Migrating your OneDrive account

Syncing OneDrive files

Once you graduate, retire, or otherwise leave UVic, you will lose access to your UVic Microsoft 365 account.

You will need to move your files off your UVic Microsoft 365 account before you leave the university. If you do not, you will lose access to the account and any files you have saved.

This document will help you sync files in your OneDrive account from your UVic account to a personal Microsoft 365 account.

1. Login to your UVic Microsoft 365 account by logging into portal.office.com with your NetLinkID@uvic.ca

2. Select OneDrive

3. On the OneDrive page that opens, select Sync
4. This will prompt you to open the Microsoft OneDrive desktop application. Click on Yes or Allow.

5. If you do not have the latest version OneDrive desktop application, you can install it through portal.office.com. After the download finishes, you will be asked to sign in.

6. If the set-up OneDrive dialog box appears, sign in with the password associated with your [old] Microsoft account.
Your OneDrive is ready for you

Back

Open my OneDrive folder
NOTE: You will need to have signed up for a personal Microsoft 365 account before completing the following steps.

Syncing files from old account to new

7. Follow the above steps to sync **both** the old and new OneDrive accounts to your device
8. Open both folders on your computer

9. Drag files from your old OneDrive to your new OneDrive
10. After you have dragged all your files, you may need to re-sync both the folders with OneDrive.
Migrating your OneNote Notebooks

If you wish to migrate your UVic Microsoft 365 OneNote notebook to a personal Microsoft 365 account, please see Microsoft’s [documentation on exporting and importing OneNote notebooks](https://docs.microsoft.com/en-us/microsoft-365/office/ transferring-one-notebooks-to-a-personal-account?view=o365-worldwide).