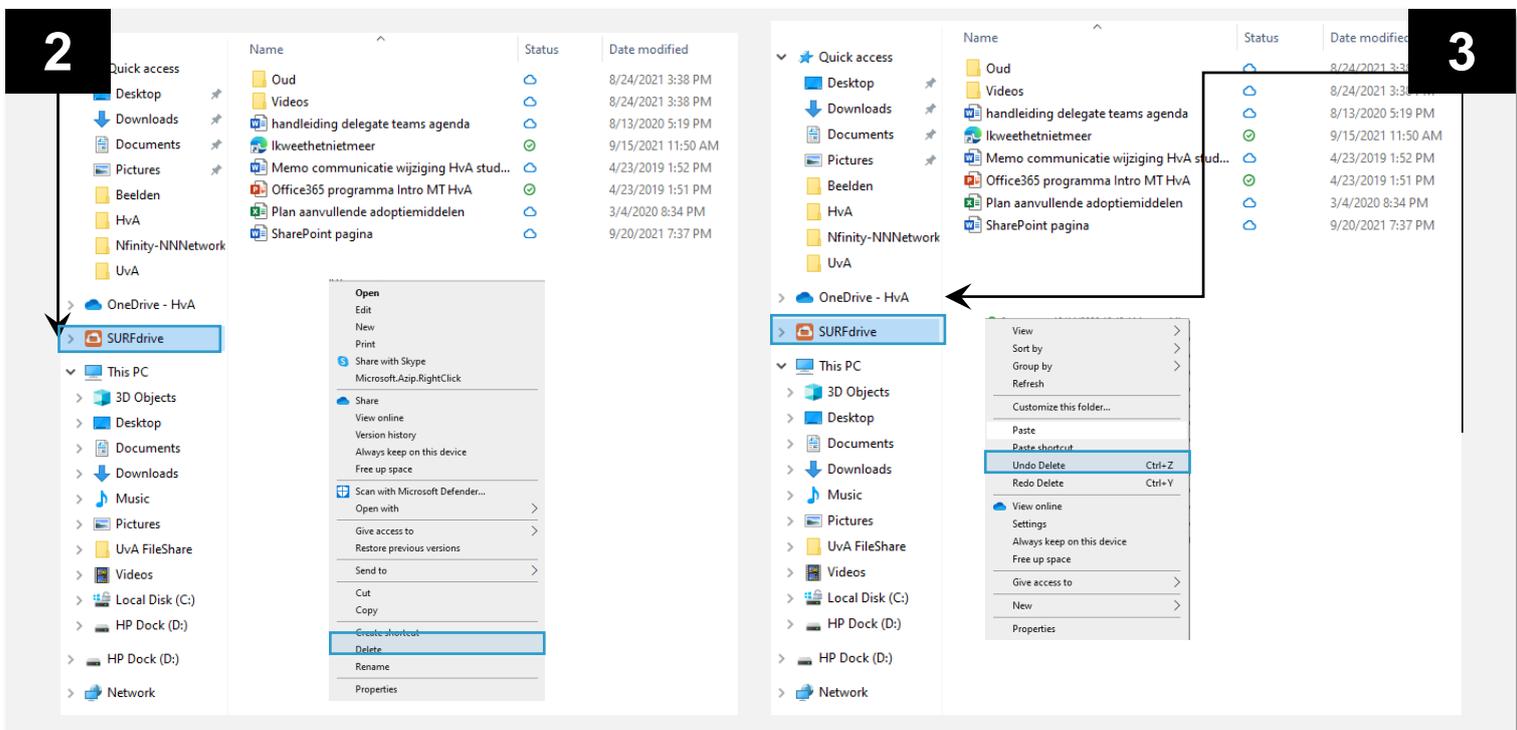


Before you start **moving** your files, you should think carefully about what you will and won't need. Also consider which rights you have allocated, as these rights will not be moved to the new location.

You may have files on your SURFdrive that are **not yours personally**. If so, these files **do not belong in OneDrive**. If you already have a **Team** in Microsoft Teams or a **SharePoint** site on which your **shared documents** are stored, move these SURFdrive files there.

Please note: moving files places high demands on your internet connection, so be sure to do this when you do not require the internet for any other activities. Furthermore, we recommend you disable the VPN connection when you start transferring your files from SURFdrive to speed up the process.

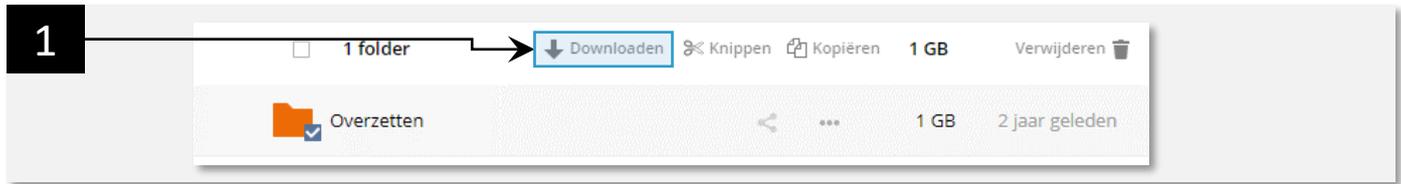
1. **Select** the files you want to **move**. Left-click on one file/folder or select multiple files or folders at the same time.
2. **Right-click** on your **selection** and select **Copy**. Alternatively, you can press **CTRL+C** to copy your selection.
3. **Open** your OneDrive, Teams or SharePoint folder and **paste** the files and/or folders by right-clicking and selecting Paste. Alternatively, you can press CTRL+V to paste your selection.



On the next page, we will show you how to move files if you do *not* have access to SURFdrive or the new destination for your files via your file explorer or finder.

Here, we briefly explain how you can move files to OneDrive, Teams or SharePoint if you do not have access to SURFdrive or the new destination for your folders via your file explorer or finder.

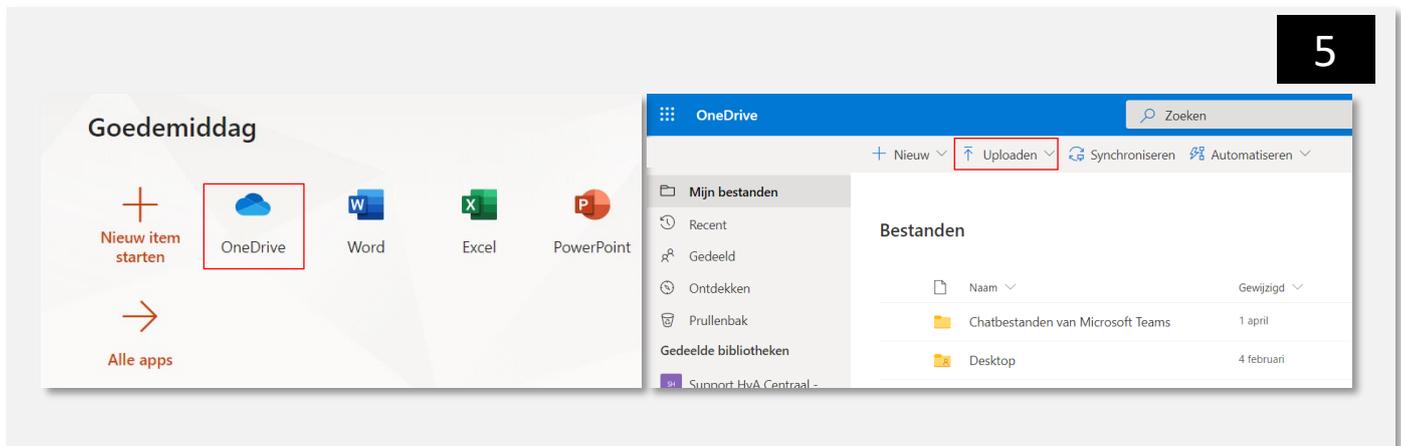
1. Log into SURFdrive via your **browser** and **select** and **download** the files you would like to keep and move.



4. If you log into **Office.com** using your **AUAS account** and **open OneDrive** there, you can **upload files** to your OneDrive via the browser.

Alternatively, you can open your team in Microsoft Teams or the SharePoint site to which you wish to upload the files. In Teams, under the Files tab in a channel, and in a SharePoint document folder, you will find the same 'Upload' button in the ribbon.

5. If you click **Upload**, you will be able to select the **files** you would like to **move** to OneDrive using your **file explorer**. The files and/or folders that you have downloaded from SURFdrive can be found in the Downloads folder.



Once you have uploaded all the files to your preferred destination, you can delete all the files from SURFdrive.

Good luck moving your files!