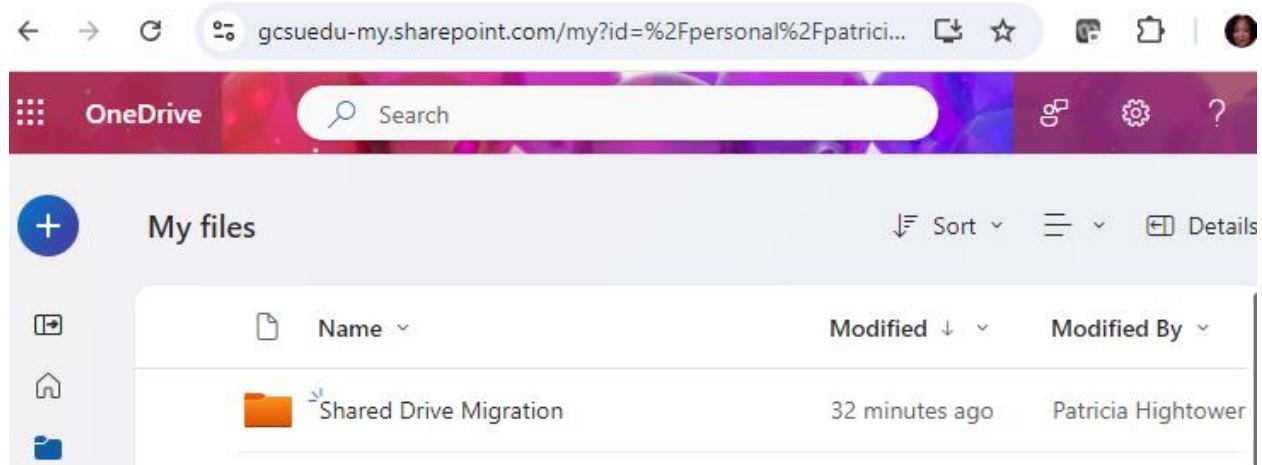


How to Transfer files from Shared Drive to Office365 OneDrive

Navigate to MS Office 365 OneDrive

<https://onedrive.live.com/login/>

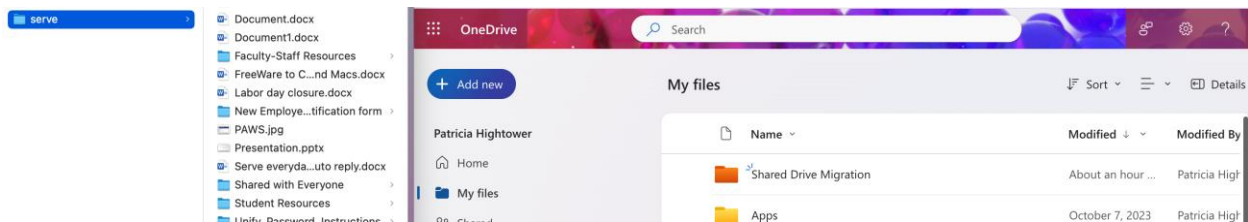


Create your destination folder on your OneDrive.

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

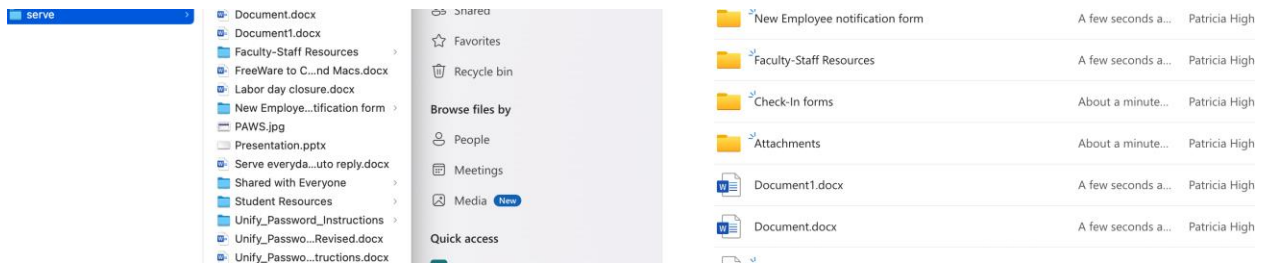
To connect to the share on a Mac:

1. Select "Finder"
2. Select "Go" from the top menu bar
3. Select "Connect to Server"
- 4 In the Server Address line type:
smb://10.101.4.109/dept_master
5. Select "Connect"



Open both your source and destination storage locations (you will see your files).

Select files from your shared drive, drag and drop them to the OneDrive folder. **You may select multiple files by holding the shift key, select the 1st and last desired file.**



Note: If it is a large file, it may take extra time to upload to your OneDrive.