

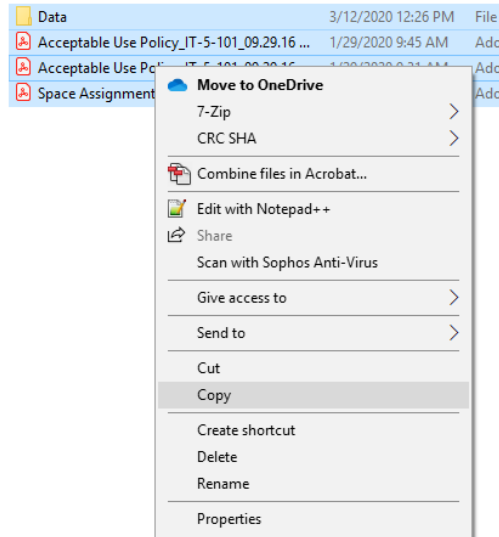
Information Technology

Importing Files into OneDrive

1. Confirm that the OneDrive Client is installed on your computer
2. Locate the files or folders you wish to move into OneDrive
3. Rename any items that contain the following characters:

” * : < > ? / \ ~ |

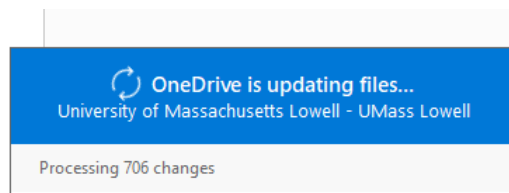
4. Select the items you want to move and right click on them



5. Select Copy
6. Navigate to where in your OneDrive folder you would like to items to be stored
7. Right Click and select Paste
8. Your files are waiting to be synced to OneDrive. To complete the sync the OneDrive client will need to be left running. You can make sure the OneDrive client is running looking for the OneDrive Icon in your computers notification area



9. While your files are Sync If you open the OneDrive client you will see the number of items that are still waiting to be moved.



10. This message will change once everything has been moved successfully

