Migration of files from Adobe ID to Enterprise ID

1. Double click Creative Cloud desktop application.

2. Log into the application with your Adobe ID.
3. Click on the 3 dots in the upper right corner.

4. Click on Preferences.

5. Click on Creative Cloud.
6. Change the folder location to a different folder.

![Folder Location]

7. Confirm location change by clicking on Move.

![Move Creative Cloud Files Folder]

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You are about to change the current location of your Creative Cloud Files folder. This will pause any sync progress until after the move is complete.

[Cancel] [Move]
8. ‘Successfully changed the sync location’ message appears. Click OK.

9. Go back to the main window by clicking the arrow on the left side.
10. Click on Assets.

When you turn on file sync, it will open your Explorer so you can start syncing files to Creative Cloud.

To start saving files to Creative Cloud, copy them to the Creative Cloud Files folder in your Explorer.
11. Click on Files if not already selected.

When you turn on file sync, it will open your Explorer so you can start syncing files to Creative Cloud.

To start saving files to Creative Cloud, copy them to the Creative Cloud Files folder in your Explorer.
12. Click on Open Folder.

When you turn on file sync, it will open your Explorer so you can start syncing files to Creative Cloud.

To start saving files to Creative Cloud, copy them to the Creative Cloud Files folder in your Explorer.

Open Folder
13. Verify that files are synchronizing and are in the new location.
14. Click on the Profile Icon (or your personal) image.

15. Click on Sign Out.
16. Log back in using your Enterprise ID (your UTSA email address).
17. Verify that sync folder location is empty.

**Windows Version**

![Windows file explorer with a creative cloud files folder showing it is empty](image)

**Mac Version**

![Mac file explorer with a documents folder showing it is empty](image)
18. Click on the Person (or your personal) image.

19. Click on Sign Out
20. Copy files from new location to previous location which is now associated with your Enterprise account.

21. Log back into Adobe Creative Cloud and verify access to the files in the sync folder.