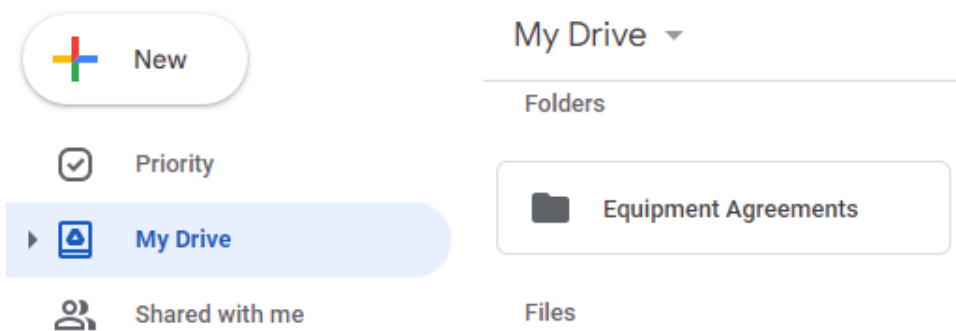
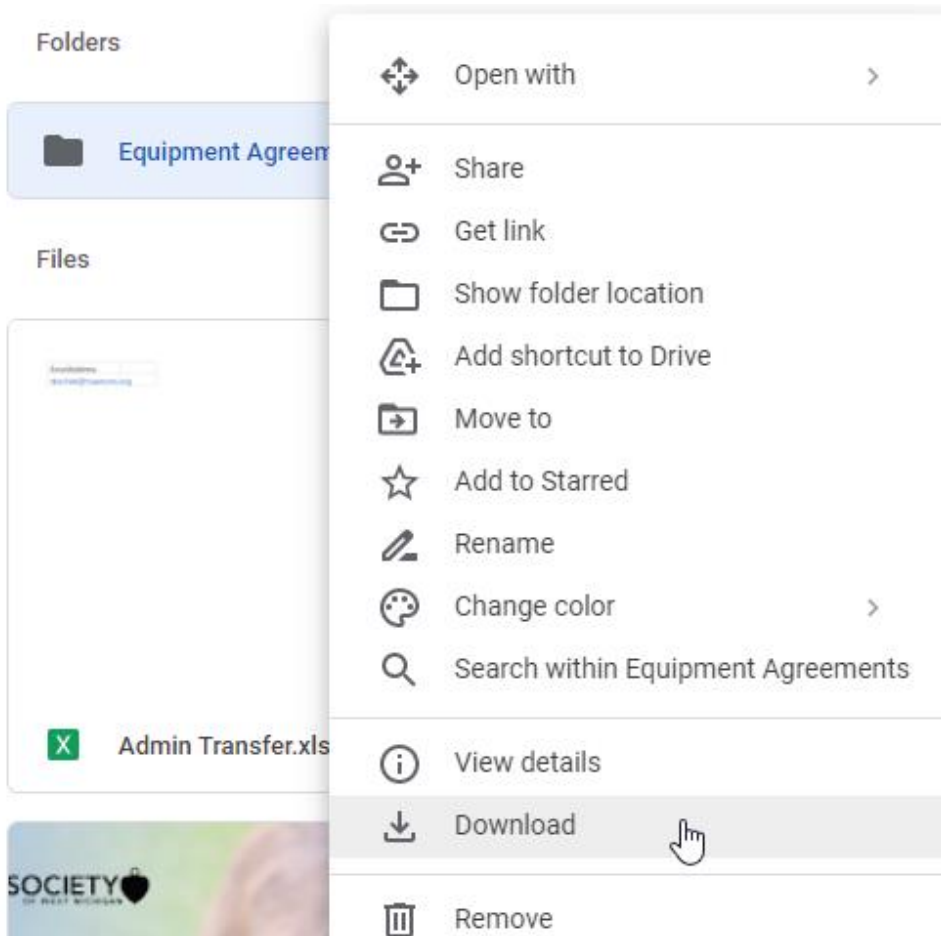


## How to Move Files to One Drive

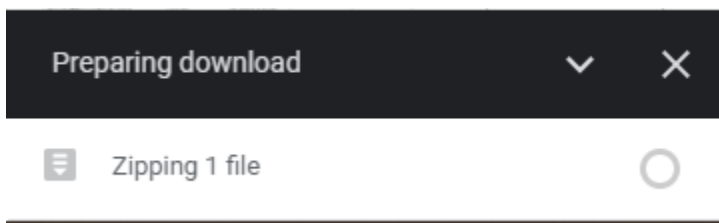
1. Open Google Drive – [drive.google.com](https://drive.google.com)
2. Make sure to select “My Drive” from the left-hand side
3. Scroll down to the folders section of your one drive



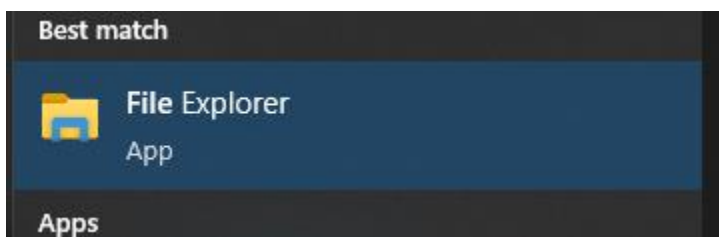
4. Right click the folder or file you would like to transfer
5. Click download

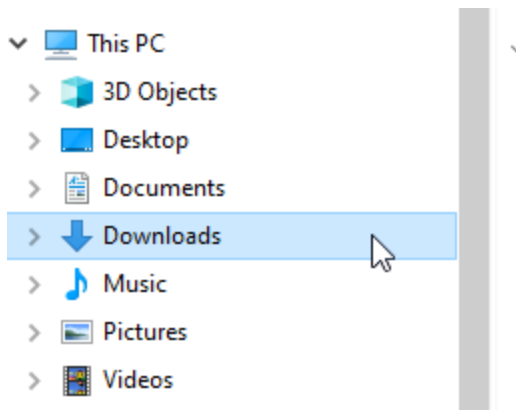


6. You will then see this in the bottom right of your screen



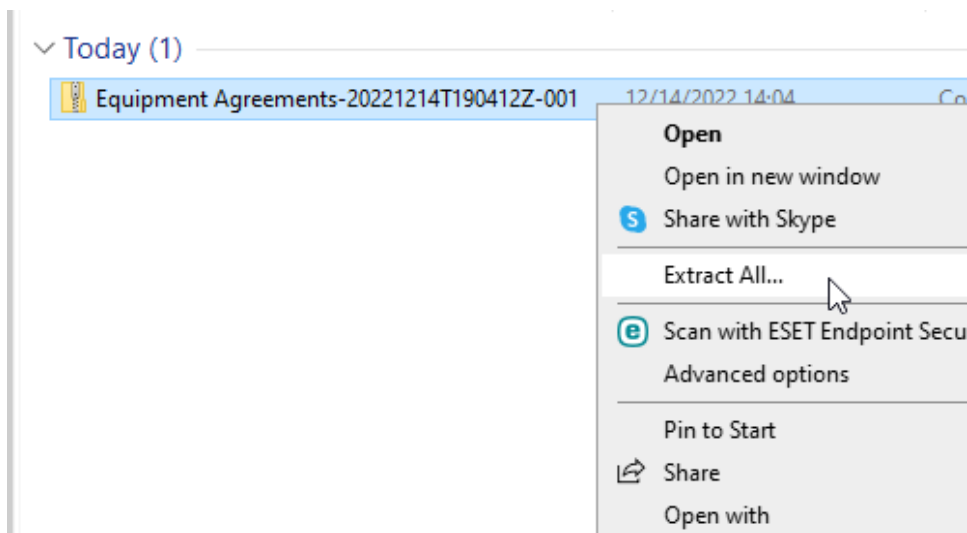
7. Once downloaded open your downloads folder by going to File Explorer and clicking the downloads folder



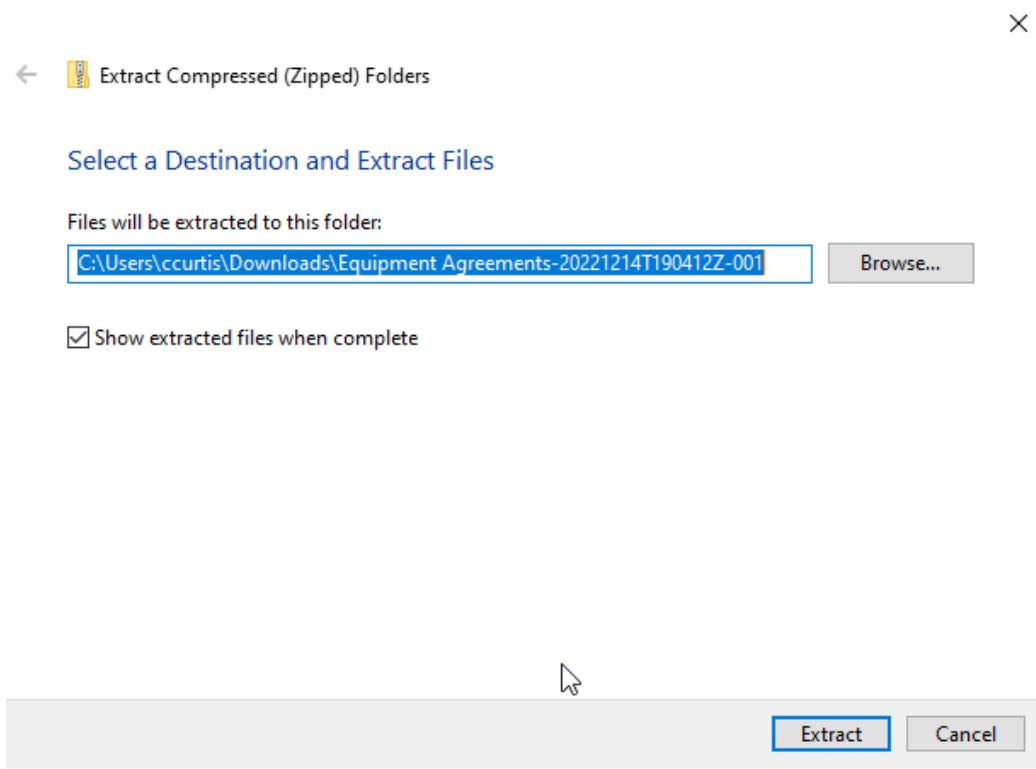


8. If you have a zipped folder continue to the next step. If it is a single file go to step 12.

9. Right click the folder and select "Extract All"

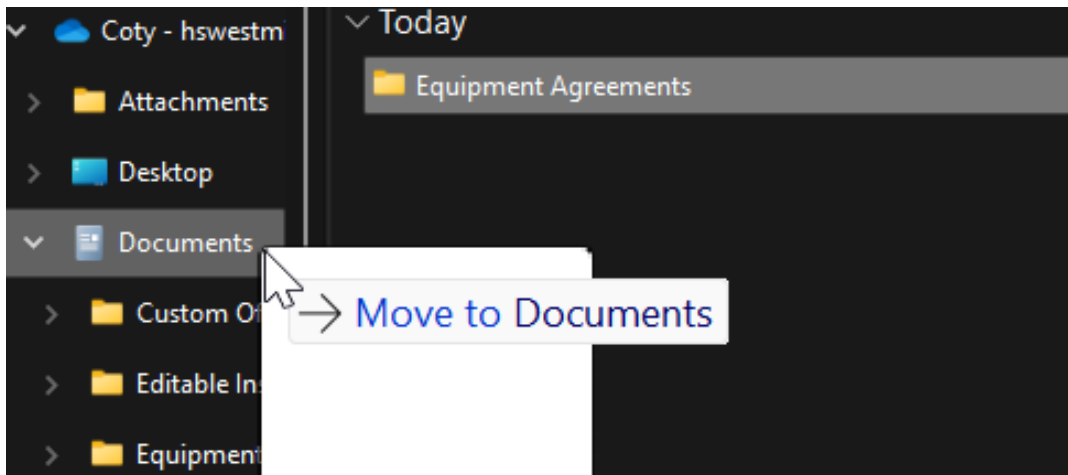


10. Click Extract



11. Now you will have an unzipped folder in your downloads with the same name

12. Open your downloads folder, click and drag the new folder to your "hswestmi.org" One Drive



13. As long as your One Drive app is functioning and signed in. It will immediately begin uploading the files you moved. Please keep in mind you may need to remain connected to the internet while it completes the upload before trying to access the files from elsewhere.