

Migrate your personal network drive (H:) to OneDrive

Many organizations have an H: drive that is a personal file storage location on the local network. The reason for creating this is to support backups of personal data. However, as we move to a distributed environment, this becomes harder to support. This document walks you through moving that data to OneDrive to preserve availability and backups.

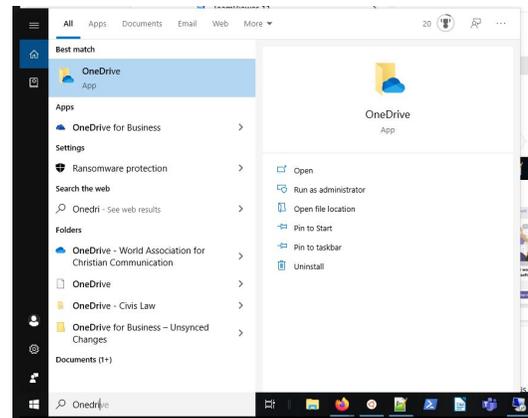
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Running OneDrive

If you are using Windows 10, then you should already have OneDrive. If you're not sure, you can check, by typing "onedrive" into your windows search bar at the bottom left of your screen. Most likely, you will see it pop up in your list.

You may also see a little blue cloud icon () down in your system tray. Either of these things means you have OneDrive and can move on to the next step. If you do not have OneDrive, you can download it here <https://onedrive.live.com/about/en-ca/download/>



However, if you are somewhere you don't mean to stay (like a temporary Remote Desktop), you can just [use the web-based OneDrive](#) and skip installing it.

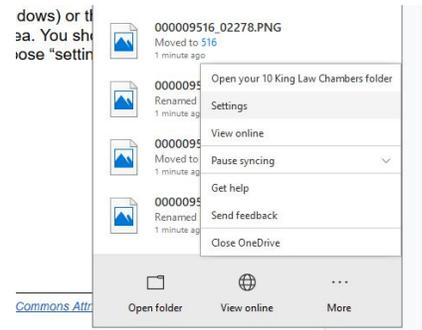
Turning on your organizational OneDrive account

If your machine belongs to your organization, then it is likely connected to your work account already. If you have followed the instructions in the [Adding Sharepoint drives](#) document, then your work account is certainly synced.

Look down at your taskbar at the bottom of the screen (on Windows) or the top of your screen (Mac). You may need to expand the icon area. You should see a little blue cloud icon (☁). Right-click on that icon and choose “settings”.

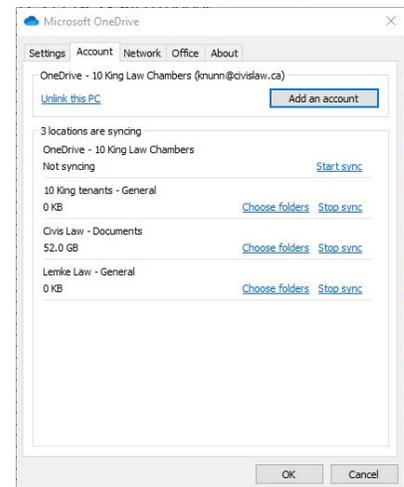


Once you choose settings, you should see the Accounts page. If not, just choose the “Accounts” tab at the top of the settings box.



You should see your organizational name and your work email. If not, choose “add an account” and then log in with your work email and email password.

You’ll see in the example at right that there are three folders already being synced: 10King Tenants, Civis Law, and Lemke Law. Above that, you’ll see OneDrive - 10 King is not syncing. In this organization, that is the base personal directory. It “belongs” to the work account, but it is only accessible to you. Your colleagues can’t see things in OneDrive unless you share them. [SharePoint is different](#).



Click “Start Sync”. A pop-up will briefly appear, but you likely won’t see anything in it. You’ll get a notification that you are now syncing OneDrive for your organization.

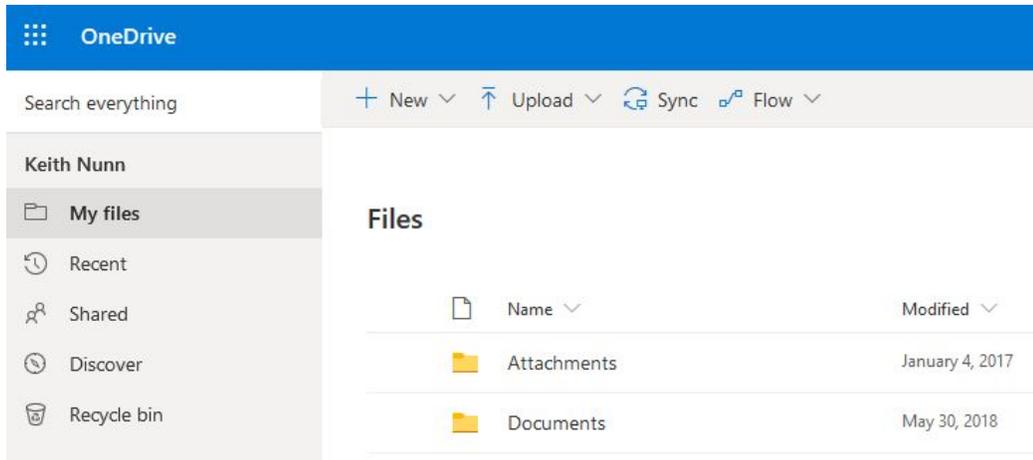
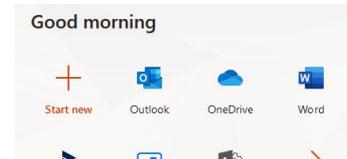
Open the File Explorer (📁) and you will see a little blue cloud in the sidebar



This is your personal file area. You can now copy files from your H: drive (personal network drive) to this new OneDrive area.

Doing a data move from an awkward or momentary place (like a Remote Desktop session)

If you are just working in a temporary location that has files you need elsewhere, then you can just use the web interface to copy data from your Remote Desktop session to your OneDrive. You will only use the browser and your File Explorer for this. Log in to <https://office.com> in your web browser and navigate to the OneDrive page:



You will find that you are able to drag files from your File Explorer () into the browser window and they will upload to the location you are at in your browser version of OneDrive.