

Transferring your M Drive into OneDrive

As a member of staff or student at LJMU you have 1TB (A lot!) of OneDrive storage space. This should be where you store all your files giving you the ability to access them anywhere on or off campus. The following guide will show you how to move your files from your M drive, into OneDrive.

Step 1: Enable OneDrive

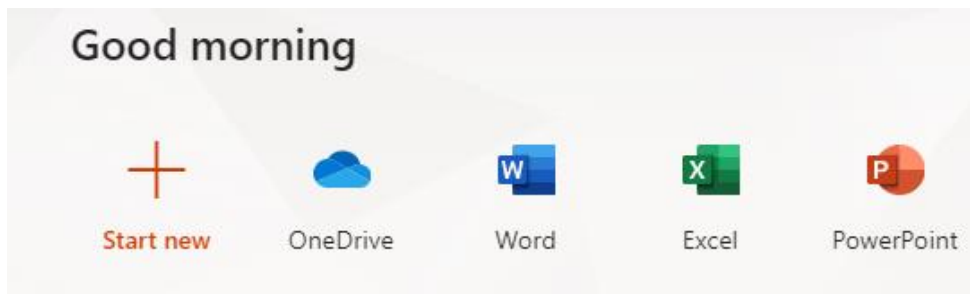
Please follow The get started with OneDrive guide to enable and set up OneDrive:

Step 2: Copy Files

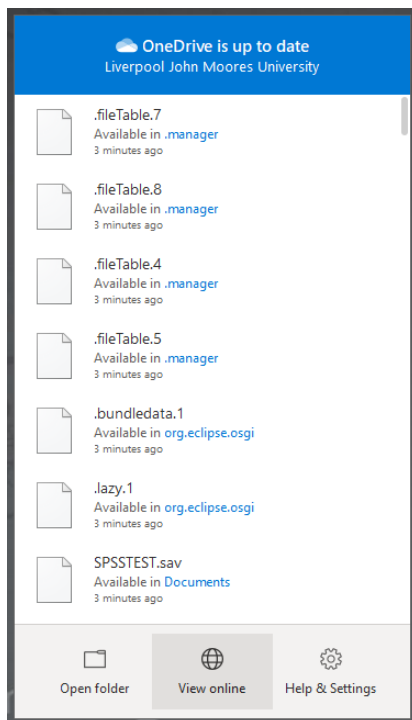
First access your OneDrive. You can do this in two ways. The first is by going to the website:

<https://www.office.com/>

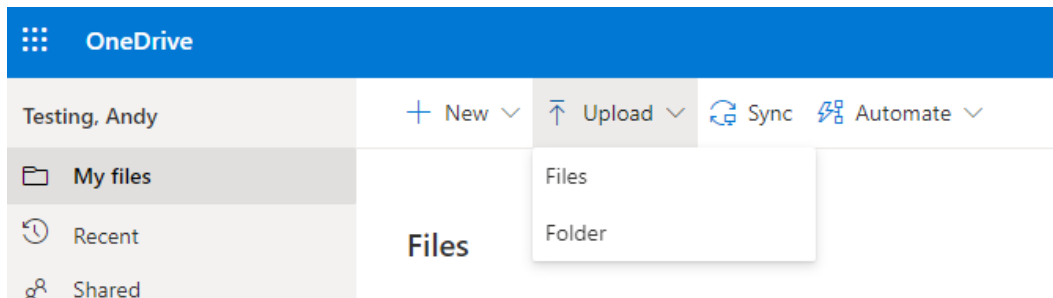
You can now sign in with your username@ljmu.ac.uk and your password. This will log you in to your Office 365 account, and you can click OneDrive from the list of programs:



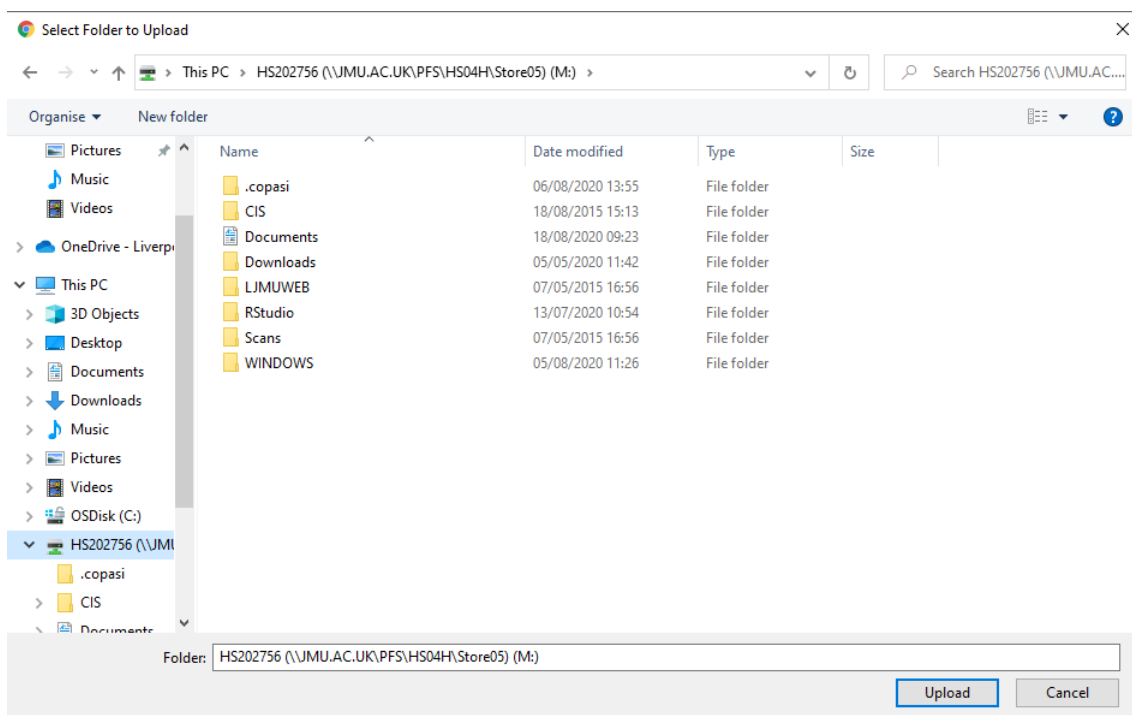
Alternatively, you can click on the OneDrive icon in the bottom right of your screen in the task bar, and choose "View Online"



You will now see your OneDrive folders and content in a web page. From here you can choose to upload more files into your OneDrive using the “Upload” button. If you want to upload single files, choose “File” and if you want to upload whole folders, choose “Folder”:



You can now select the folders you want to upload by browsing to your M drive in the left-hand menu. It can be found under “This PC”, and is visible in the screenshot below:



Chose the folder or File you wish to transfer and Click “Upload”

You can see the progress of your upload by clicking on the “Progress” button in the top right of the web page:

The screenshot shows a 'Progress' window with a blue header bar and a close button (X) in the top right corner. The main content area lists two upload items. The first item is 'Uploading 2 items to Documents', which has a progress bar that is nearly full and a close button (X) to its right. Below this, the text '104 MB/245 MB' is displayed. The second item is a folder named 'OneDrive Test Upload', which is marked as 'Done' and has a yellow folder icon to its left. Below the folder name, the text '104 MB/245 MB' is also displayed. The third item is a file named 'AMD-Radeon-RX-570-Driver_XV5...', which has a progress bar that is nearly full and a close button (X) to its right. Below this, the text '104 MB/245 MB' is displayed. The window has a light gray vertical bar on the left side.

Once this has completed all the files you selected will now have uploaded to OneDrive and be available on devices by accessing OneDrive on or off campus.