

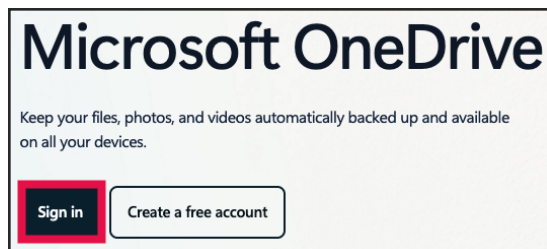
## Transferring Files from a Shared Drive to Microsoft OneDrive

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 Shared Drive files to Microsoft OneDrive.

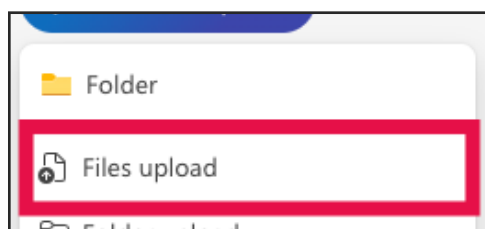
**It is recommended to migrate your files as soon as possible to ensure continued access to your files. Designate one person from your group to move the files from the shared drive to ensure that migrated files are not duplicated.**

**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.

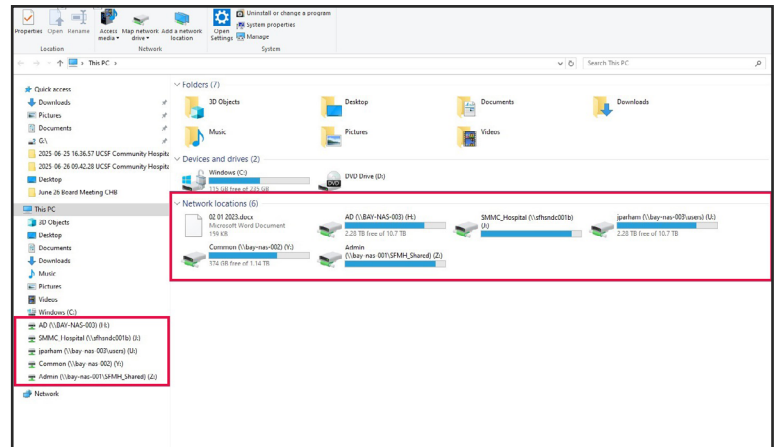
1. Open a *Web Browser* and navigate to [Microsoft OneDrive](https://www.onedrive.com).
2. Once *OneDrive* loads successfully, select the **Sign in** option.



3. On the Microsoft sign-in screen, enter your **UCSF email address** before clicking the **Next** button.
4. If prompted, enter your **UCSF email address** and **Password** on the UCSF login screen.
5. After OneDrive loads, select the **My Files** option.
6. Navigate to (or create) the desired location to save the files from your shared drive(s).
7. Select the **Create or Upload** button.
8. Select the **Files Upload** option.

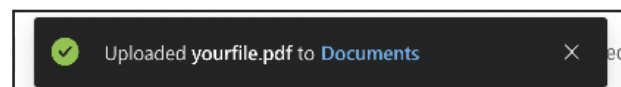


9. In the *Dialog* window, select the **Shared Drive** from the left-hand navigation or Network location section before navigating the file or folder(s) within the selected drive.



10. Select all the files (Control+A – Windows or command+A – Mac) before clicking the **Open** button.
11. 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.



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

**NOTE:** Since colleagues have access to the documents and files that previously resided on the Shared Drive. Once uploaded to OneDrive, be sure to share the uploaded files to the individuals who previously had access to them.

Click the **Share** button for the file or folder in OneDrive before entering the **name** or **email address** of the intended recipient(s) and a message describing the files being shared. Once you have added this information, click the **Send** button in the Share window to provide access for the recipient(s).