

## OVERVIEW

How to migrate data from your previous UTSA student Office 365 OneDrive (prior to 10-4-2021)

## DESIGNED FOR

Anyone with a student or alumni role at UTSA who was enrolled prior to 10-4-2021

## CONTENT

**Background:** If you had a student role at UTSA prior to October 4, 2021, you had access to an Office 365 account that did not have email enabled. It did, however, have other Microsoft tools, including OneDrive. This article explains how to migrate your data from your previous OneDrive data to the new Office 365 account you were issued as of 10-4-2021.

As of 10/4/21, you can still access your previous student Office 365 account. **This may change going forward. Please migrate any data you wish to keep as soon as possible by following these instructions.**

**Using the OneDrive Web Interface to migrate your data (Windows, MacOS, Linux):**

*Note: this method requires that you have enough local storage space on your computer to download all of the files in your old OneDrive account.*

1. Open <https://portal.office.com> and sign in with your **OLD** information:

[abc123@utsa.edu](mailto:abc123@utsa.edu) (**NOT MY.UTSA.EDU**) & current UTSA passphrase

2. Click the OneDrive cloud icon on the left-hand side of the page
3. Make sure that **Files** is selected on the left side of the screen, and press **control + a** (Windows) or **command + a** (Mac OS) on the keyboard to select all your files and folders in the OneDrive web interface.

4. Click the **Download** button in the upper left under your user name in the OneDrive web interface. Click **OK** on the dialog asking if you would like to save the file, and **wait for the download to finish**.
5. Once the download has finished, *double click* **the downloaded .zip file** to open it and extract all the files to a new folder.
6. Sign out of the OneDrive web interface by clicking **your name** in the upper right and clicking **Sign Out**.
7. Open a new private browser window and go to <https://portal.office.com> again. Sign in with your **NEW** (as of 10/4/21) information:  
  
[first.last@my.utsa.edu](mailto:first.last@my.utsa.edu) & current UTSA passphrase
8. Make sure that **Files** is selected on the left side of the screen, then **drag and drop** the files from the folder you made in step 5 onto the OneDrive web interface to upload them.
9. **Wait** for the upload to finish.

Once these steps are complete, you will have migrated all of your old OneDrive data to your new OneDrive (as of 10/4/21). You can now sign in to the OneDrive application for desktop or mobile and access all your files!

## REQUIREMENTS

A web browser, a student UTSA Office 365 email account created before 10/4/2021, a computer with enough free space to download all of your OneDrive files on

## LEARN MORE

To find out more about Office 365 email at UTSA, visit <https://utsa.edu/office365>.