

How to copy files from the T:\ drive to UWL OneDrive

Now that you have received your new PC, you will need to copy files or folders that you backed up onto the T:\drive, to UWL One Drive.

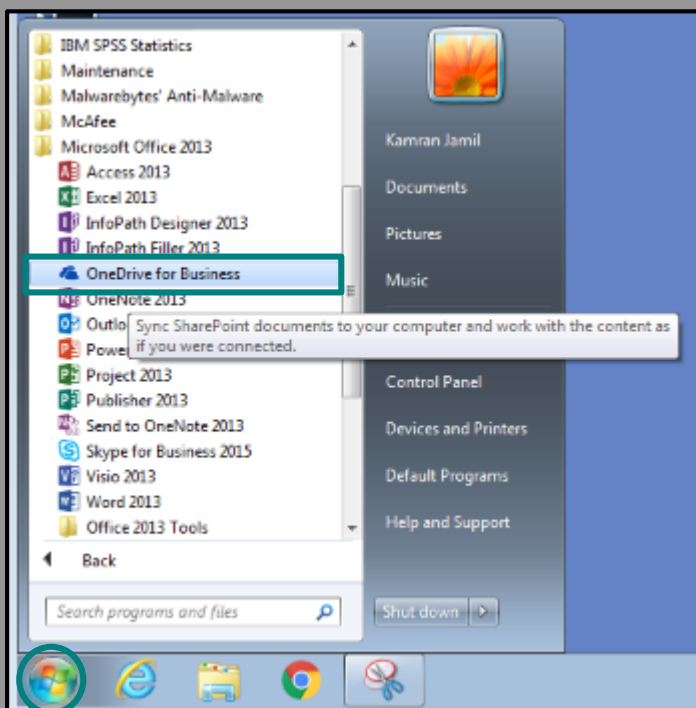
What is UWL OneDrive?

UWL One Drive is like an online hard drive that you save files to (e.g. an MS Word document), then you can open them from any device online.

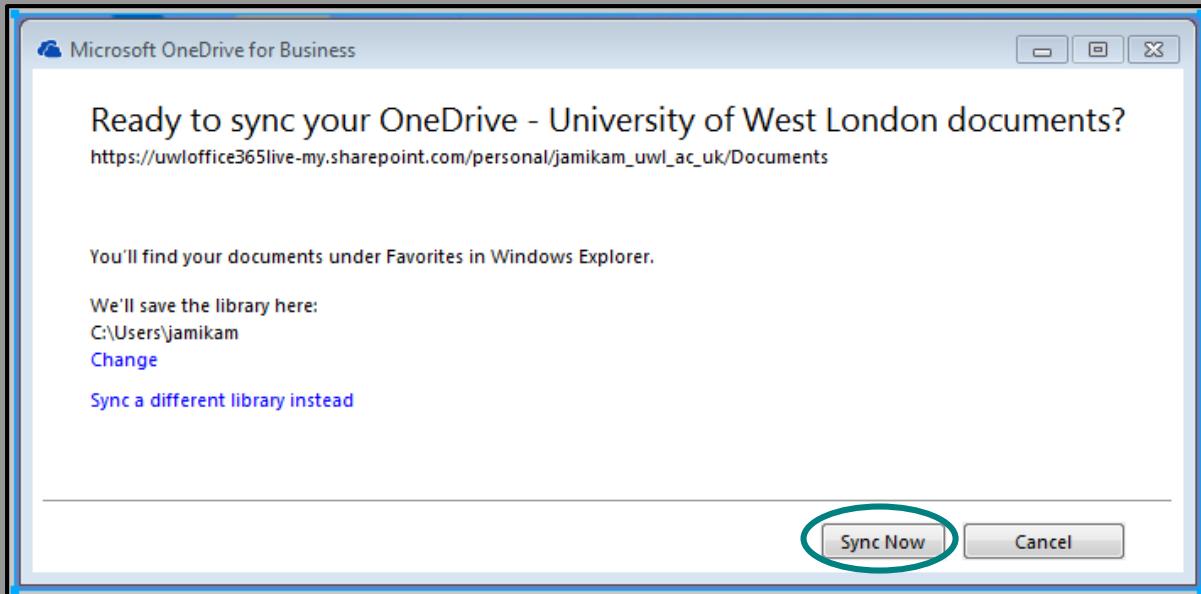
Launch UWL OneDrive

To use UWL One Drive, you will need to launch the program first – you will only need to do this the first time that you use UWL OneDrive.

1. Click Start-> All Programs->Microsoft Office 2013-> One Drive for Business

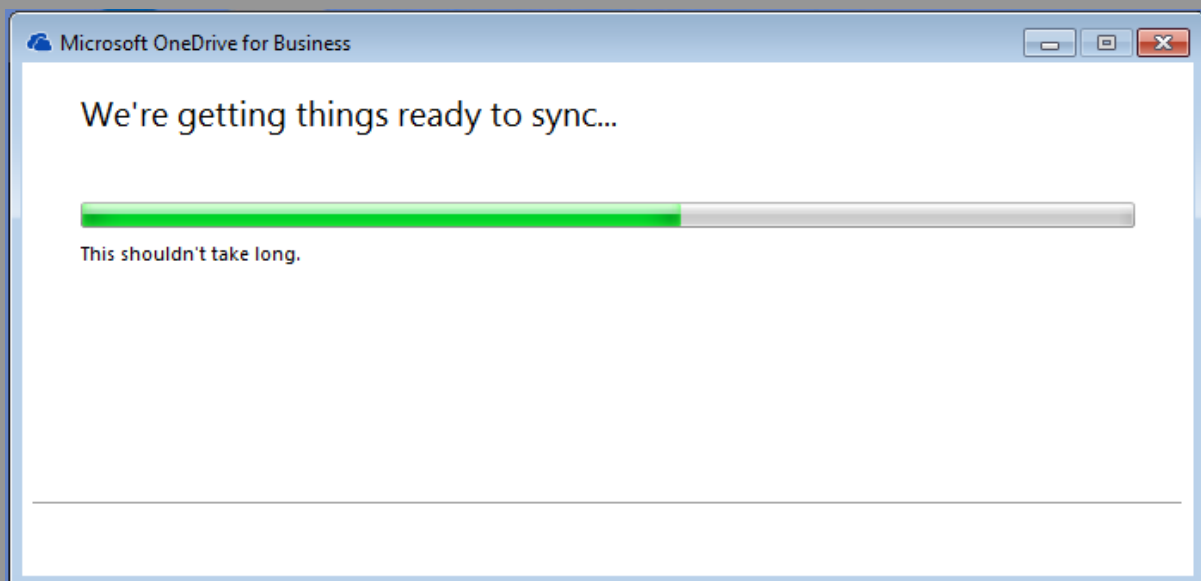


UWL OneDrive will need to sync and the following message appears:



Click **Sync Now**

Whilst UWL One Drive syncs, the following message is displayed:

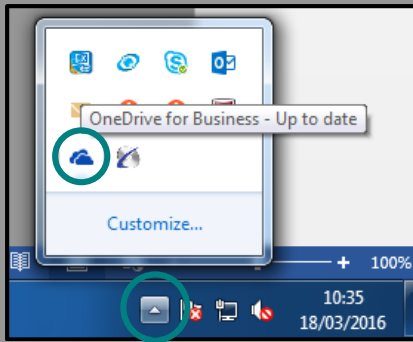


Once the sync has completed, this message will disappear and you are ready to use UWL OneDrive.

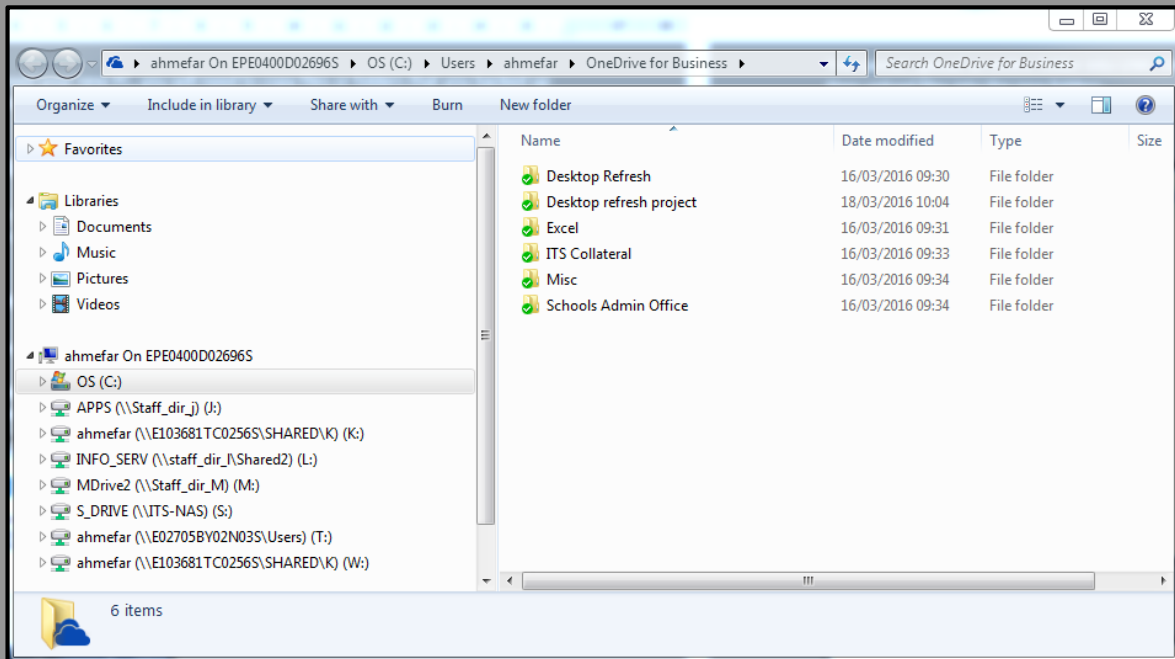
Access UWL OneDrive

To access UWL One Drive:

1. Click the **Show Hidden Icons** arrow on the system tray (on the right hand side of the taskbar)
2. Double click the **One Drive for Business** icon (this will open UWL One Drive)



The UWL One Drive window opens:



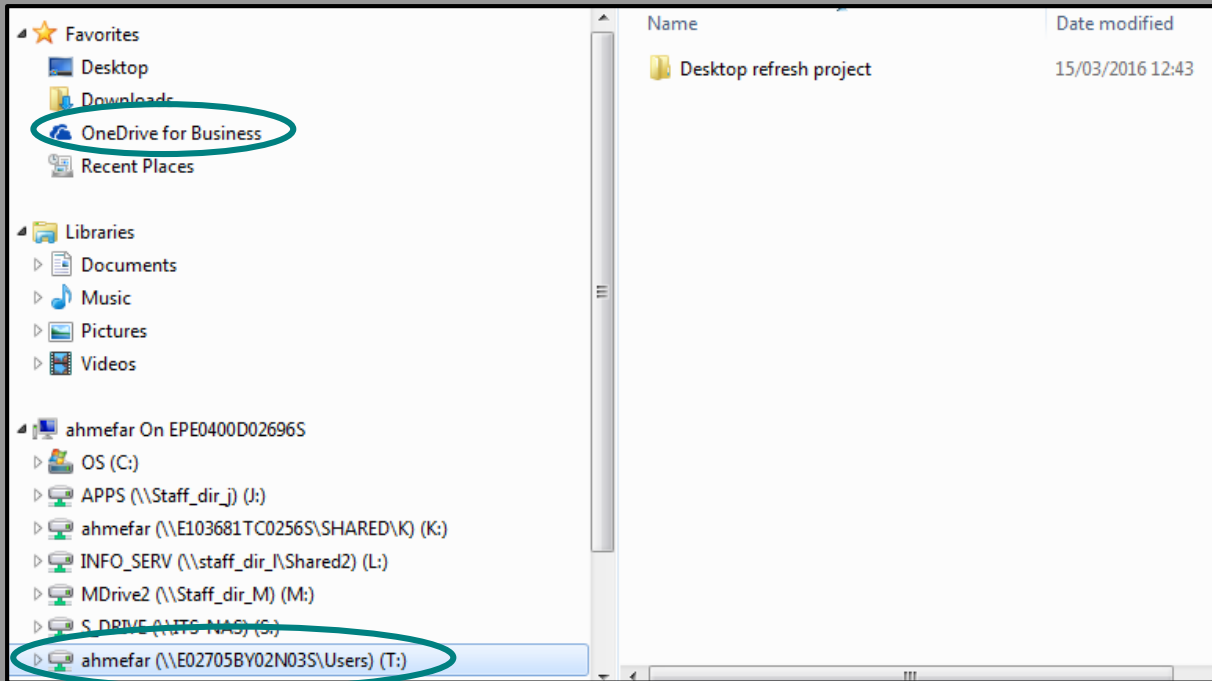
Copy files and folders from the T: drive into UWL OneDrive

You will need to copy all the files and folders that you saved to the T:\drive before you received your new PC.

Note: You must copy all your files and folders from the T:\ drive as soon as you receive your new PC. You will have a maximum of **two weeks** from the date that you received your new PC to do this. After this time, you will no longer have access to the T:\ drive or be able to see it.

To copy your files and folders from the T:\ drive:

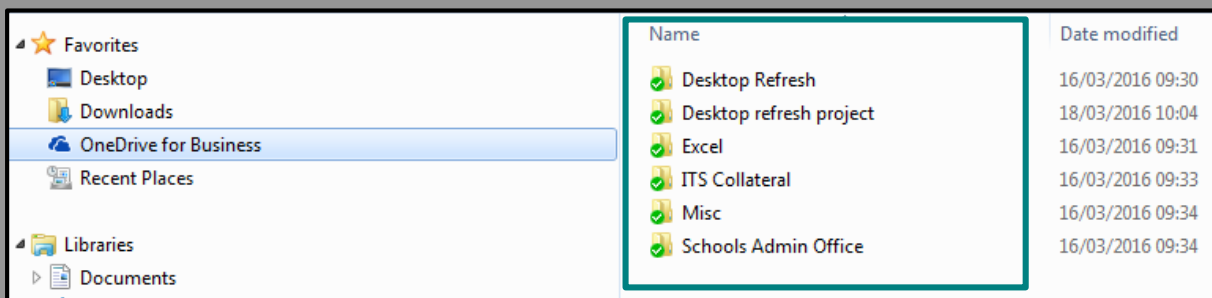
1. Click the **T:\ Drive** in the left navigation pane



2. Select your files and folders in the content pane on the right hand side

Tip: Use the **Shift** key on your keyboard to select contiguous files. Use the **CTRL** key on your keyboard to select non-contiguous files.

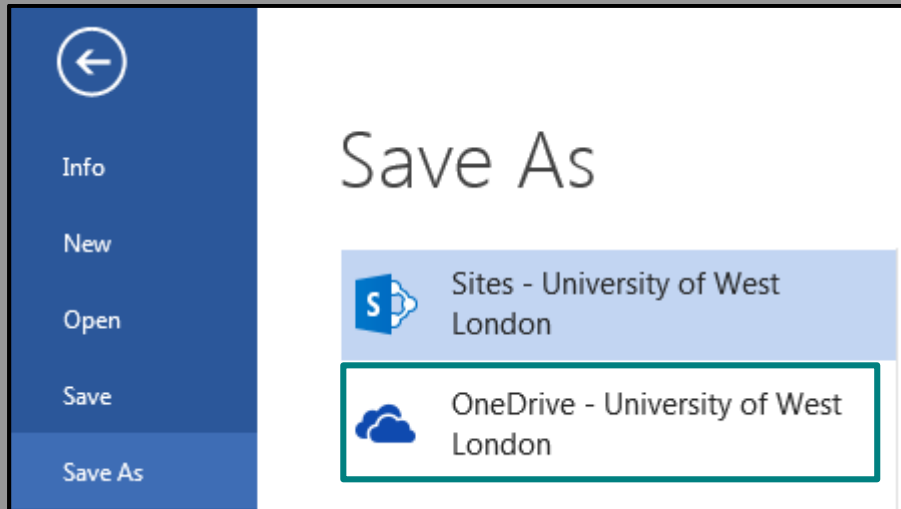
3. Make a copy of the selected files and folders
 - Either right mouse click the selected files and folders and select **Copy** from the shortcut menu
 - Or press **Ctrl+C** on your keyboard
4. Click **Favorites** in the left navigation pane and select **OneDrive for Business**
5. Paste the files and folders into the contents pane on the right hand side
 - Either, right mouse click and select **Paste** from the shortcut menu
 - Or press **Ctrl+V** on your keyboard



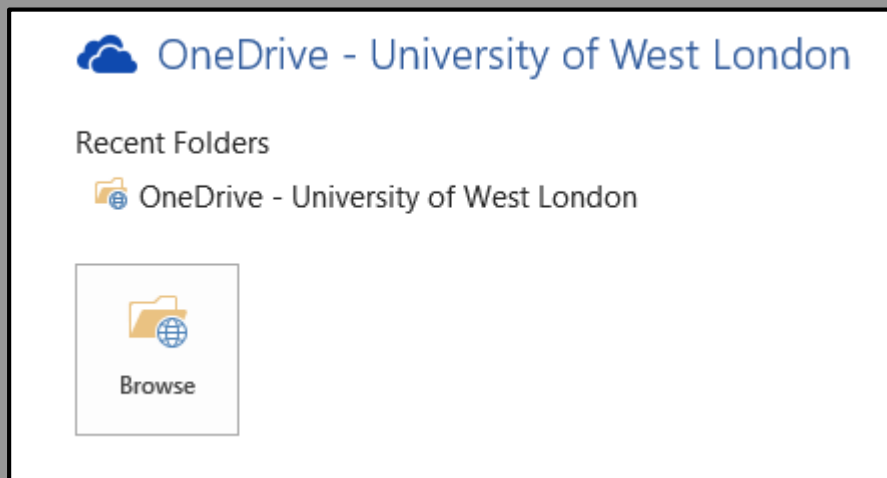
Your files and folders are now copied to UWL OneDrive.

Saving and opening files in UWL OneDrive

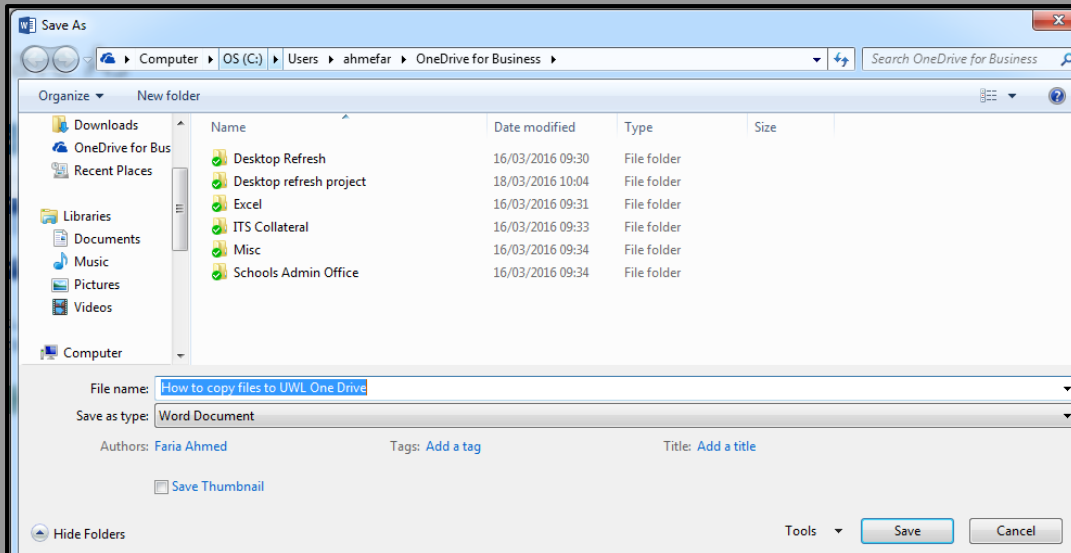
You can save files directly into UWL OneDrive from your Save As dialogue box in Office 2013:



- 1) Click the **File** tab and select **Save As**
- 2) Click **OneDrive - University of West London**



- 3) Click **Browse**



- 4) Open the relevant folder in UWL OneDrive to save your file and give the file an appropriate name
- 5) Click **Save**

You can open files from UWL OneDrive too. Click the **File** tab and select **Open** and follow steps 2 to 5 from saving and opening files in UWL OneDrive.