How to Transfer files from Shared Drive to Office365 OneDrive
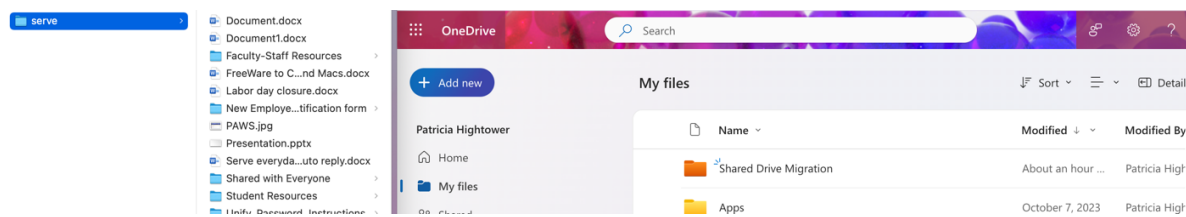
Navigate to MS Office 365 OneDrive

https://onedrive.live.com/login/
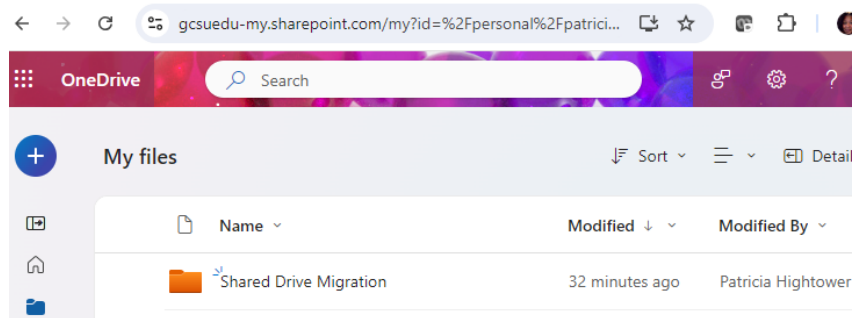
Create a destination folder on your OneDrive by selecting the plus sign (add new) button in the top left-hand corner of the webpage.

*Be sure you are connected to both the Shared Drive and your OneDrive.

Open the location where your files are stored in your Shared Drive, then open the destination folder that you just created in your OneDrive.
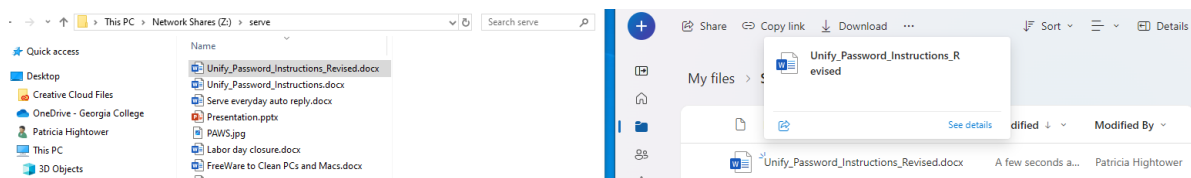
Select files from your Shared Drive, then drag and drop them to the OneDrive folder**.**

- To select a range of files/folders: select a file, hold the shift key, then select the file at the bottom of the range
- To select multiple, individual files/folders: select a file, hold the ctrl key (command on macOS), then select other files

Note: If it is a large file, it may take extra time to upload to your OneDrive. The upload's progress will be displayed at the bottom of the webpage.