

# Transferring umDrive Files to OneDrive

## Center for Teaching and Learning (CTL)

100 Administration Bldg., Memphis, TN 38152

Phone: 901.678.8888

Email: [itstrainers@memphis.edu](mailto:itstrainers@memphis.edu)

[Center for Teaching and Learning Website](#)

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## **Purpose**

The purpose of this documentation is to provide instruction on transferring individual files from umDrive to OneDrive.

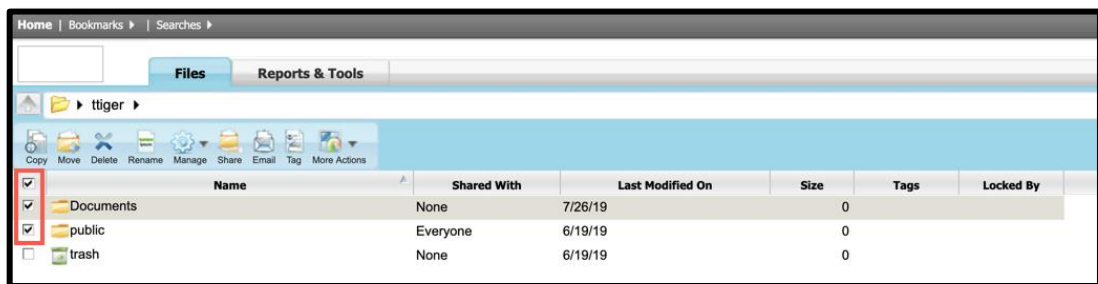
## **Audience**

University of Memphis faculty, staff, or students that will need to transfer files off of umDrive before it's deactivation on 12/31/2019.

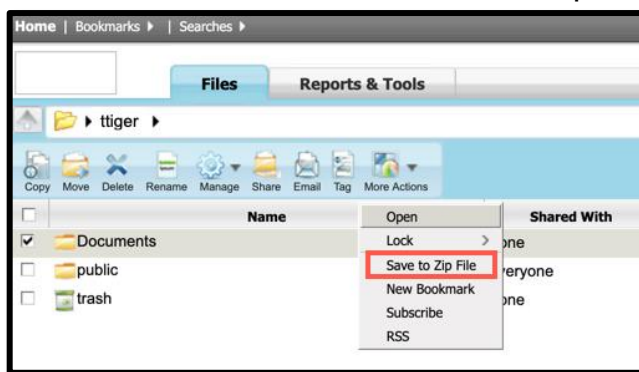
# umDrive Migration

## Moving umDrive Files

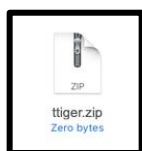
1. Browse to your umDrive interface at <https://umdrive.memphis.edu>.
2. You can check the box to the left of any individual file or folder to select it. Clicking the box at the very top will select all the files and folders on your drive.



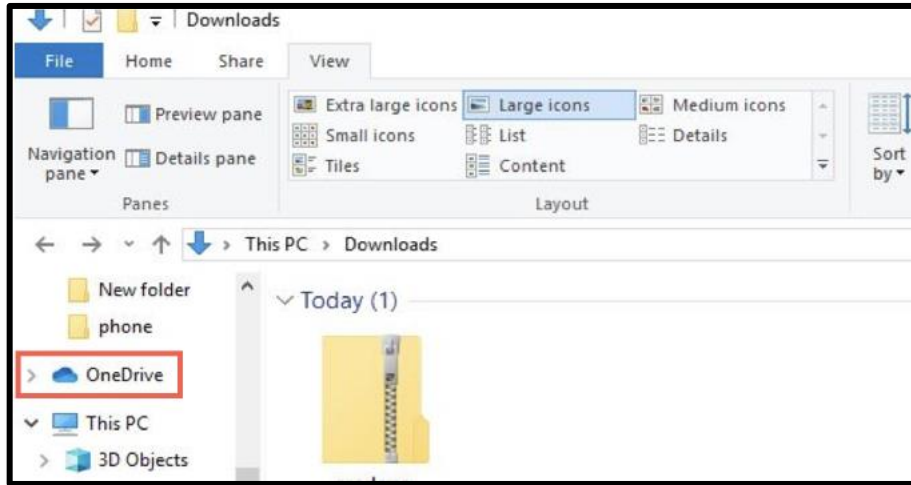
3. Click More Actions and select Save to Zip File.



4. Locate and double click the downloaded file in File Explorer. This will show the files in the zipped folder.



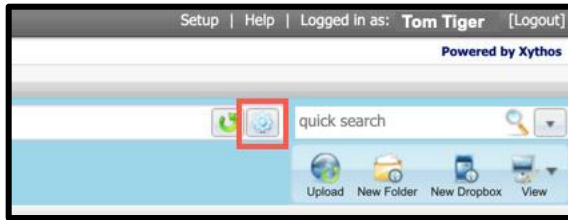
5. If Your OneDrive account is already attached to your computer, Drag and drop the files you want to move into OneDrive shown to the left in the navigation pane.



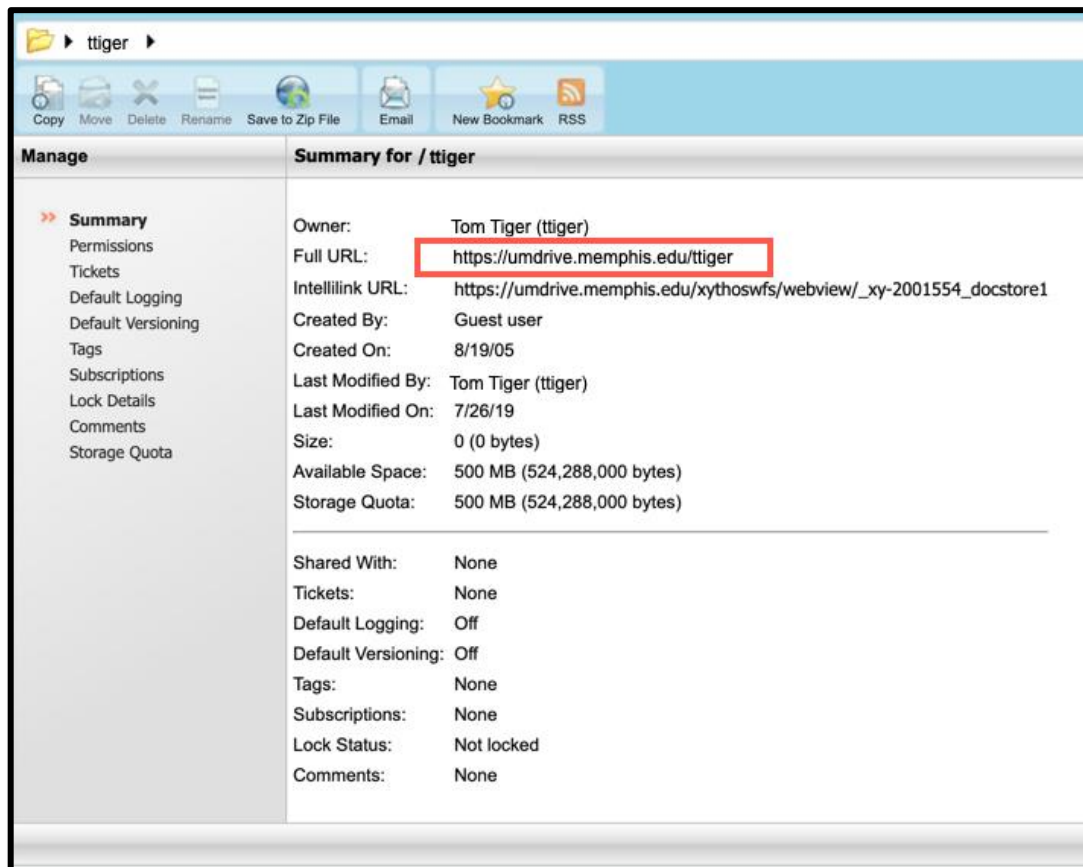
## Mapping umDrive as a network drive (PC)

To map umDrive:

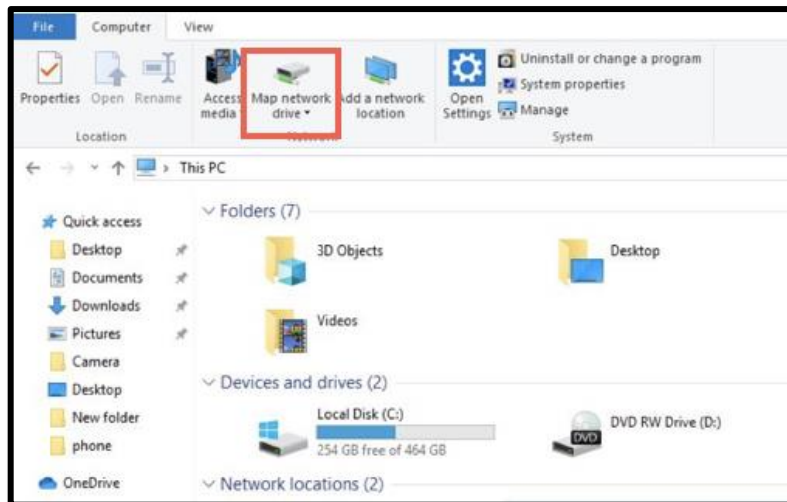
1. Click on the blue gear next to the refresh button.



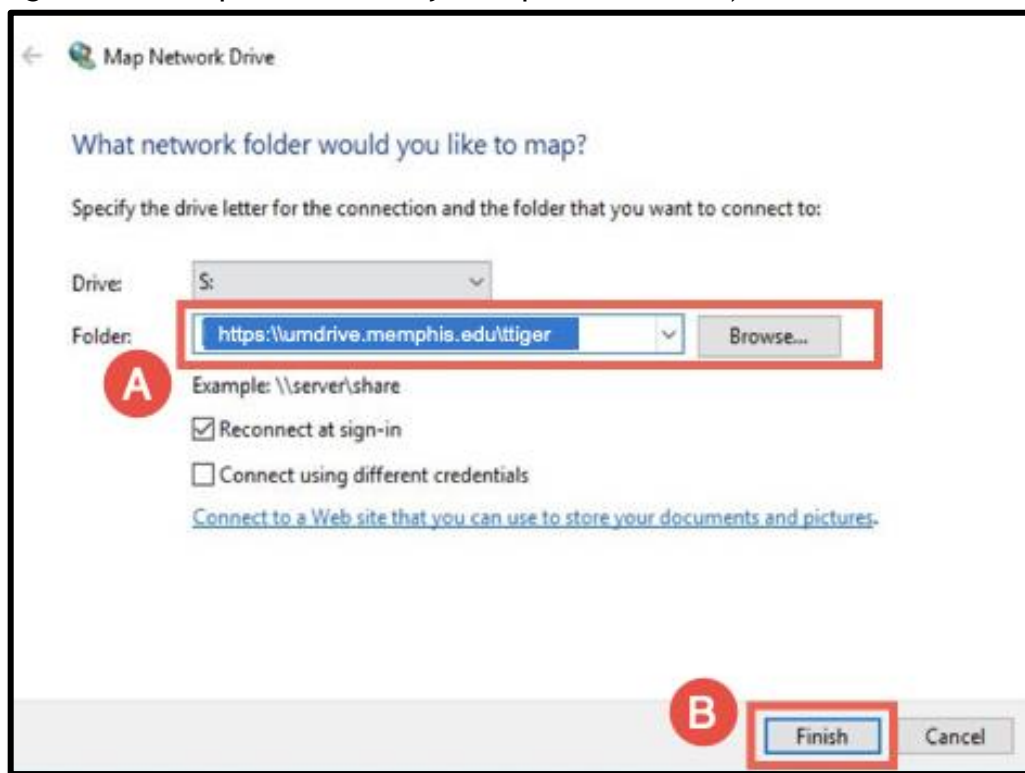
2. Highlight and copy the full URL path:



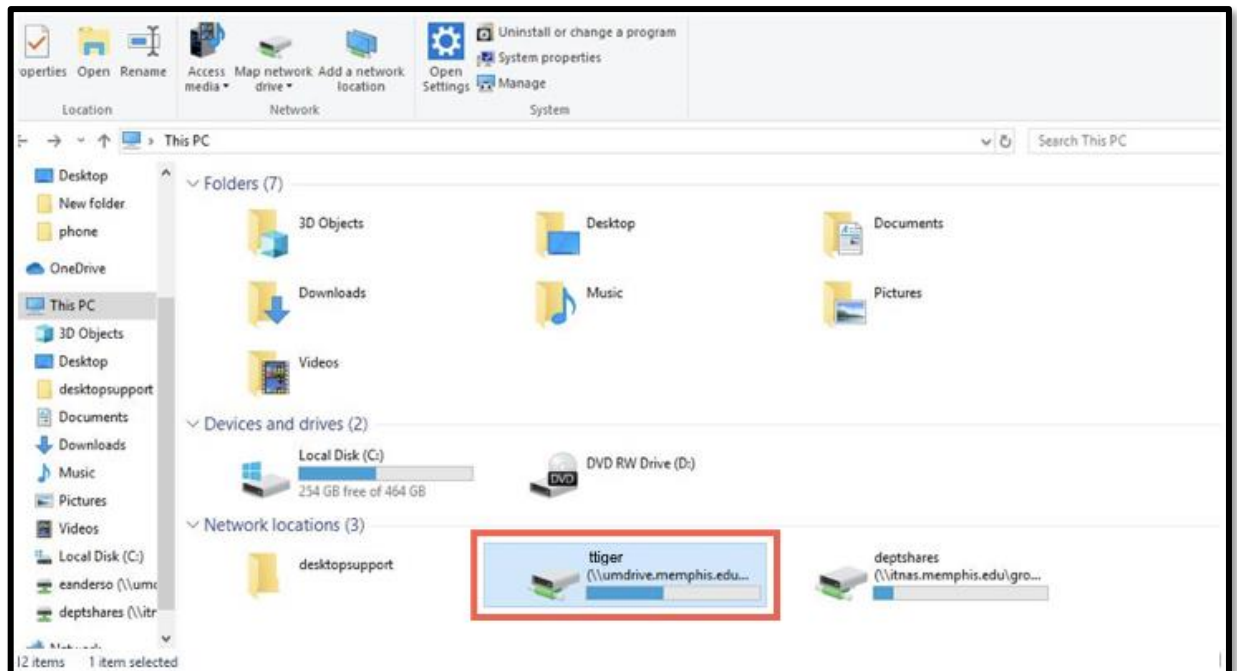
3. Open file explorer and select This PC from the left of the navigation pane. Select Map Network Drive.



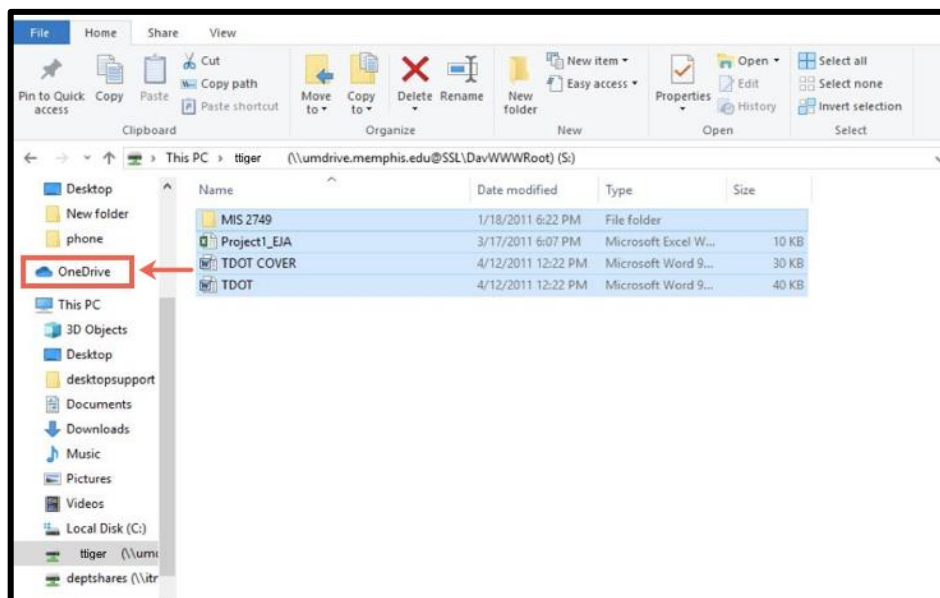
4. Choose the drive letter you would like to map to and A) In the folder box right click and paste the URL you copied earlier. B) Click Finish.



5. Your umDrive is now a mapped network drive. Double click to access your files.



6. You can now simply drag and drop files to OneDrive shown to the left in the navigation pane.



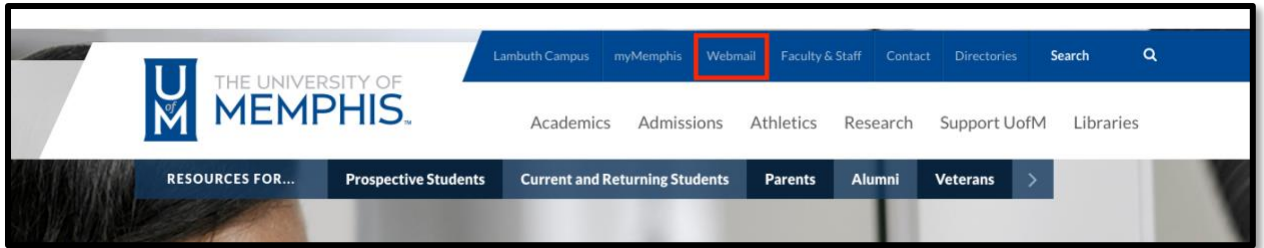
Note: If you need assistance mapping your network drive, [place a service request](#) and your LSP (Local Service Provider) will assist.



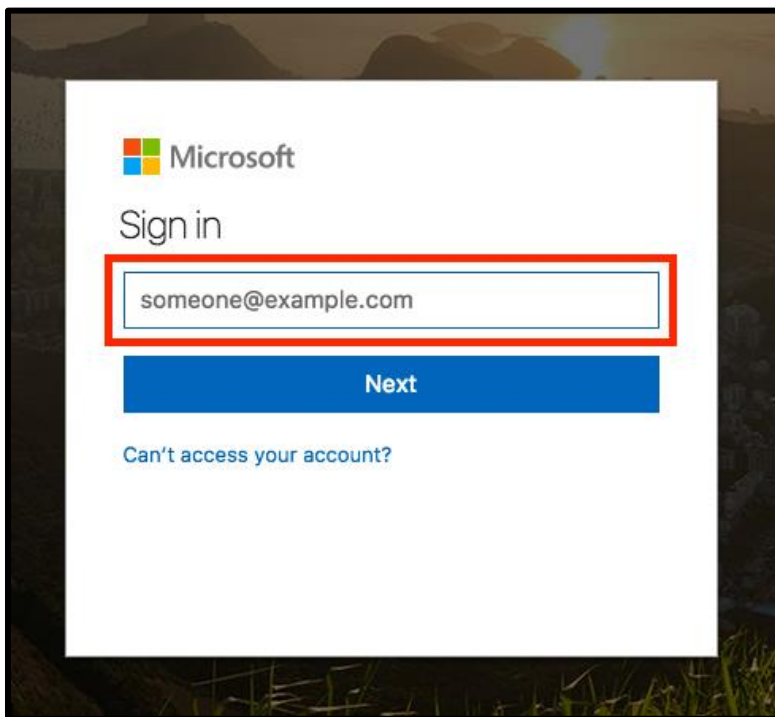
## Logging into Office 365 and Accessing OneDrive

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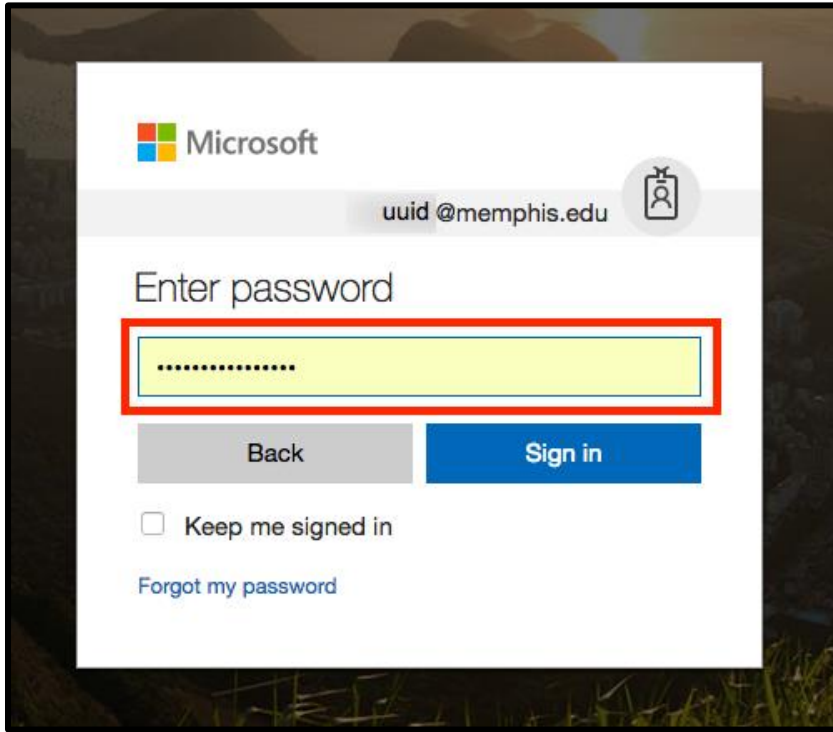
1. Method 1, use any web browser [navigate to the UofM Office 365 website](#).
2. Method 2, click on the webmail link [on the menu on the UofM Website](#).



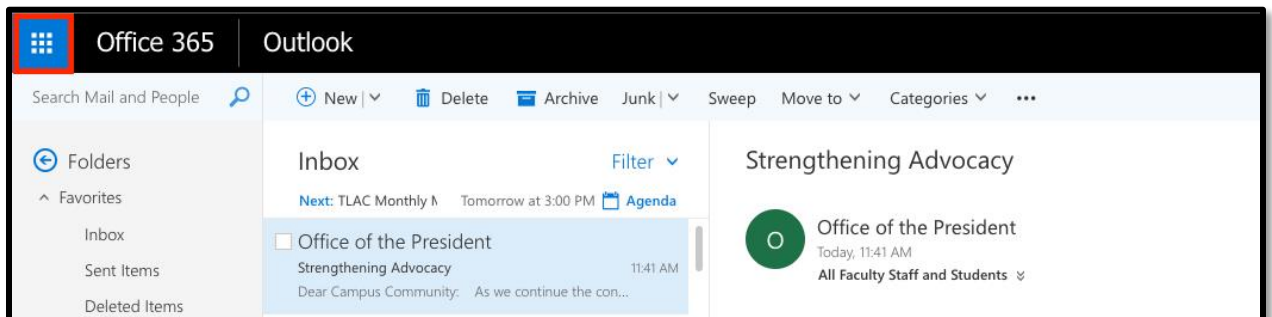
3. Enter your full UofM email address, click **Next**.



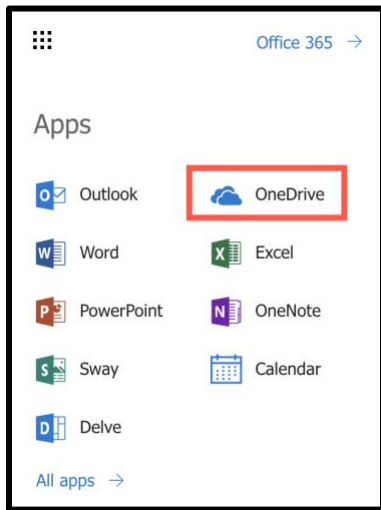
4. Enter your password that is associated with your UofM email address and myMemphis account.



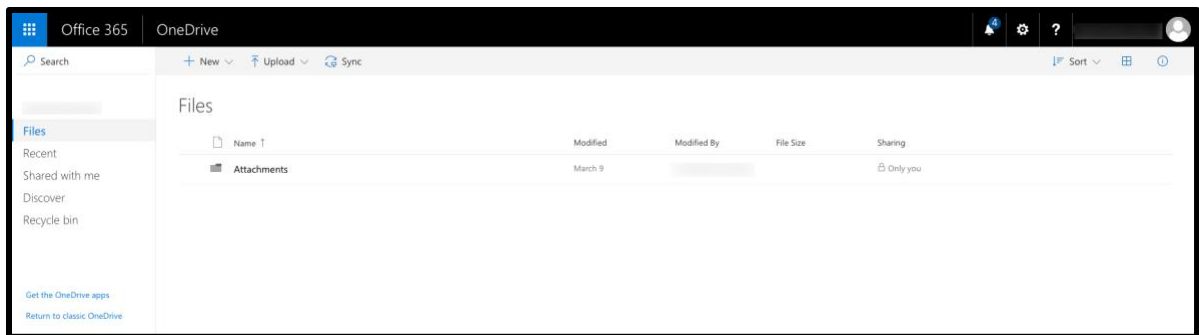
5. Once you have entered your password you will see the message screen for Office 365 Outlook. Click on the nine small squares located at the top left-hand corner of the message screen window.



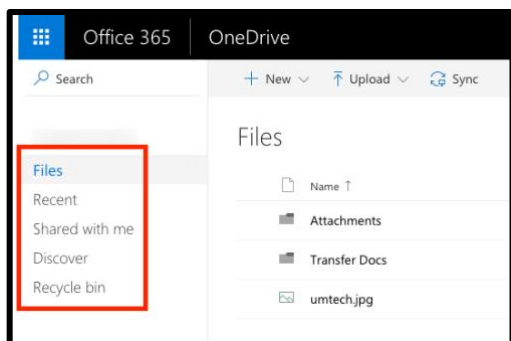
6. Select the OneDrive icon from the list.



7. You are now accessing OneDrive.



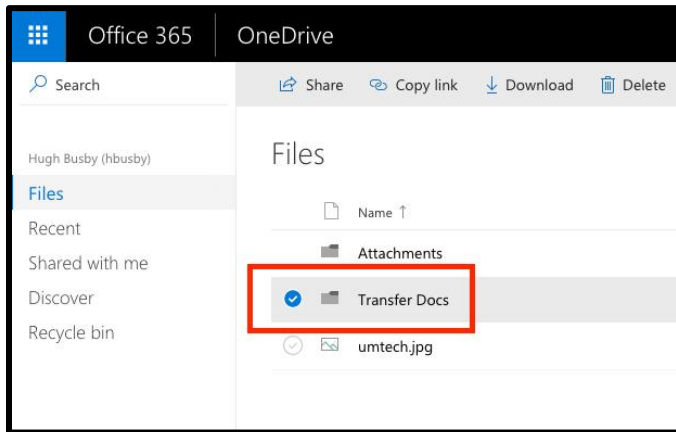
8. The Column to the left contains navigational links to **Files**, **Recent** files, **Shared** and **Recycle Bin** (files or folders that you have deleted located in the recycle bin).



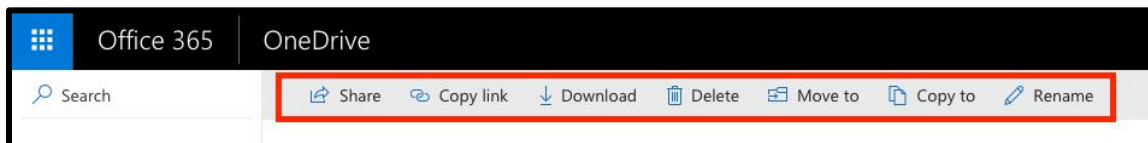
## Sharing a document or Folder in OneDrive

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1. First, select the file or folder to share by selecting the radial check mark button located to the left of it.

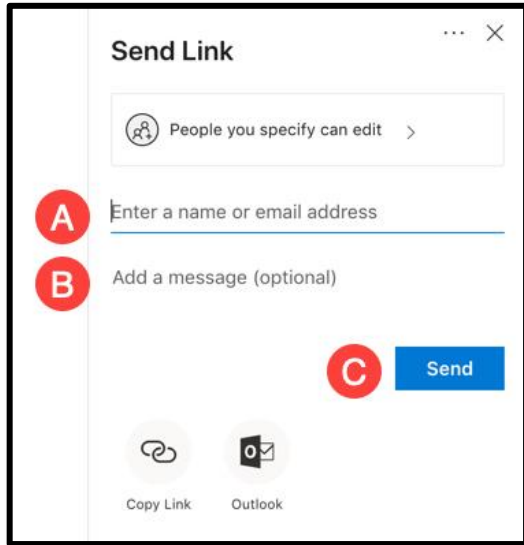


*Note: When the radial button is selected more options for the file will appear in the menu at top of window. This menu will allow you to **Share**, **Copy Link** (use copy link to attach a link to a website, blog or file), **Download**, **Delete**, **Move to**, **Copy to**, and **Rename** files.*



*Note: If Applying a link to a blog or website from OneDrive the user must authenticate with UofM uuid and PW. In order for documents not to require authentication they must be loaded into blog library.*

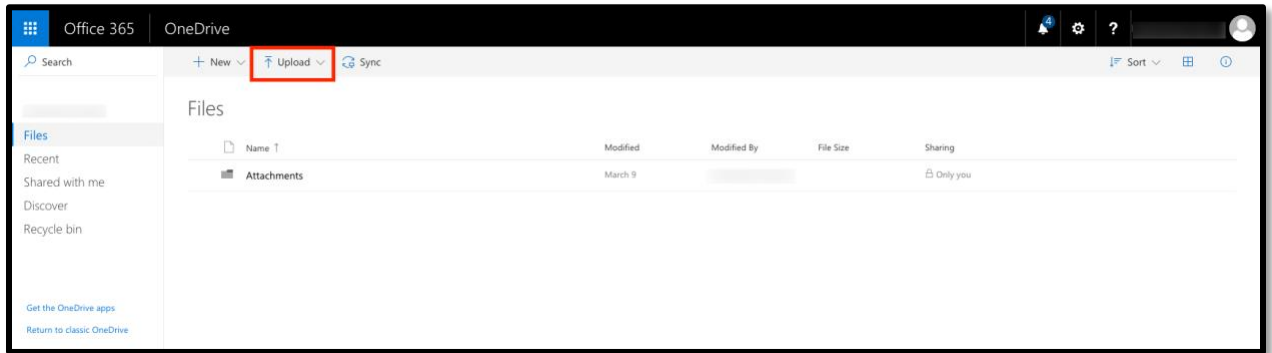
2. Once you click share, the share window will appear. From here **(A)** enter a recipient's email address, and/or **(B)** include an optional message. Once you have entered the recipient's email and optional message, **(C)** click **Send**.



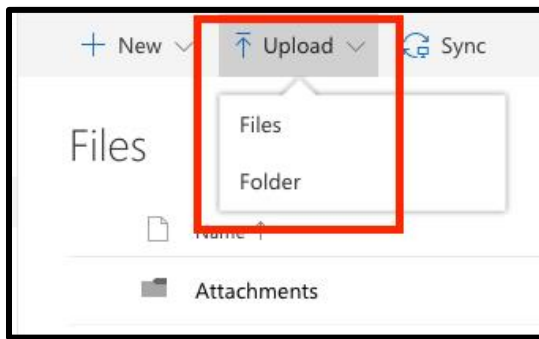
*Note: Only people in with the link can view and edit. People who are outside the UofM are able to view. From this window, you can also copy the link or send the link out via email.*

## Uploading Files

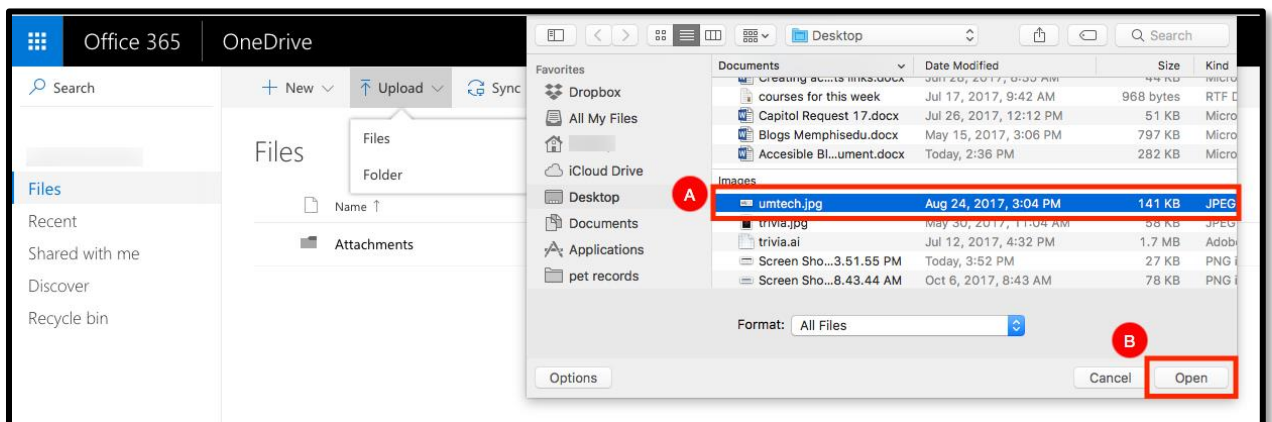
1. Choose upload from the file menu.



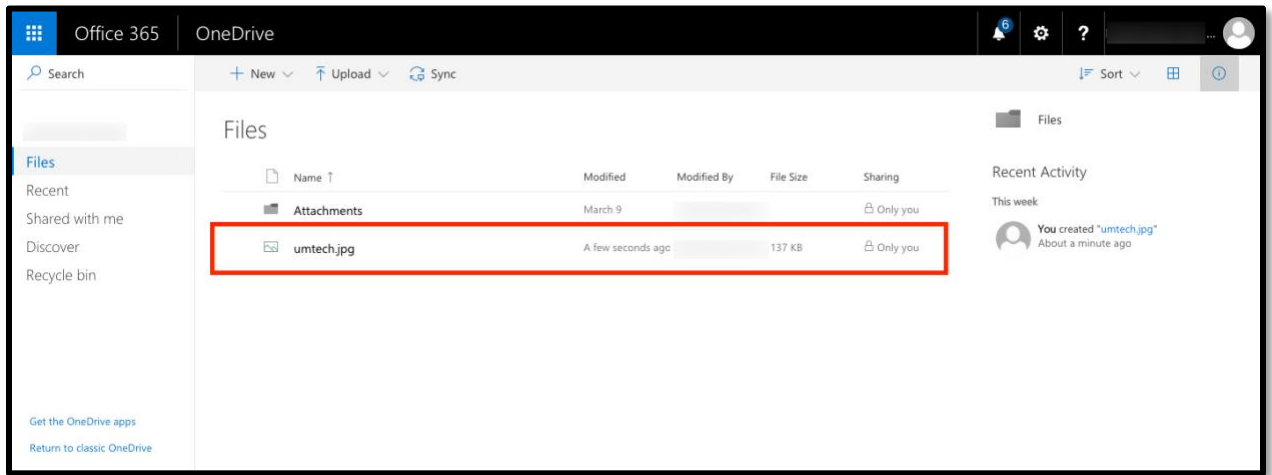
2. From the drop-down menu on upload choose to Upload Files or a Folder.



3. Browse to find (A) a file to upload, select that file, and then (B) click Open.

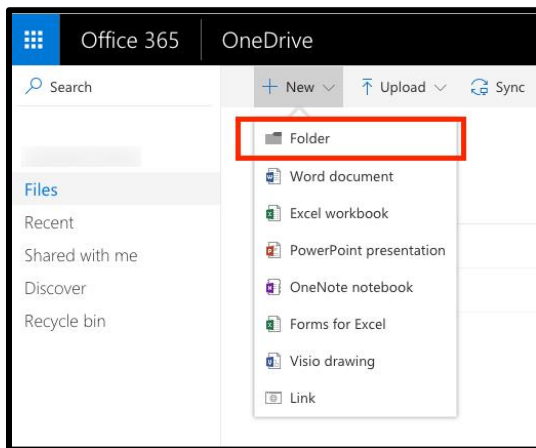


4. Once uploaded, your file will appear.

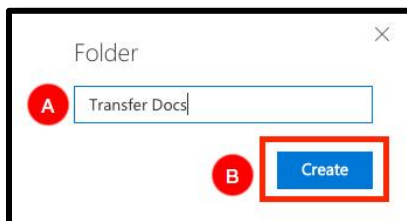


## Creating a folder for Use in OneDrive

1. From the drop-down menu of new choose, **Folder**.



2. (A) Type the name of your folder in the provided blank field then (B) click **Create**.



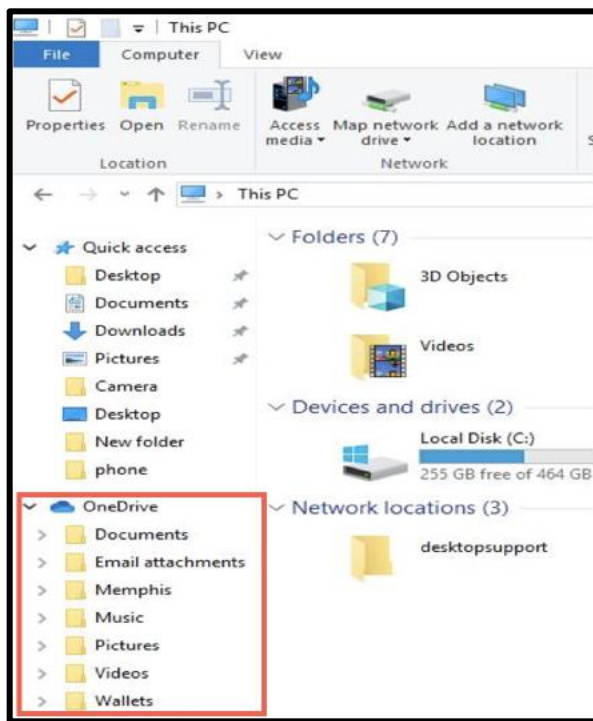
3. Once the folder is created it will appear.

## Having One Drive installed on Your Computer

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Faculty and staff that are [MAC users also can place a service request](#) for their LSP (local service provider) to back up your files to one drive and link the OneDrive to a folder on their office desktop. Syncing all of your files to your OneDrive provides a secure and safe backup that can be accessed online.

OneDrive is built into Windows 10. To access OneDrive from the desktop, open File Explorer. OneDrive appears in the navigation pane on the left. Click on the OneDrive folder (with the blue cloud icon), and you will see the folder and files contained within the OneDrive directory.



You can move your files into it by dragging and dropping them from another location or by saving your files to it from most Windows applications. Whenever you move a file or folder into the OneDrive directory on your PC, a copy is automatically uploaded (synced) to the cloud.

For full documentation on using OneDrive please use the following links:

<https://www.memphis.edu/umtech/solutions/onedrive.php>



# Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

## Service Desk Request

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### Submitting a Ticket

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

### Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, [umtech@memphis.edu](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

## Important Links

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- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)