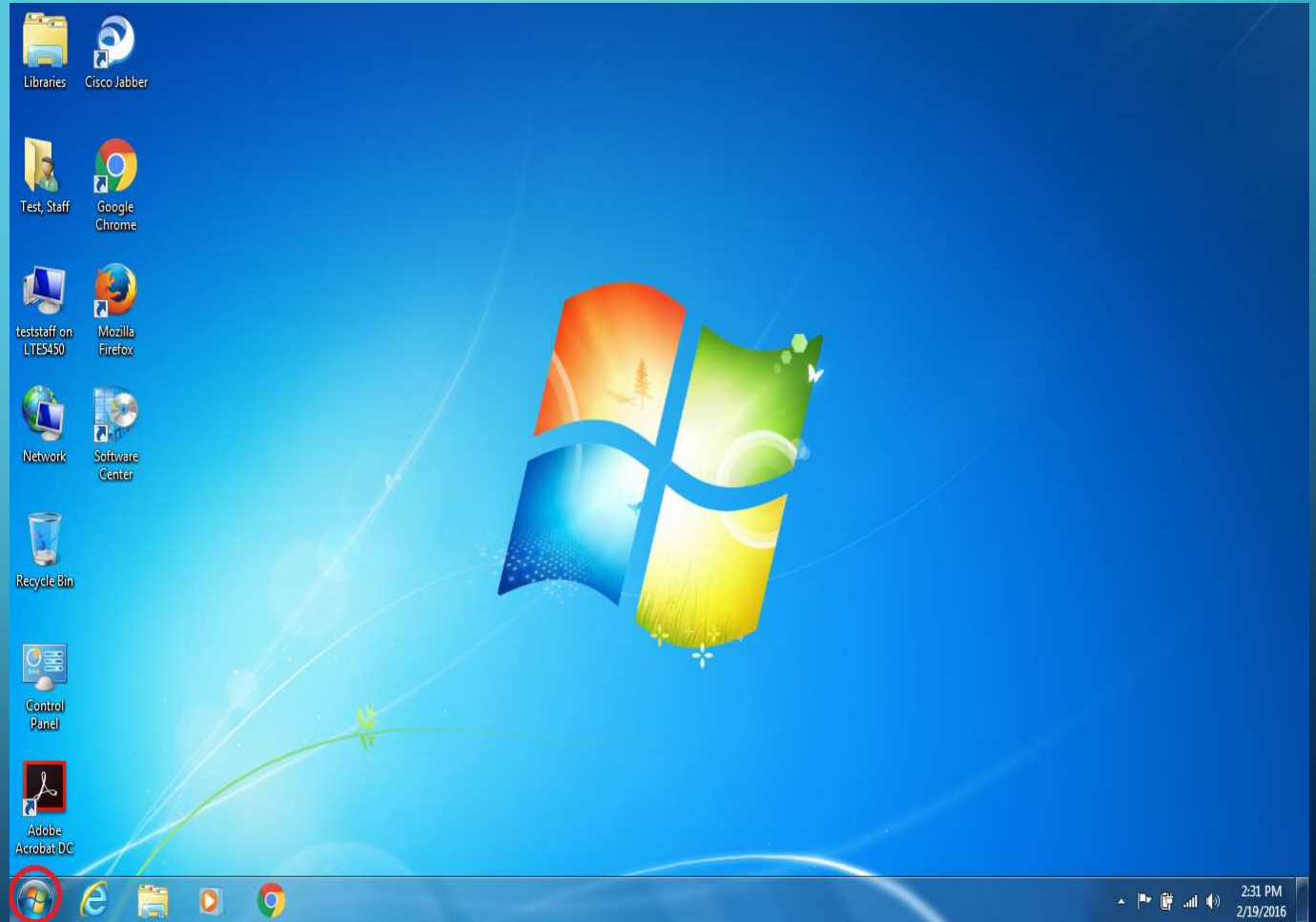




How to Move Files from your N: Drive to your OneDrive for Business Cloud Storage

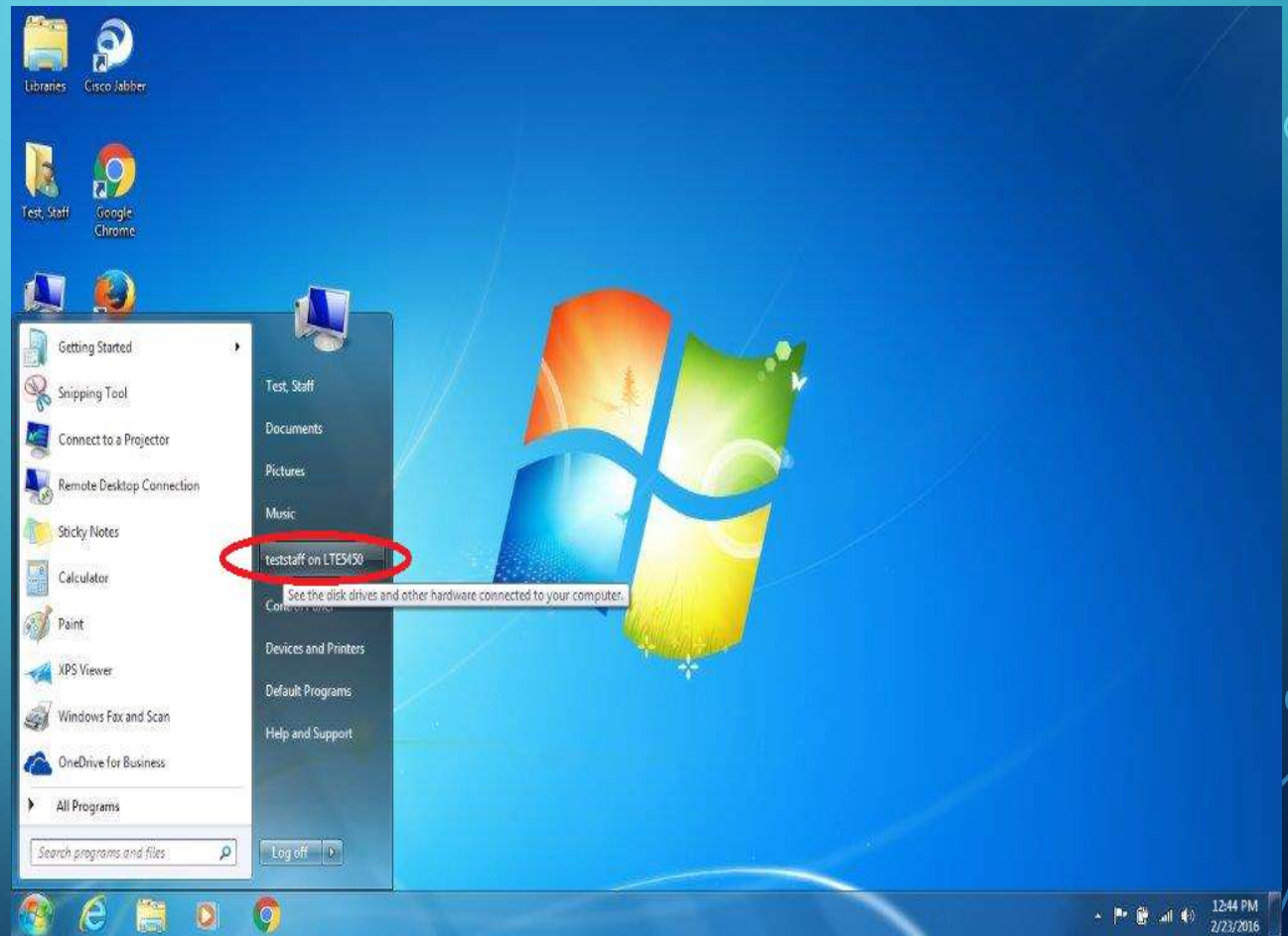
START MENU

Use the left mouse button to bring up start menu by choosing far left icon on bottom of your screen



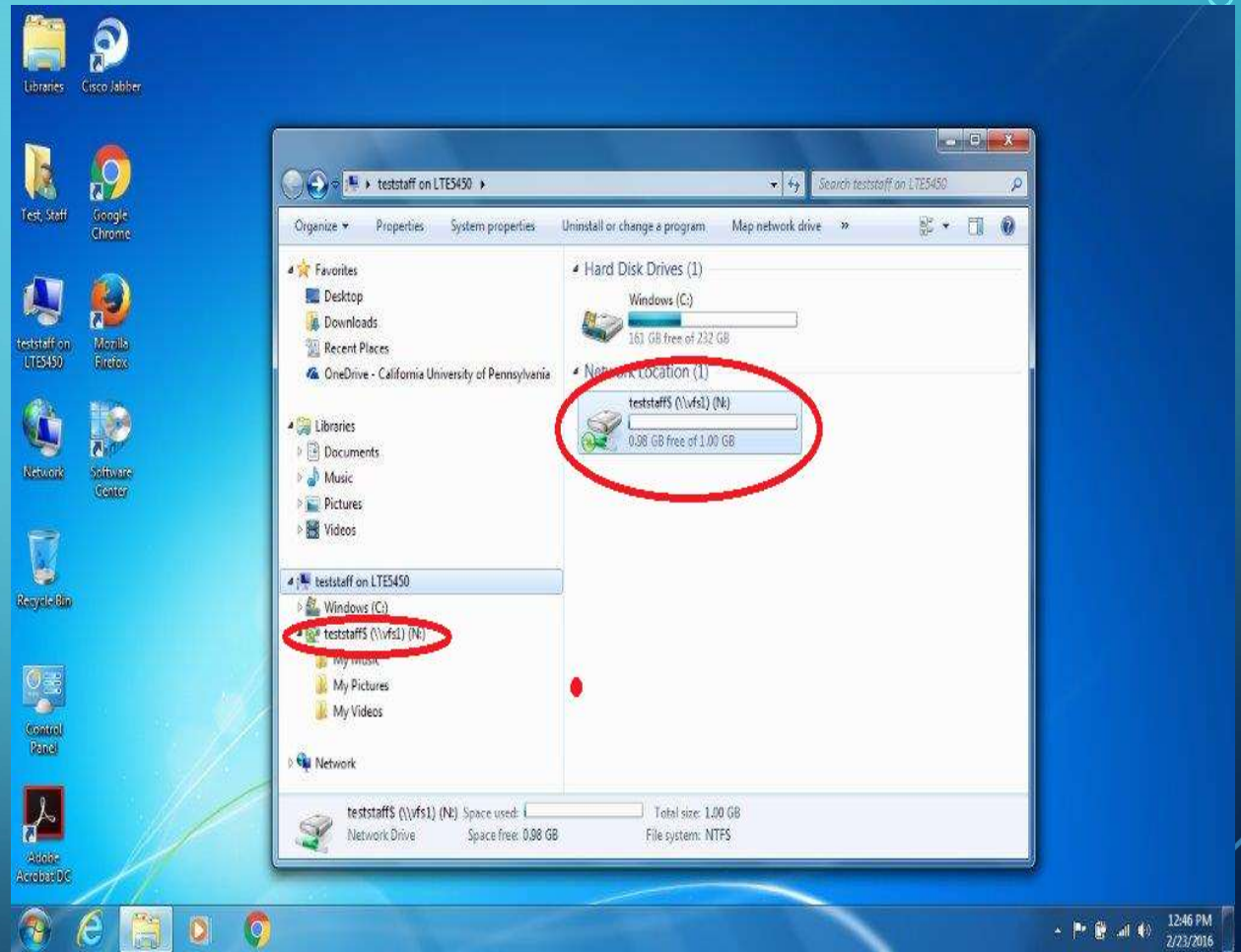
SELECTING YOUR ACCOUNT AND MACHINE NAME

Use the left mouse button to bring up your account and machine name



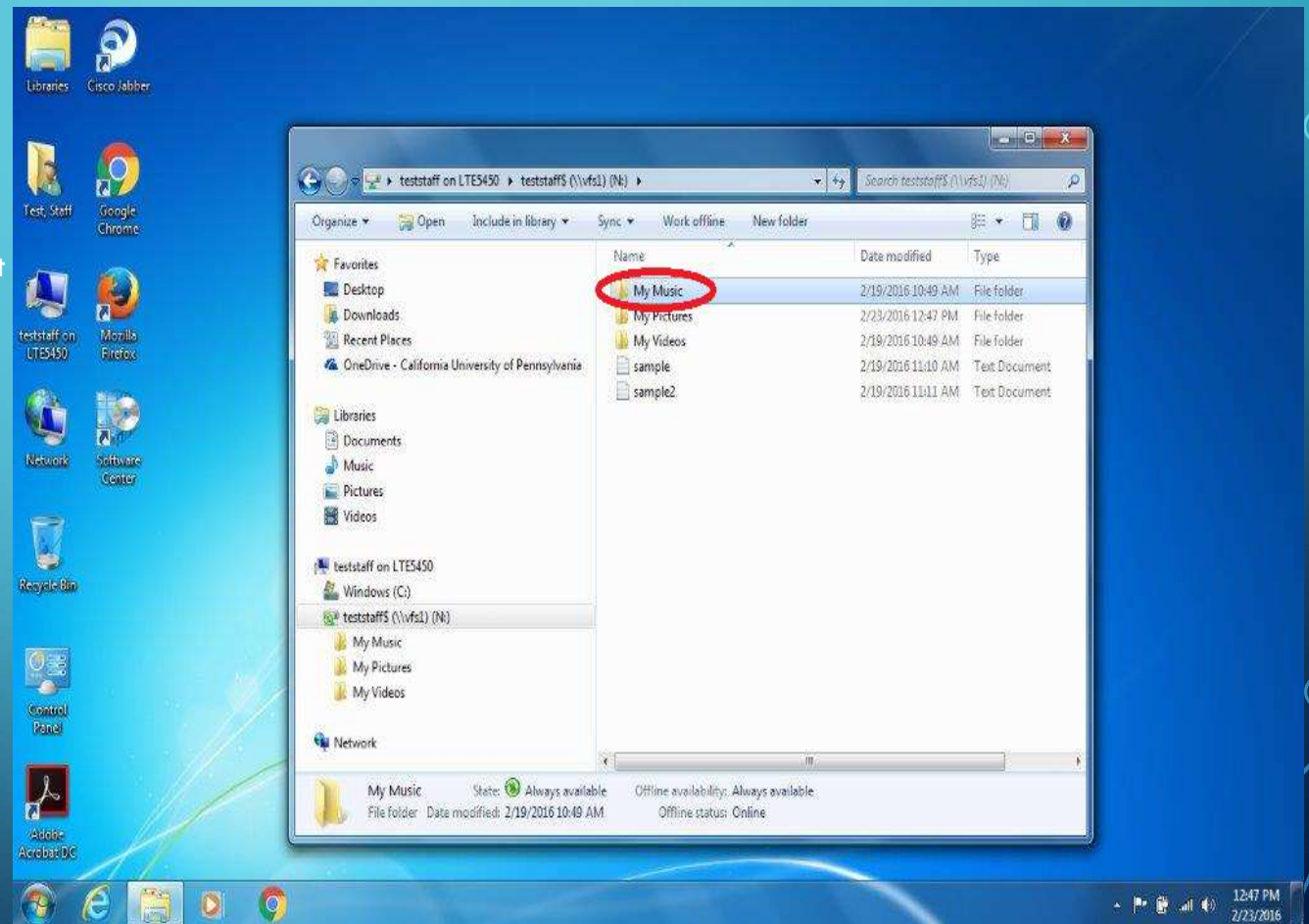
SELECTING N: DRIVE

Use the left mouse button to bring up either N:



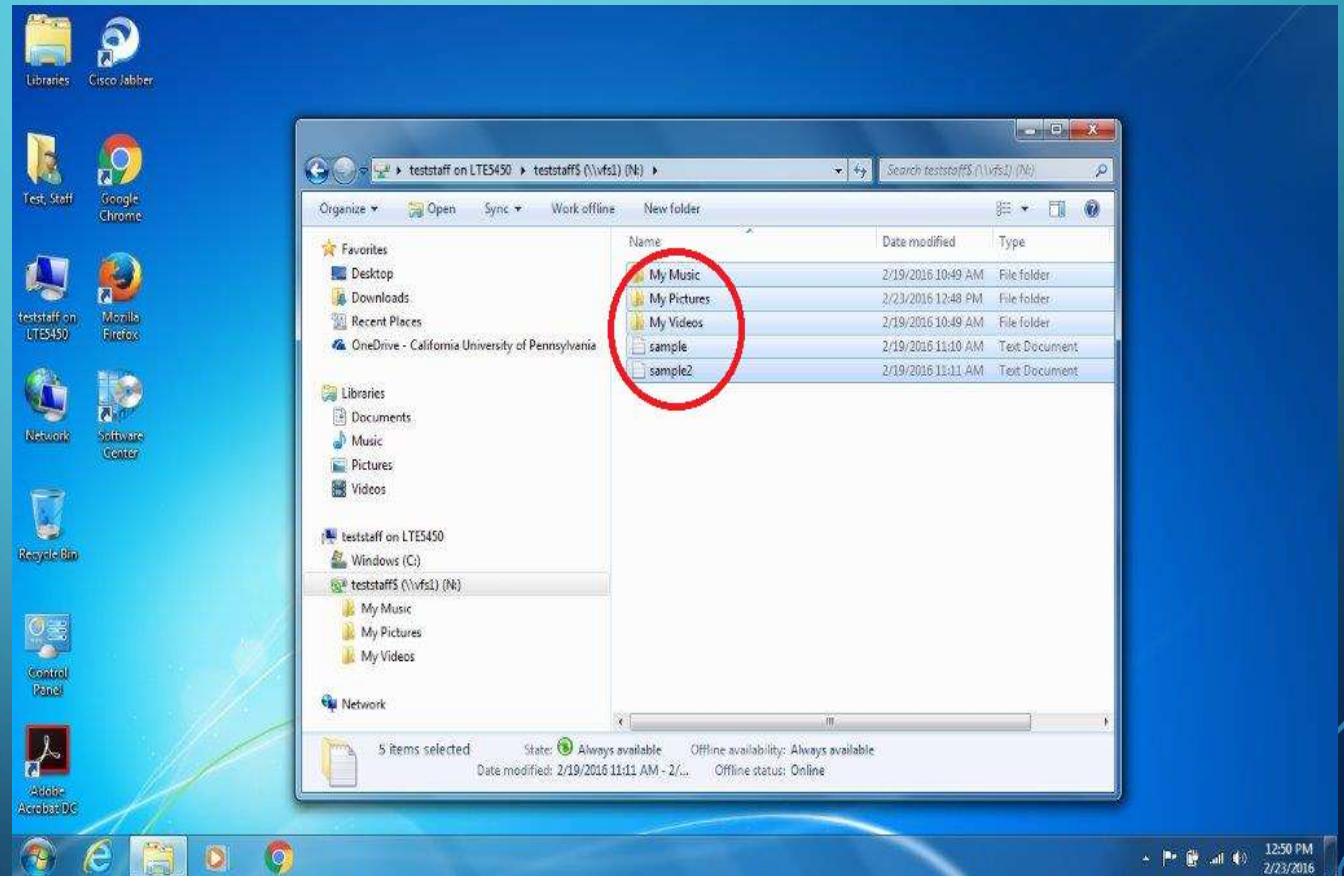
CHOOSING FIRST FOLDER OR FILE ON LIST

Use the left mouse button to select
the top file or folder



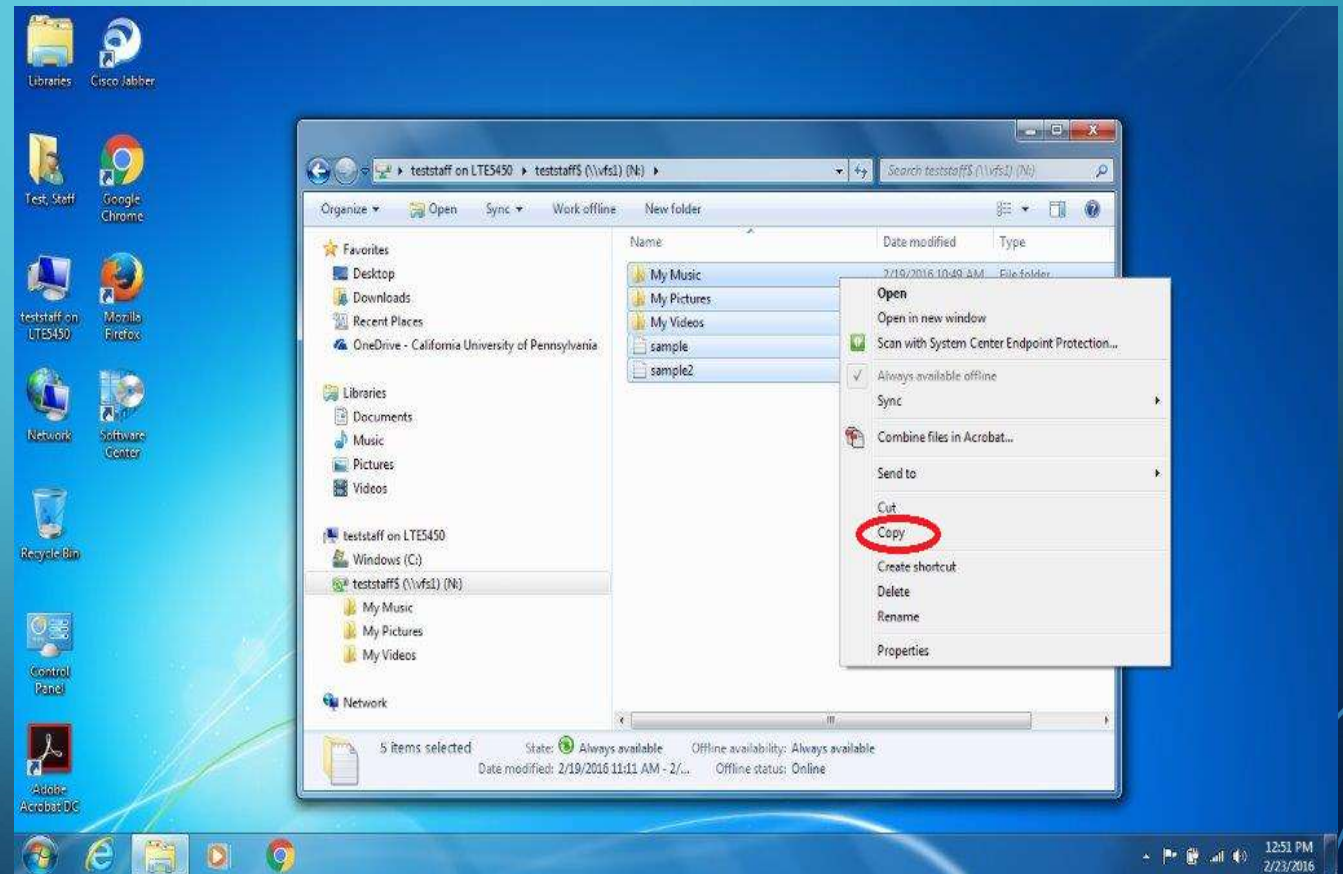
SELECTING FILES

Hold down the shift key and press the down arrow key until all files and folders are highlighted



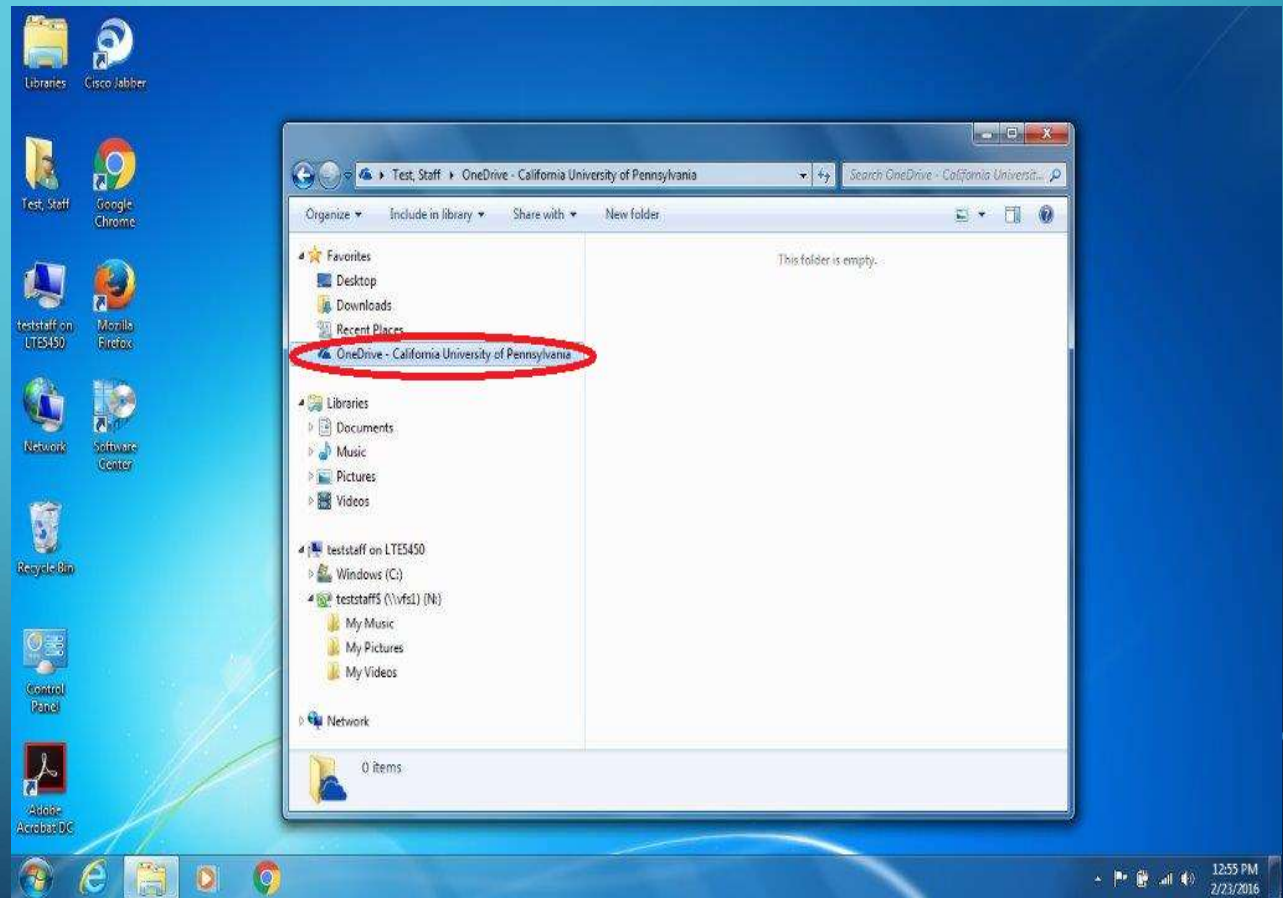
COPYING FILES

Use the right mouse button to choose copy



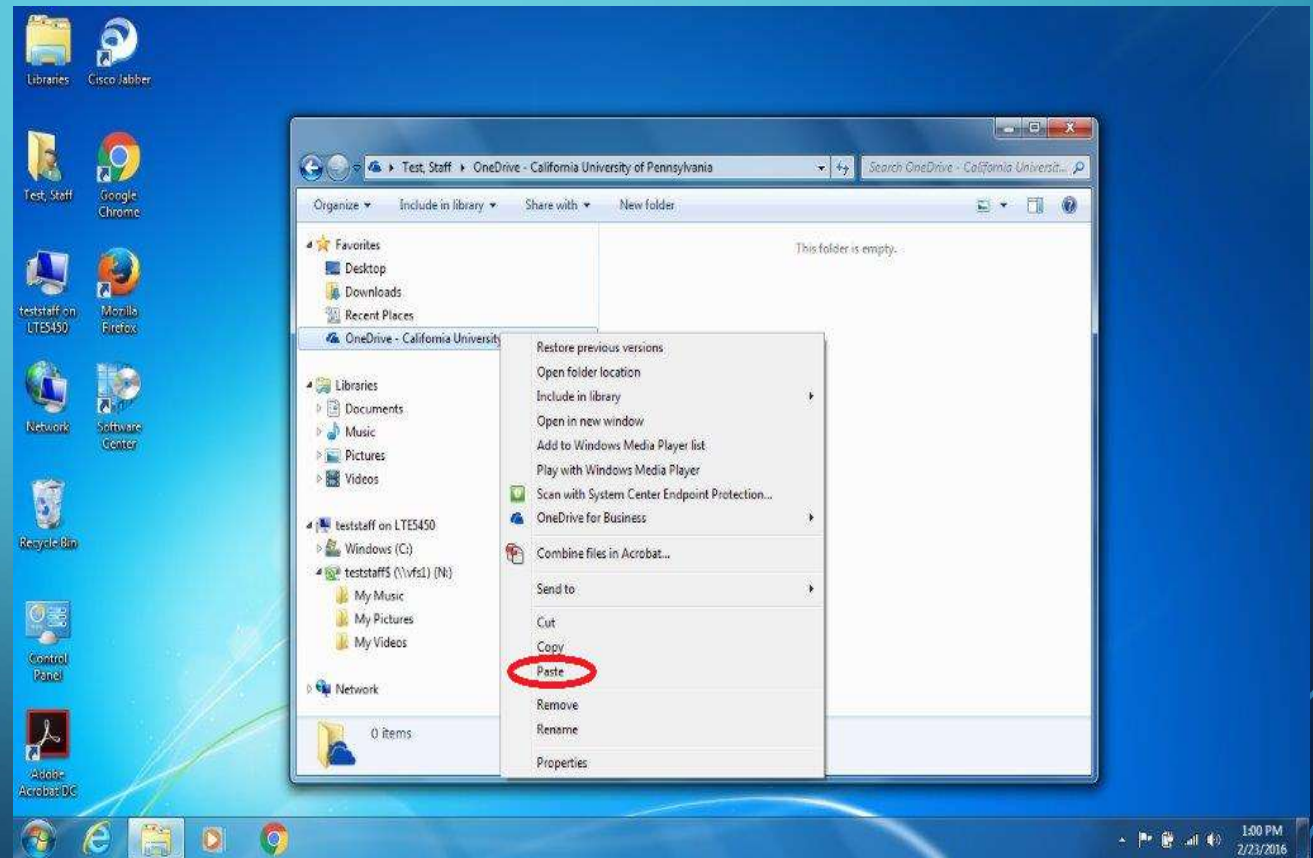
SELECTING ONEDRIVE

Use the left mouse button to select OneDrive for Business



PASTING FILES

Use the right mouse button to choose paste



COMPLETED WITH MOVE FROM N: DRIVE

- Your files are now on the OneDrive for Business drive. Once you verify that your files are moved and feel comfortable you should delete your old files from the N: drive to free up the space. The N: drive will remain available until the start of Fall 2016. After Fall 2016 any files not on the OneDrive for Business drive will be deleted automatically. Please save all new information to the OneDrive for Business.