Microsoft OneDrive is a cloud storage solution that can be used to store confidential data. To move content from Google Drive, you <u>must</u> download Google Drive content to your computer and then import it into Microsoft OneDrive.

Consider the following when moving documents into Microsoft OneDrive:

- The Upload tool in OneDrive allows you to upload one folder at a time (page 2). To upload multiple folders at one time, use drag and drop (page 3).
- Ownership of OneDrive files cannot be transferred to another user.
- Individual files cannot exceed 15 GB.
- Folders must be empty in OneDrive before they can be deleted.

Move Documents from Google Drive
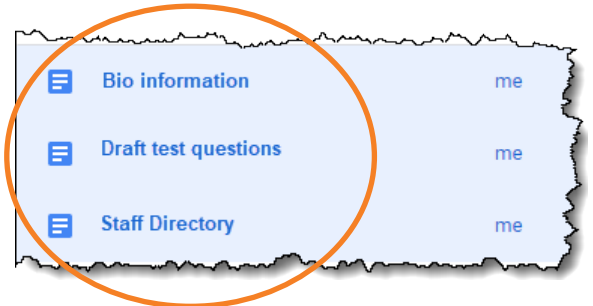
Download Content from Google Drive

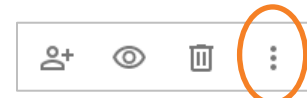1. Log into **WakeID Portal**.

Google (Staff)
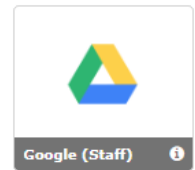
2. Click **Google Drive**.

3. Select **files** and **folders** you want to save.
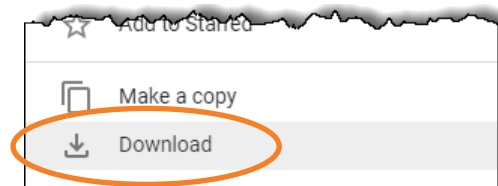   - Press **Ctrl** on your keyboard to select multiple items.

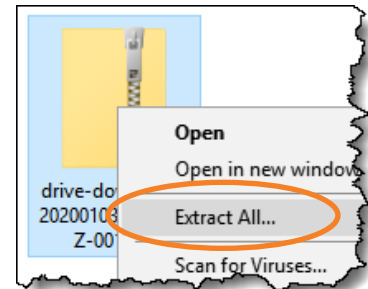4. In upper-right, click **overflow icon**.

5. Click **Download**.

    NOTES:

    - Files will be saved to your default download location.
    - Documents automatically convert to Office documents.
    - If two or more files are selected, they will be saved as a .zip file.
    - To extract .zip file:

        1. Right-click **file**.

        2. Select **Extract All…**.

        3. Choose location to save files.

    - If needed, all Google Drive content can be downloaded using Google Takeout. Instructions can be found at http://google.wcpss.net/save-content.

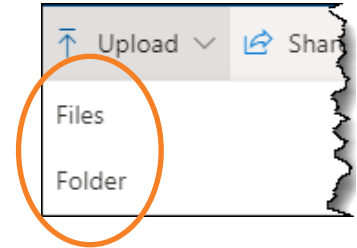## Import Content into Microsoft OneDrive

Option 1

Use this option to move multiple files or an individual folder.

1. Log into **WakeID Portal**.

2. Click **Office 365**.

3. Click **OneDrive**.

4. Navigate to **OneDrive folder** to import content.

5. Click **Upload**.
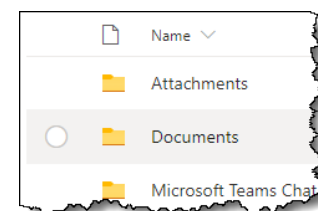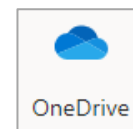
6. Select **Files** or **Folder**.

7. Select content to upload.

    - You can upload multiple files by pressing **Ctrl** on your keyboard.
    - You can only upload one folder at a time.

8. Click **Open**.

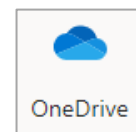   - Content will upload to your OneDrive.

Option 2

Use this option to move multiple files or multiple folders.

1. Log into **WakeID Portal**.
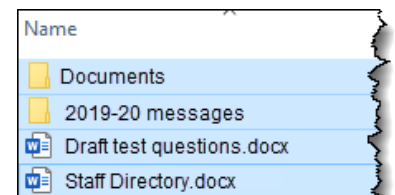
2. Click **Office 365**.

3. Click **OneDrive**.

4. Navigate to **OneDrive folder** to import content.

5. On computer, select content you want to move.

    - Press **Ctrl** on your keyboard to select multiple items.

6. Drag and drop files and folders into OneDrive browser window.

    - Content will upload to your OneDrive.