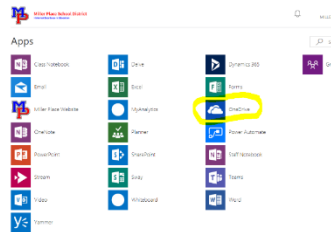


# Network Home Directory to Office 365 Transfer

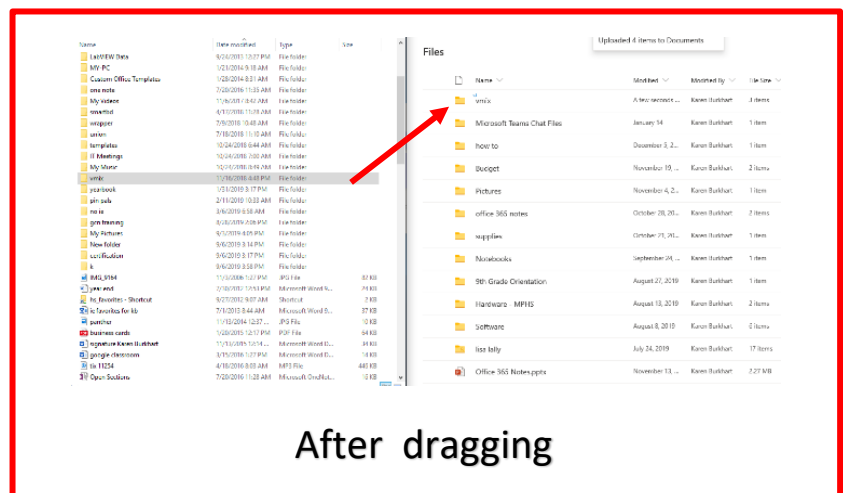
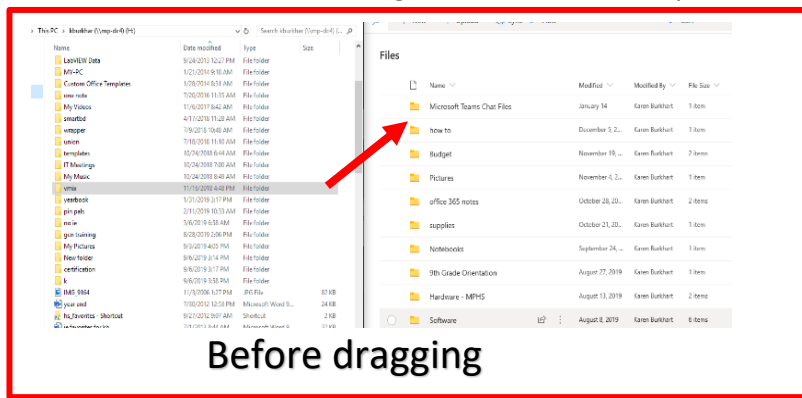
Microsoft Office 365 One Drive is your new Home directory. To move files\folders from your network Home directory to your Office 365:

1. Log into Microsoft Office 365 and Click on One Drive within the Office 365 apps



2. Split your desktop screen, and have both your Network Home Directory and your Office 365 One Drive opened and visible on your screen.

3. To move a file\folder from you Home Directory to your Office 365 One Drive, left click and hold on the file\folder to be moved, and drag the files\folders from you home directory to your One Drive:



Note: Several files\folders can be moved simultaneously: (1) left click on the first file\folder to be moved; (2) click & hold down the shift key (3) while holding down the shift key, left click on the last file\folder in the string to be moved; and (4) while continuing to hold the shift key and the left click on you mouse, move your cursor to your One Drive.