



CHECKLIST: MOVING FILES TO OneDrive

STEPS FOR MOVING FILES TO ONEDRIVE

Move All Files to OneDrive By: _____

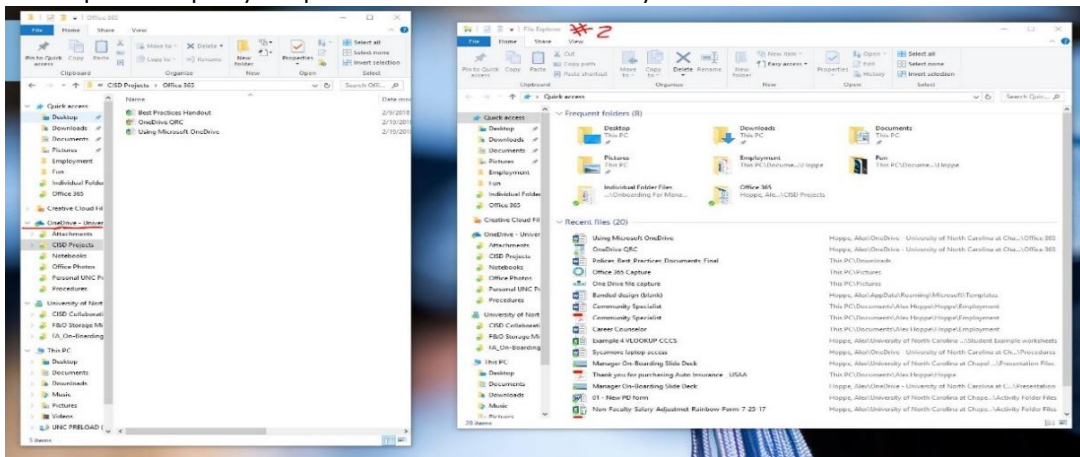
For Help: <http://office365.unc.edu/>

STEP 1: CLEAN UP FILES ON LOCAL COMPUTER

- Review old files and decide if they should:
 - Be deleted
 - Archived
 - *Remember to check your department's retention policies!
- Clean-up file structure.
- Be mindful of sensitive information? OneDrive is approved for storing SI and sharing SI internally (but not externally).

STEP 2: MOVE FILES TO ONEDRIVE

- Open File Explorer (folder icon in bottom left of screen). On the left side, click "One Drive – University of North Carolina at Chapel Hill."
- Open a second File Explorer window by right clicking the File Explorer icon, and then clicking File Explorer. Open your personal network drive or My Documents

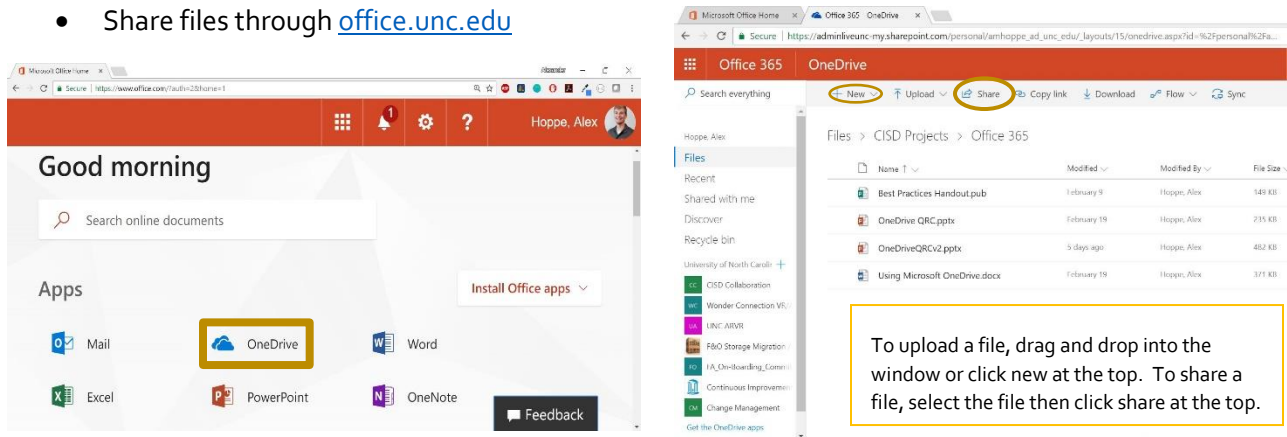


- Right click on a folder in your personal drive and while holding down the mouse, drag and drop the folder into the first File Explorer window (OneDrive). When you let go of the mouse, a drop-down menu will appear. Click "Move file."
 - TIP: You can highlight several of your files/folders by clicking on a file, holding down the shift button, and then clicking on the very last folder/file. This should highlight all files in the list. Let go of the shift button, then follow the step above.
 - It is recommended to move only up to five folders at a time.
- Check Cloud icon in bottom right corner of computer screen (near clock) to see if your files are syncing. It could take hours or days for all information to sync. You will see issues here.

- In a few hours, open your OneDrive in File Explorer. If any files or folders have a red X next to it, then there is a problem. Contact IT.

STEP 3: USING ONEDRIVE

- Access files online on any device by navigating to office.unc.edu and logging in with your ONYEN and Password
- Create new files and upload to OneDrive through office.unc.edu by clicking on the upload button at the top of the window
- Share files through office.unc.edu



- Save files to OneDrive through desktop applications by selecting browse then the folder you wish to save in

To find your folders using the new Save menu:

1. Go to File > Save
2. Click Browse
3. Select the folder you want from the list of places

Your Computer
Remember that your computer does not get backed up – important files should be kept on a network drive.

Your Network Drives
• These could be shared team folders or your UNC user folder.
• Drive letters may vary.

UNC OneDrive
Wait for official FAIT guidelines before using.

UNC SharePoint
Teams that currently use SharePoint should keep using it.

Personal OneDrive
• Personal use only.
• Do not store UNC information.

- Your files will now be accessible through your computer and online on other devices!
- For help contact IT or navigate to <http://office365.unc.edu>
- For Office 365 Resources: <http://go.unc.edu/fo365>