

## Transferring Files from Google Drive to Microsoft OneDrive

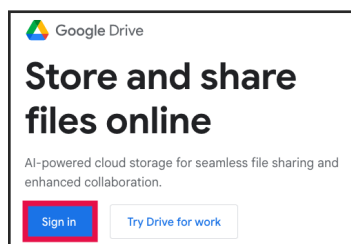
UCSF provides Microsoft OneDrive for online file storage to ensure that data is stored within approved storage applications. Let's review the steps to transfer your Google Drive files to Microsoft OneDrive.

**It is recommended to migrate your files as soon as possible to ensure continued access to your files.**

### Transfer Files from Google Drive to Microsoft OneDrive

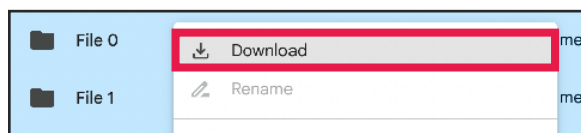
**NOTE:** Prior to transferring your files to Microsoft OneDrive, consider the data within your files. If the file contains **Protected Health Information (PHI)** or **Personally Identifiable Information (PII)**, it will be automatically encrypted by CipherCloud in OneDrive.

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



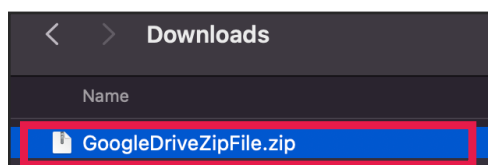
2. Within *Google Drive*, select all the files to be transferred.

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



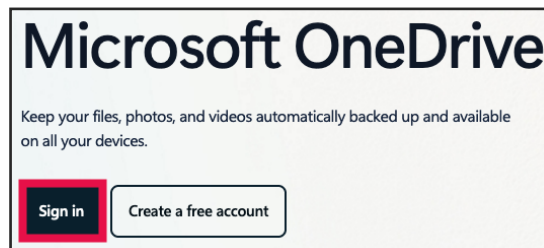
4. After the files have been zipped, select the **Save** as option to save the .zip file to your desktop.

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.

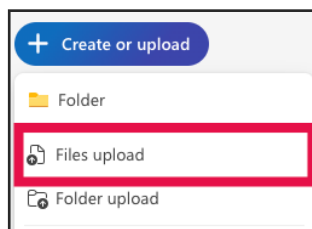
9. If prompted, enter your **UCSF email address** and **Password** on the UCSF login screen.

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 **Create or Upload** button.

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

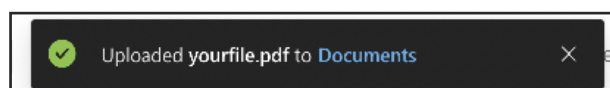


14. In the *Dialog* window, navigate to the folder on your desktop containing the Google Drive files unzipped earlier.

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!