## 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.

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Open the location where your files are stored in your Shared Drive, then open the destination folder that you just created in your OneDrive.

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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.