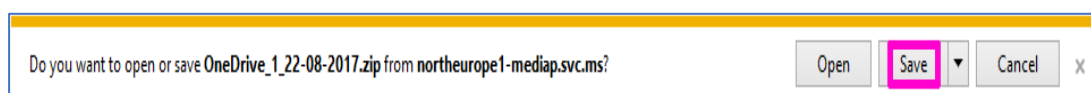
As part of the update to your University Office 365 account you have been allocated a new University OneDrive. This article will show you how to migrate files from your old OneDrive to your new OneDrive.

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.

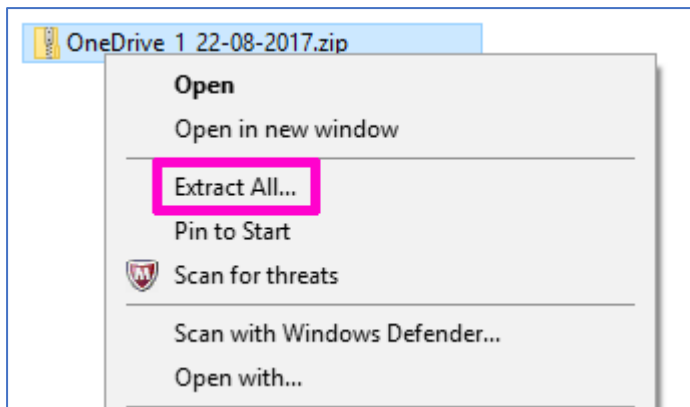
1. **Open appropriate browser**, go to your old University OneDrive at <https://emailulsterac-my.sharepoint.com> and sign in with your **surname-initials@email.ulster.ac.uk** email address and [Office 365 password](#).
2. Place ticks next to the files and folders you want to migrate, and then click **Download**.



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



- Right-click on the zip file and select **Extract All...** and follow dialogs to extract to a folder within the Downloads area.



- Close your web browser to sign out of your old University OneDrive.
- Open appropriate browser again**, go to your new University OneDrive at <https://ulster-my.sharepoint.com> 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).
- Go to Extracted folder area in Downloads and drag the relevant file(s) and/or folder(s) to the New university OneDrive.

