

How to import/export files from OneDrive



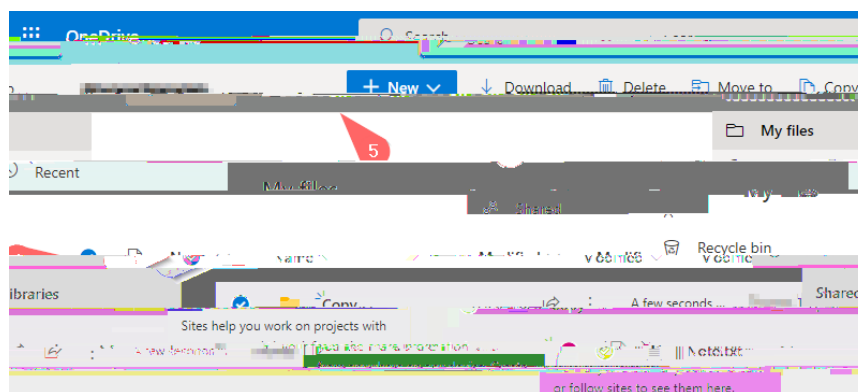
Do you have important files in OneDrive you want to keep? If so, use these step-by-step instructions for how to export files from your old OneDrive to the new tenant. Do this before the legacy tenant is decommissioned on May 9, 2021; after which, there will be no access.

Export files from the Legacy Tenant

1. Open a browser > Login: <https://portal.office.com/>

	Format	Example
ID	[Your VCC studentID]@studentvcc.onmicrosoft.com]	000186420@studentvcc.onmicrosoft.com
Password	Your 6 digit password from prior to April 9	122598

2. Once logged in click on OneDrive  > Select all files > Download.




The download initiates a download sequence in a zipped file format. For large file, the process may create multiple compressed zip files. Sign out of your old account.

Import Files into the new Tenant

3. Open a browser > Login: <https://portal.office.com/>

	Format	Example
ID	[Your VCC sVllnW n20.. n20.vcc. n20.cae 213noref9 0.4nor	student.vcc.ca
Password	Your new 10 digit (or more) complex password used for myVCC and Moodle	HappyP@ls1

4. Once logged in click on **OneDrive**  > Double click to open the previously exported zip file. NOTE: Mac and Windows computers: this feature is available natively. Other operating system may require custom file decompression tools.)

5. Once the decompressed files are open, drag and drop them into OneDrive.

