

## Transferring Files from RoyalDrive to OneDrive (Windows PC)

In order to provide faculty and staff with a storage system that is secure, mobile and provides sharing capabilities, we have implemented the use of Network Shares, Microsoft OneDrive and Group Drive. **You may not store restricted data on OneDrive.** Network Shares is the only location where you can store restricted data. Please review the Information Classification & Protection Policy for more information.

### **YOUR FILES NEED TO GET MOVED BEFORE DECEMBER 2018.**

Until October 29, you can choose to have IT copy all of your department files to Network Shares (H:) automatically.

In order to opt-into having IT move your files, please go to:

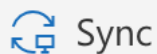
### **DOWNLOAD ONEDRIVE SYNC CLIENT**

The most efficient manner to move files from RoyalDrive to OneDrive is to drag and drop items from one place to the other. In order to do this, you will need to have the OneDrive client installed on your computer, which will give you access to your OneDrive directly through a folder on your hard drive.

### **You may already have the client on your computer.**

To verify, please follow the following steps:

1. Open Internet Explorer,
2. Navigate to onedrive.scranton.edu
3. Log in
4. Click the Sync button

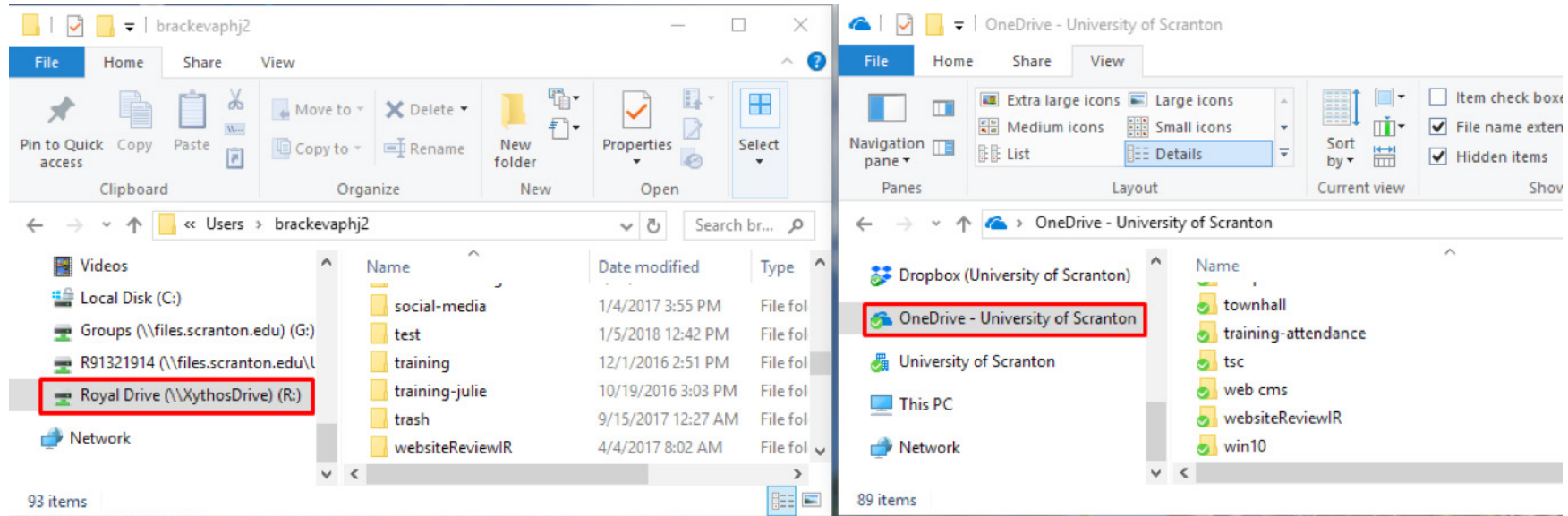


5. If nothing happens, select the option to get the latest version of OneDrive.

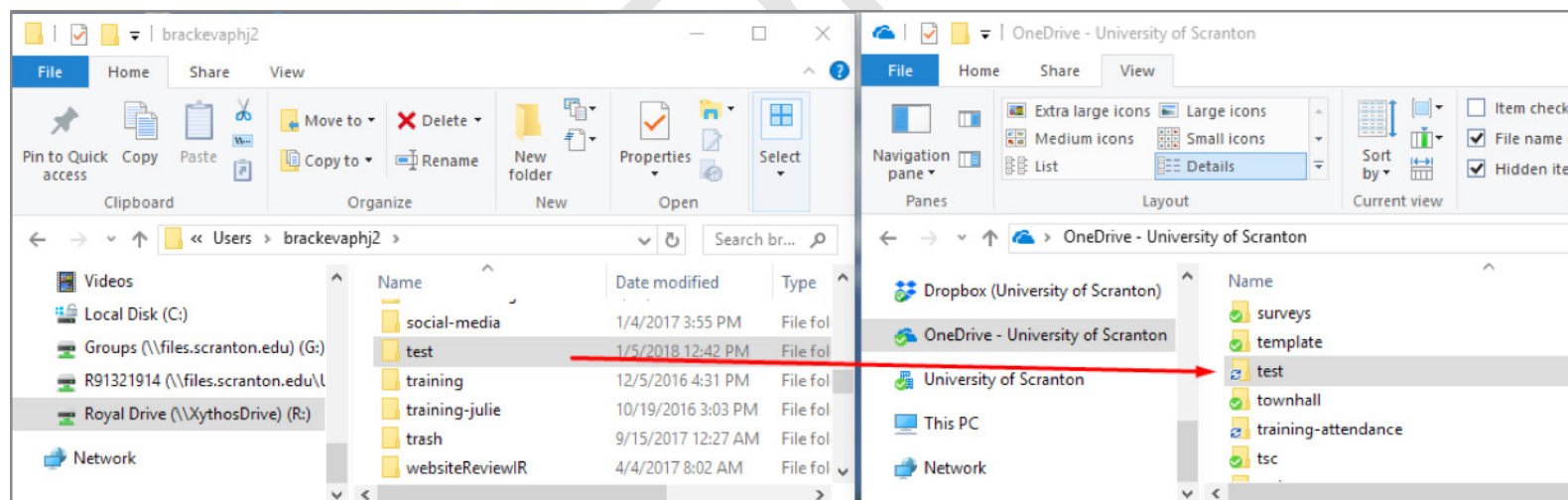
## MOVING YOUR INDIVIDUAL FOLDERS/FILES FROM ROYALDRIVE

The most efficient manner to move files from RoyalDrive is to open two File Explorer windows side by side.

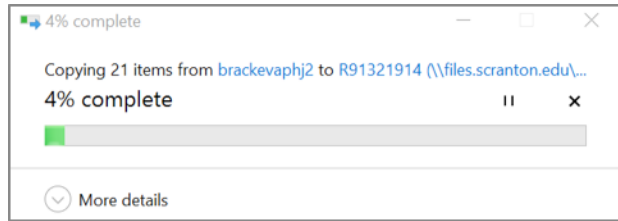
- In the first window, open your Royal Drive folder: <https://royaldrive.scranton.edu/Users/yourname>.
- In the second window, open your OneDrive client.



- Click and hold on the folder/file you wish to move
- Drag and drop it into OneDrive
- Once completed, the file will have **copied** to your OneDrive.



❗ Transfer times may vary depending on network connectivity and file size. A progress window will indicate the status of the transfer.



❗ **FILE EXPLORER ICONS** show you the sync status of your offline folders and files.

 test It's getting in sync.

 test It's in sync with online version.

 The version on your PC is out of sync. To find out why, go to the right side of the taskbar, select the Show hidden icons arrow, press and hold (or right-click) OneDrive, and then select View sync problems. This can sometimes be due to special characters or extra spaces before or after a file name.

## IT RESOURCES

As we migrate our campus to new storage systems, IT has made various resources available for our campus. To view available training sessions and materials, please visit [SCRANTON.EDU/FILESTORAGE](https://www.scranton.edu/filestorage). For questions, please contact the Technology Support Center at 570-941-4357 or [techsupport@scranton.edu](mailto:techsupport@scranton.edu).