

FILE TRANSFER INFORMATION



How Do I “Clean Up” My OneDrive?

We will be migrating everything from your OneDrive to your new Google Drive sometime between the last day of school and July 1st. We are asking everyone in the district to do some “spring cleaning” prior to this.

- Take some time to go through your OneDrive and delete old or unwanted files. We recommend doing this in the web browser.
- It’s not necessary, but if you’d feel more comfortable, use a flash drive to copy all of your files so that you have everything backed up.
- Anything that is personal and not school related should be moved to a flash drive.
- Make a copy of shared items. The migration will not keep sharing permissions; only the original owner will have the document. It would need to be shared with you again.
- You will still have access to your OneDrive next school year. The files there will be read only.
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How Do I Move Lots of Folders/Files from Another Google Account?

If you had another Google account (from another district, personal, etc.), you can copy or download files and move them over, but NOT whole folders.

Here are a few solutions you can try on your own, or you can book some time with a technology integration specialist if you need extra help.

- You can download whole folders to your desktop, but they will come through as ZIP files.

- There is an app that you can add called [Folgo](#) that allows you to copy a folder in Drive