

TRANSFERING FILES FROM NETWORK TO ONE DRIVE FOR OFF CAMPUS ACCESS

What do I need to do?

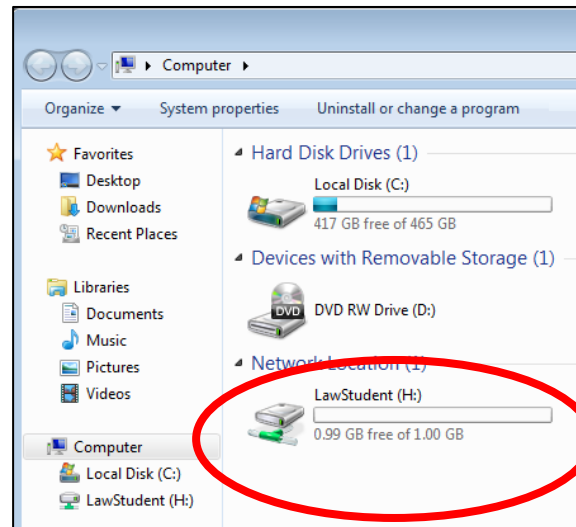
If your CWSL files are stored on CWSL network drive, they are inaccessible from off campus and must be copied to your OneDrive account for access off campus.

What if I do not move my files?

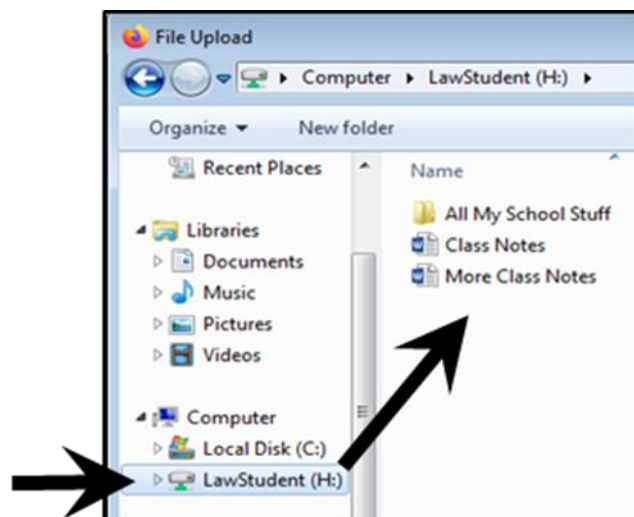
If you do not move your files, **you will not have access to them in the event of a campus closure.** Therefore, move them now and continue to use OneDrive to store files in the future.

How do I do move the files?

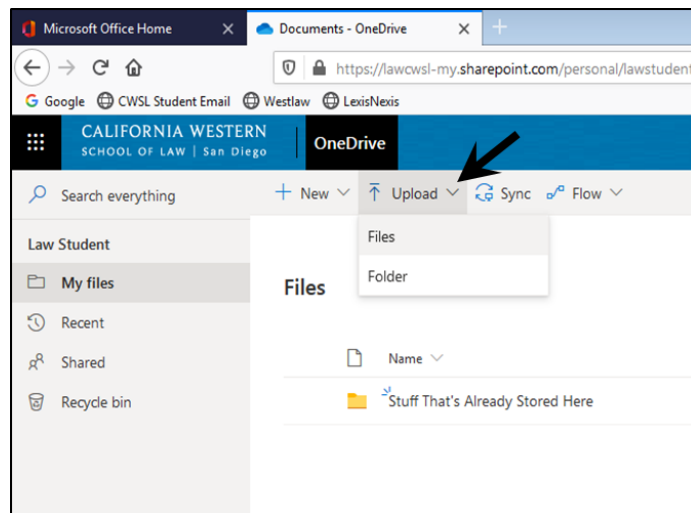
1. Log onto a student computer workstation.
2. Find the “Computer” icon in the top left corner of the screen, and double click to open it.
3. You will be able to see your network drive (H: drive – see graphic left), and again double click to open it.



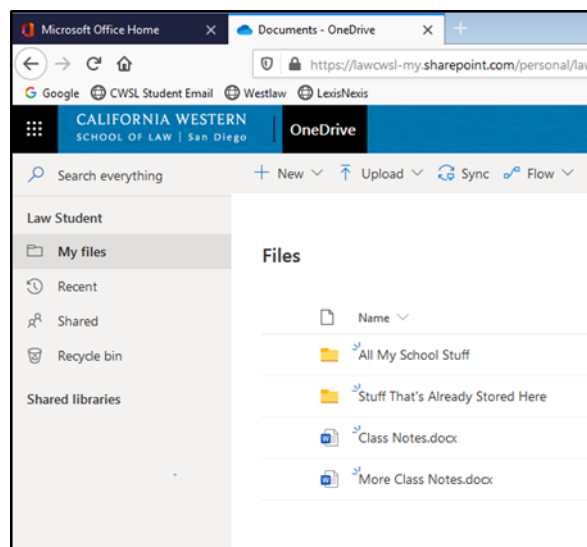
4. Review the files located on your H: drive. Determine whether you need to upload a folder and/or individual or multiple files.



5. Login to your Office 365 account, and select the OneDrive app.
6. Click the Upload button.
7. Follow the prompts to upload files or folders. (See graphic below)



8. Selecting 'Files' will allow uploads of a single or multiple files. Select 'Folder', will allow upload of an entire folder at once.
9. A window showing locations on your computer will appear. (See #4)
10. Select your H: drive, then select the files or folder that you wish to upload.
11. Your files should not be accessible in OneDrive both on and off campus.



Questions?

Contact labhelp@cwsl.edu, call 619-525-1473, or stop by the first floor Library Co-Lab M-F, 7:30-5PM