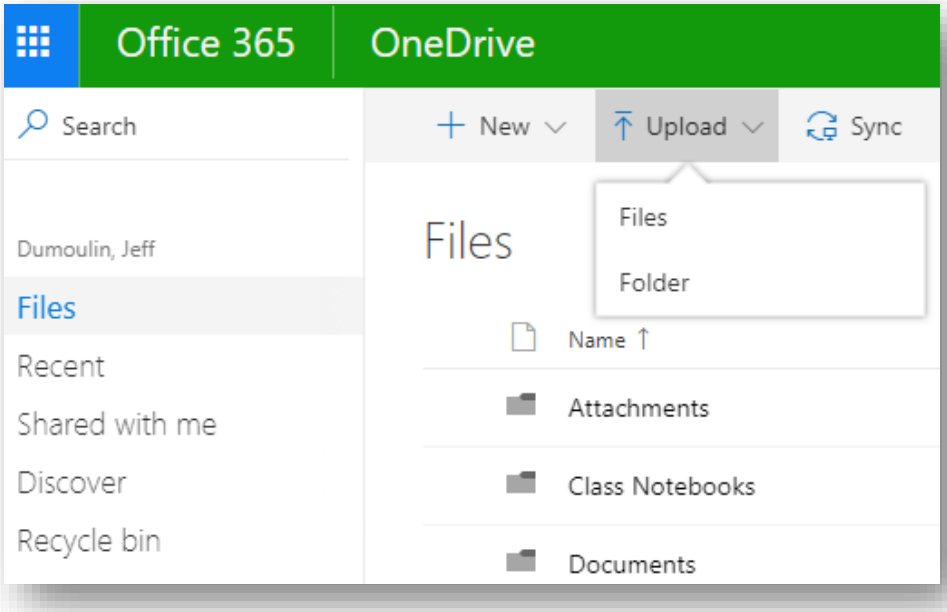
H Drive → OneDrive Migration

In order to move Files and Folders from your Staff or Student H Drive local network storage to OneDrive, follow these steps:

1. Access Office 365
    a. Open an internet browser like Google Chrome or Microsoft Edge
    b. Go to www.office.com
    c. Sign in with your Board Office 365 (Outlook) account
        i. Staff – firstname.lastname@granderie.ca
        ii. Students – username@granderie.ca ("username" is the same one used to login to all Board devices; password is the same as used on all Board devices)
    d. Select "OneDrive"
2. Move Files from H drive to OneDrive – there are 2 ways to do this – follow steps **a**. or **b.** below
    a. **Upload Files & Folders to OneDrive** (from within the browser)

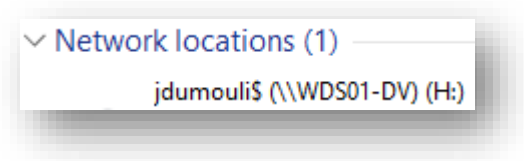


        i. Select Upload, choose to upload **Files** or **Folders**
        ii. **FILES** – Choose your H drive (or wherever your files are stored), select the file(s) you want to upload, then select **Open**.
        Tip – hold the **SHIFT** or **CTRL** key to select multiple files at once (folders must be uploaded one a time)
        iii. **FOLDERS** – Choose your H drive (or wherever your files are stored), select the folder you want to upload, then select **OK**.

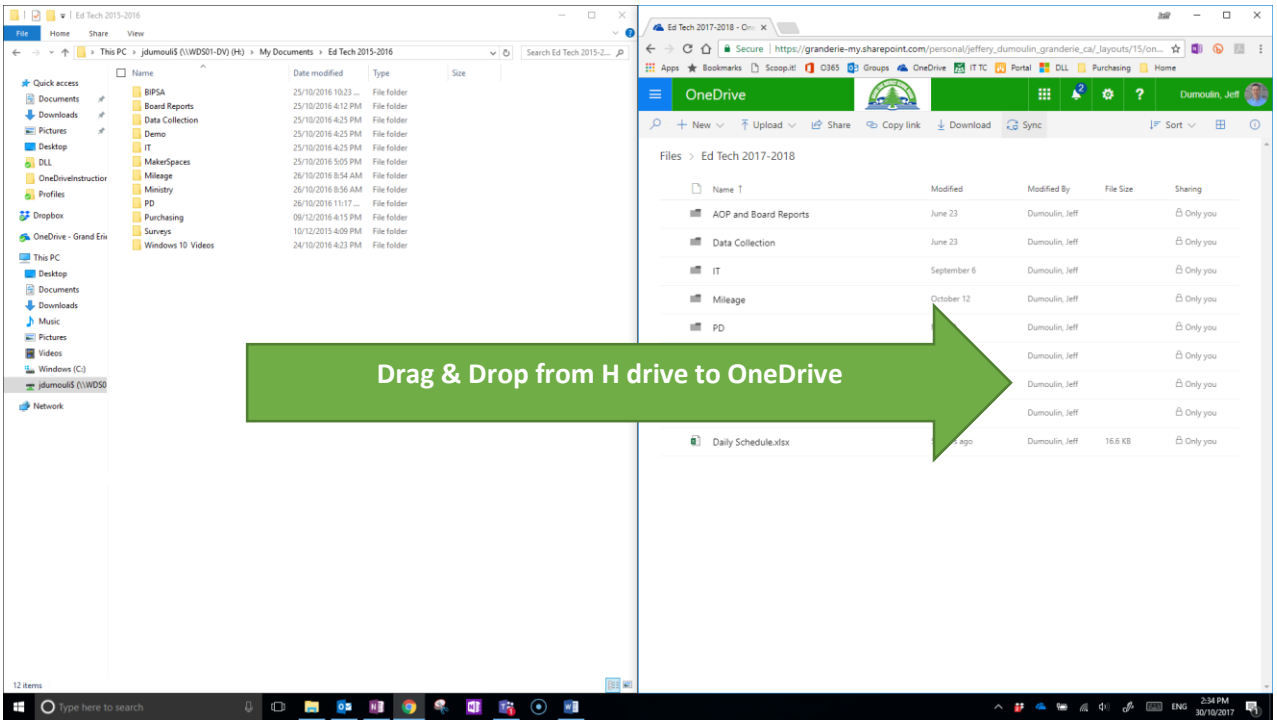
b. **Drag & Drop files from File Explorer to OneDrive** in a browser

i. Open File Explorer

1. Select “This PC”
2. Under “Network Locations”, select your H drive
   a. You should see your **username** and **(H:)**



ii. Move the 2 open Windows (Internet Browser and File Explorer) so you can see both of them open on the screen at the same time



iii. “Drag & Drop” the Files and Folders you want from your H drive into OneDrive in the browser – be sure to drop the Files or Folders on top of the Folder you want them to land in

It is strongly recommended to clean up old files or folders (delete files no longer needed) before migrating from H drive to OneDrive.

Go HERE for more OneDrive tutorials and support from Microsoft.

For further assistance please contact the Help Desk at 519-756-6301 ext 287070 or email its.support@granderie.ca