How to import/export files from OneDrive

VANCOUVER
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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.
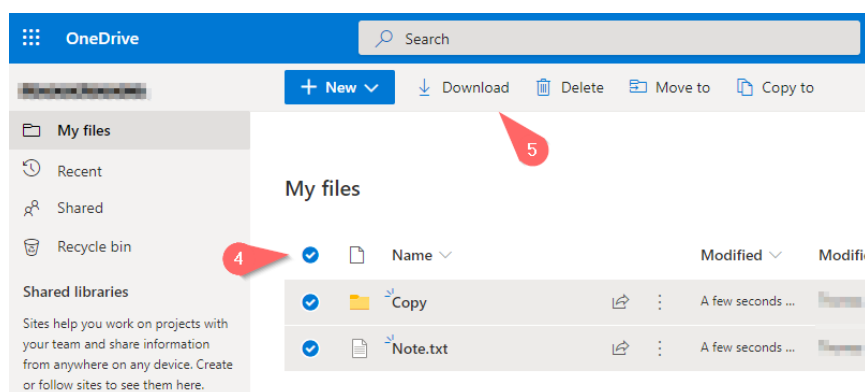
    The download initiates a download sequence in a zipped file format.

    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 studentID]@student.vcc.ca	000186420@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.