

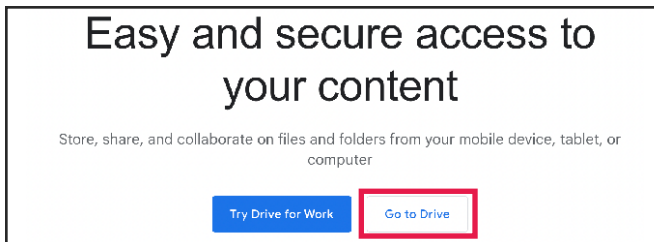
## Transferring Files from Google Drive to Microsoft OneDrive

UCSF provides both Microsoft OneDrive and Box for online file storage to ensure that data is stored within UCSF-approved storage applications. Let's review the steps to transfer your Google Drive files to Microsoft OneDrive and Box.

### Transfer Files from Google Drive to Microsoft OneDrive

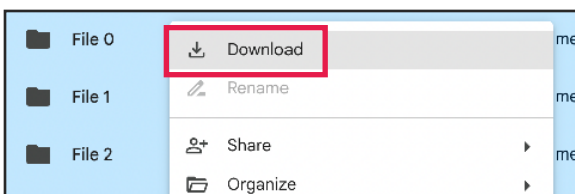
**NOTE:** Prior to transferring your files to Microsoft OneDrive, consider the data within your files. If the file contains **Protected Health Information (PHI)** or **Personally Identifiable Information (PII)**, it will be automatically encrypted by CipherCloud in OneDrive. It is advised to keep these types of files in Google Drive for the time being.

1. Navigate to [Google Drive](#) and select the **Go to Drive** option.



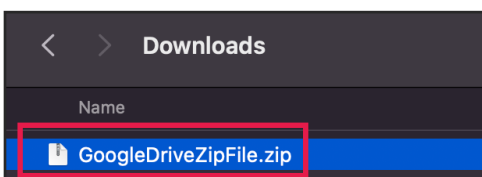
2. Within *Google Drive*, select all the files to be transferred.

3. Right-click over the selected files and select **Download**.



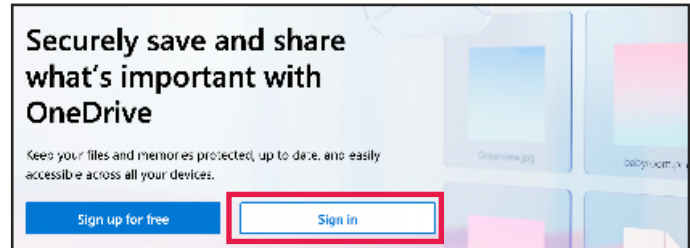
4. After the files have been zipped, select the **Save** as option to save the .zip file to your desktop.

5. From your desktop, unzip the **Google Drive** file by double-clicking the .zip file.



6. Open a *Web Browser* and navigate to [Microsoft OneDrive](#).

7. Once *OneDrive* loads successfully, select the **Sign in** option.



8. On the Microsoft sign-in screen, enter your **UCSF email address** before clicking the **Next** button.

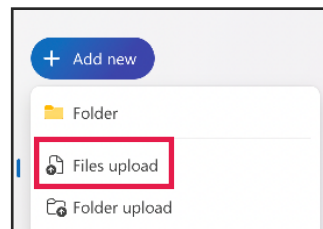
9. If prompted, enter your **UCSF email address** and **Password** on the UCSF login screen.

10. After OneDrive loads, select the **My Files** option.

11. Navigate to (or create) the desired location to save the files downloaded earlier.

12. Select the **Add New** button.

13. Select the **Files Upload** option.

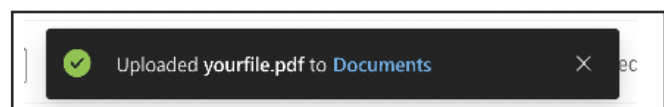


14. In the *Dialog* window, navigate to the folder on your desktop containing the Google Drive files unzipped earlier.

15. Select all the files (Control+A – Windows or command+A – Mac) before clicking the **Open** button.

16. A notification will appear providing context to the status of the files being uploaded to OneDrive.

**NOTE:** Once the notification updates with a **green checkmark**, your file upload will be complete.



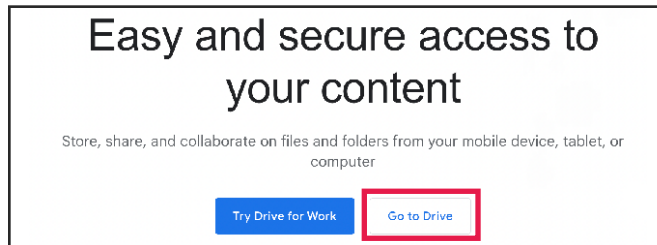
17. Congratulations! You have successfully transferred your files from Google Drive to Microsoft OneDrive!

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## Transfer Files from Google Drive to Box

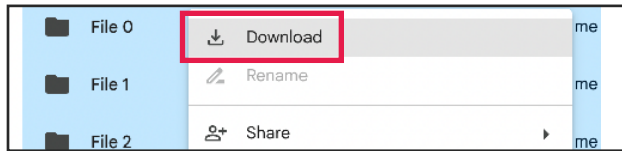
**NOTE:** Prior to transferring your files to Box, consider the data within your files. If the file contains **Protected Health Information (PHI)** or **Personally Identifiable Information (PII)**, it will be automatically encrypted by CipherCloud in Box. It is advised to keep these types of files in Google Drive for the time being.

1. Navigate to [Google Drive](#) and select the **Go to Drive** option.



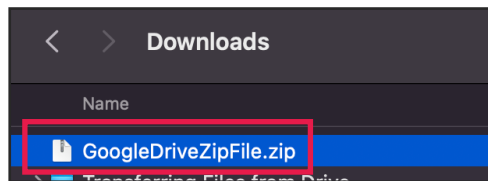
2. Within *Google Drive*, select all the files to be transferred.

3. Right-click over the selected files and select **Download**.

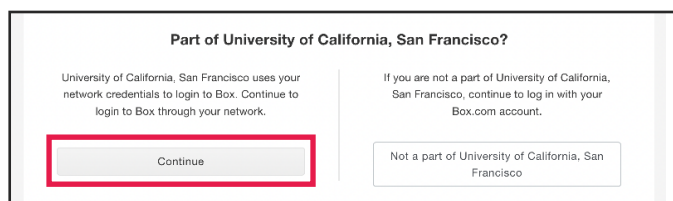


4. After the files have been zipped, select the **Save** as option to save the .zip file to your desktop.

5. From your desktop, **unzip** the downloaded Google Drive file by **double-clicking** the .zip file.

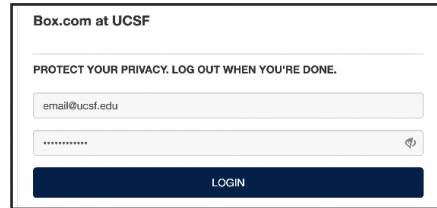


6. Open a *Web Browser* and navigate to [Box](#) before selecting the Log in button.



7. Enter your **UCSF email address** then click the Next button.

8. On the **UCSF MyAccess** login screen, enter your **UCSF email address** and **password** before clicking the **LOGIN** button.

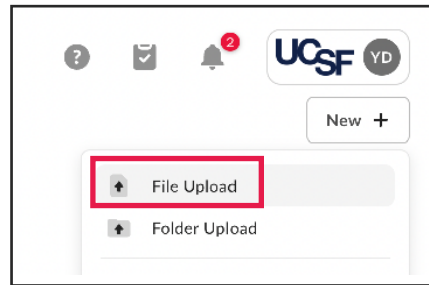


9. The **Box All Files** landing page will load successfully.

10. Navigate to (or create) the desired location to save the files downloaded earlier.

11. Select the **New +** button.

12. Select the **File Upload** option.

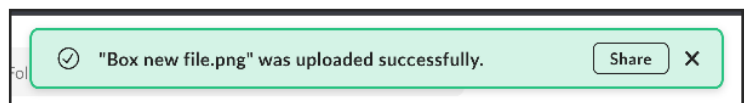


13. In the *Dialog* window, navigate to the folder on your desktop containing the Google Drive files unzipped earlier.

14. Select all the files (Control+A – Windows or command+A – Mac) before clicking the **Open** button.

15. A notification will appear providing context to the status of the files being uploaded to Box.

**NOTE:** Once the upload process has been completed, you will receive another notification that all the selected files were uploaded to Box.



16. Congratulations! You have successfully transferred your files from Google Drive to Box!