

Migration of O: drive to OneDrive via a web browser

Overview

All IU regional campuses will be moving—or have already moved—their faculty and staff computer file storage from the O: drive to Microsoft OneDrive.

IU South Bend will be retiring the personal file share service, commonly called the O: drive, in favor of Microsoft OneDrive. OneDrive is cloud-based and provides convenient features such as:

- Online file accessibility from anywhere (no VPN required)
- Auto-save (you won't lose your work because you forgot to save it)
- Historical file versions (keep older versions of your file)
- Real-time collaboration (more than one person can edit a file at the same time)
- Accidental file deletion protection
- File sharing through links
- Office 365 and Microsoft Teams integration
- Cell phone and tablet apps

Microsoft OneDrive at IU is a cloud storage service included with Microsoft 365, where you can store, share, and sync your files. OneDrive storage is approved for [Public or University-Internal data](#). OneDrive accounts for students, faculty, and staff offers 5 TB of storage space.

Prerequisites

-You will want to be on campus for this (highly recommended).

If you cannot be on campus, you will need a reliable internet connection to connect to the VPN (see <https://kb.iu.edu/d/ajrq> for instructions to connect to VPN). You will also have to manually map your O: drive (see <https://kb.iu.edu/d/advv> for instructions).

Expect this to be at least 3x slower as well.

-Mac users will need to connect to their O: drive manually if it is not already.

<https://kb.iu.edu/d/advv>

Access Microsoft OneDrive

There is no setup necessary to access OneDrive; it is available in any web browser.

To access OneDrive and Microsoft 365 at IU, go to onedrive.iu.edu. If you see a "Sign in" prompt, enter your IU username followed by @iu.edu (do this no matter what your email address is), and then, at the password prompt, enter your IU passphrase. (Do not click anything on the sign-in pages other than Next and Sign in.) When prompted, confirm your identity with Two-Step Login (Duo), and then choose whether to stay signed into your Microsoft 365

account. Above "Home", select the app launcher icon () , and then click OneDrive. This should allow you to access files in Microsoft OneDrive at IU.

Copying your files

Open your OneDrive in a browser window following the directions above. Reduce the window size so you can see the Windows Desktop at the same time.

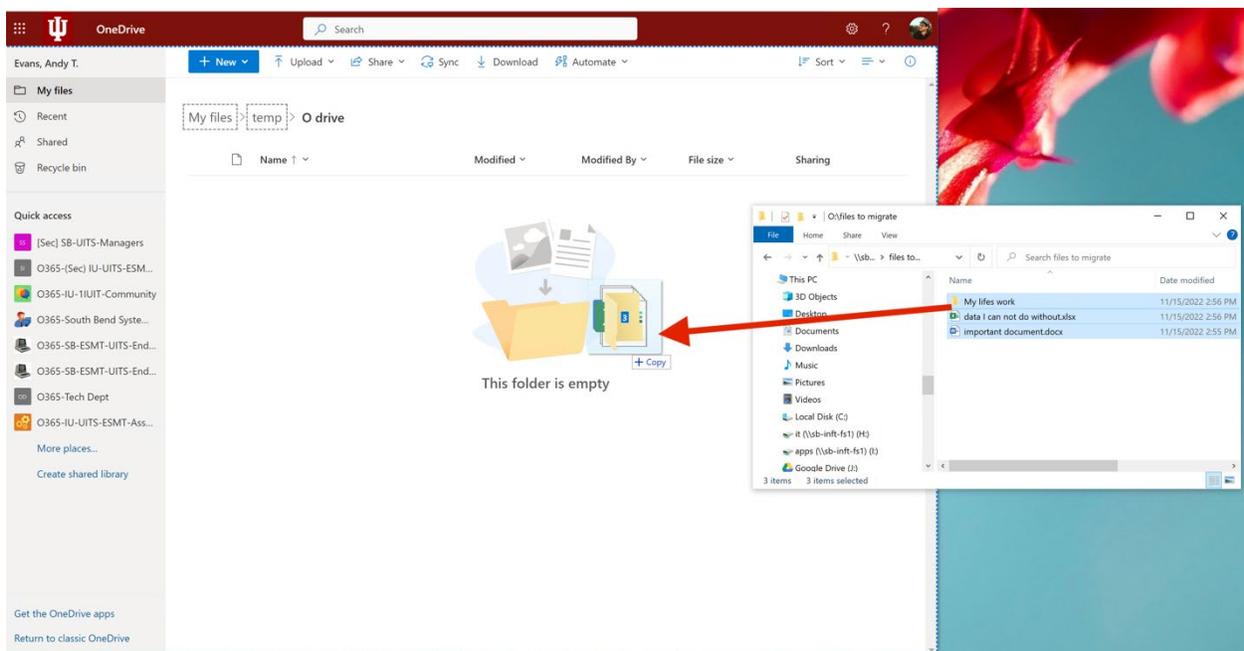
We recommend you create a folder to migrate the files to, but it is not required and how you organize your files is up to you.

Open a Windows File Explorer window and navigate to your O: drive. On a PC, go to “This PC” in File Explorer, and it is mapped there. On a Mac, it will appear as a “Home” drive on your desktop.

Now you can “drag and drop” the files you want to copy from your O: drive to your OneDrive browser window.

The status of the copy process will be shown in the upper right-hand corner under the “i”.

When you are finished migrating your files, please email helpdesk@iusb.edu and let us know.



Issues

The process might take several hours if you have a large number of files. You may need to copy your files in batches by folder. From on campus, expect it to take about 10 minutes for every 1 GB of data copied.

If you have any issues or need assistance, don't hesitate to contact the Support Center at 574-520-5555 or helpdesk@iusb.edu.