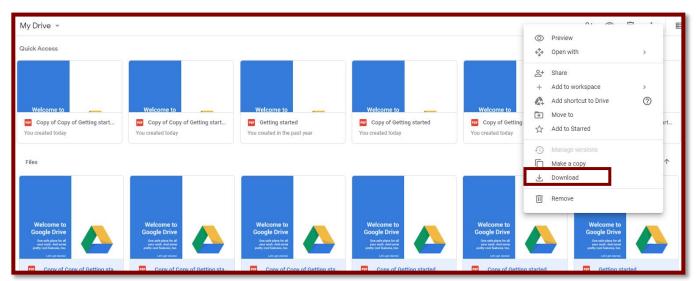


Transfer GSUITE TO ONE DRIVE – Quick Reference Guide

Step 1: Sign in to your Gmail account, click the **Google apps** icon in the upper-right corner, and then choose **Drive**.

0 \$			
B	Gmail	Drive	
		D	
Docs	Sheets	Slides	
Calendar	Meet	Sites	
Contacts			
	_		

Step 2: In Drive, select all of your documents, right-click, and choose Download.



Step 3: After your files have been compressed into a downloadable .zip file, choose **Save as** at the bottom of your screen, and save the .zip file to your desktop.



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Step 4: On your Windows desktop, right click the OneDrive cloud icon in the System Tray (located in the Windows Task Bar), and choose **Settings** on the menu.



Step 5: In the **Microsoft OneDrive** dialog box, choose **Add an account**, and then sign in with your Microsoft 365 email address and password.

Microsoft OneDrive X
Settings Account Backup Network Office About
OneDrive - Texas Southern University (@tsu.edu)
8.0 GB of 2,048 GB cloud storage used Add an account
Manage storage Unlink this PC
2 locations are syncing OneDrive - Texas Southern University
2.0 GB used on this PC <u>Choose folders</u> <u>Stop sync</u>
OIT-PROJECTS - General 0 KB Choose folders Stop sync
OK Cancel



TEXAS SOUTHERN UNIVERSITY

Office of Information Technology

Transfer GSUITE TO ONE DRIVE – Quick Reference Guide

Step 6: On the *Welcome to OneDrive* window, click **Sign in** to continue:



Step 7: Sign in with your Personal Microsoft account:

Microsoft OneDrive		
	Sign in	
	Microsoft account What's this?	
	Password	
	Sign in	
	Can't access your account?	
	Don't have a Microsoft account? Sign up now	
	Privacy & Cookies Terms of Use ©2016 Microsoft	



Transfer GSUITE TO ONE DRIVE – Quick Reference Guide

Step 8: The OneDrive set-up wizard will now start. You will see the *This is your OneDrive folder* screen, where you can change the location of your personal '*OneDrive '* folder, or click **Next** to continue:

Ac	d files here so you can access	them from other devices and stil on this PC.	1
		r is here: C1\Users\IPG\OneDrive elocation lext	

Step 9: You can choose which of your cloud-based files to sync with this machine:

<section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Microsoft OneDrive
folder. You can get to these items even when you're offline. Image: Sync all files and folders in my OneDrive Sync only these folders Image: Thes not in a folder (1.3 MB) Image: Documents (1.8 MB) Selected: 3.0 MB Remaining space on C: 207.2 GB	Sync files from your OneDrive
Sync only these folders Sync only these folders Files not in a folder (1.3 MB) Selected: 3.0 MB Remaining space on C: 207.2 GB	Choose what you want to download to your OneDrive - Personal
Image: Selected: 3.0 MB Remaining space on C: 207.2 GB	Sync all files and folders in my OneDrive
Selected: 3.0 MB Remaining space on C: 207.2 GB	Sync only these folders
Selected: 3.0 MB Remaining space on C: 207.2 GB	
Remaining space on C: 207.2 GB	Documents (1.8 MB)
Next	Remaining space on C: 207.2 GB
	Next

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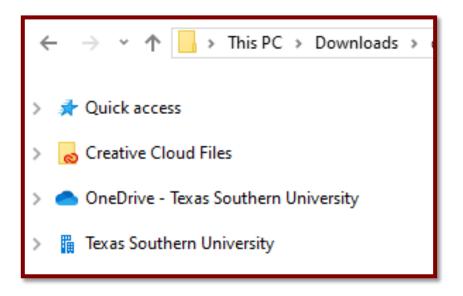


Transfer GSUITE TO ONE DRIVE – Quick Reference Guide

Step 10: Your account set-up is now complete, and your '*OneDrive*' folder is now ready:

Your Or	neDrive nis PC. To add f OneDrive - Pe		ve, just move	
8	Open my Or	neDrive folder		

Step 11: When you click the **Open my OneDrive folder** button, you will see your *Texas Southern University* folder listed on the left hand side in the *File Explorer* window...



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Transfer GSUITE TO ONE DRIVE – Quick Reference Guide

Step 12: From your desktop, open the .zip file that you downloaded earlier from Google Drive, select all of the files, and drag them to your OneDrive folder.

\leftarrow \rightarrow \checkmark \Uparrow \rightarrow This PC \Rightarrow Downloads	> drive-download-20200811T190708Z-001			
	Name ^	Date modified	Туре	Size
> 📌 Quick access	Copy of Copy of Getting started(1)	8/11/2020 4:54 PM	Adobe Acrobat D	681 KE
> 😸 Creative Cloud Files	Copy of Copy of Getting started(2)	8/11/2020 4:54 PM	Adobe Acrobat D	681 KE
> 🦲 OneDrive - Texas Southern University	Copy of Copy of Getting started	8/11/2020 4:54 PM	Adobe Acrobat D	681 KE
	🖂 🗟 Copy of Getting started(1)	8/11/2020 4:54 PM	Adobe Acrobat D	681 KE
> 🚆 Texas Southern University	🖂 🚨 Copy of Getting started	8/11/2020 4:54 PM	Adobe Acrobat D	681 KE
🗸 💻 This PC	🗹 🕭 Getting started	8/11/2020 4:54 PM	Adobe Acrobat D	681 KI
> 🧊 3D Objects				
> 🛄 Desktop				
> 🗄 Documents				
> 🕹 Downloads				

Step 13: The files will start uploading and syncing to OneDrive for Business, as indicated by green check marks.

📕 📄 📑 🗧 drive-download-20200811T211522	Z-001				
File Home Share View					
← → → ↑ 📙 → OneDrive - Texas Souther	university > drive-download-20200811T211522Z	-001			
	Name ^	Status	Date modified	Туре	Size
> 📌 Quick access	Copy of Copy of Getting started(1)	\odot	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB
> 👩 Creative Cloud Files	Copy of Copy of Getting started(2)	\odot	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB
> 🦱 OneDrive - Texas Southern University	Copy of Copy of Getting started	\odot	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB
	Copy of Getting started(1)	\odot	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB
> 📱 Texas Southern University	🚴 Copy of Getting started	\odot	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB
🗸 🛄 This PC	Getting started	Ø	8/11/2020 4:44 PM	Adobe Acrobat D	681 KB