



#### Why should I use OneDrive?

##### Accessible anywhere

When you store information in OneDrive it is accessible from anywhere. You do not need to connect to the VPN to access your documents like you do when you store in your H: drive. All you need is secure internet access. If you go to a meeting you can open the document you need right from your OneDrive rather than emailing it to yourself or saving it to a thumb drive.

**OneDrive is for  
ONE person, and  
that ONE person  
is YOU**

##### Easy collaboration

You can share your documents with colleagues or other stakeholders, and they can view or edit them, depending on the access permissions you grant them. Share drafts with your colleagues for revision, before you are ready to save them as official versions to a corporate repository such as your shared drive or DocuShare. Using OneDrive to collaborate on drafts eliminates the need to send multiple copies and versions back and forth between colleagues.

##### Integration

As a Microsoft 365 application, OneDrive is linked with many of the other Microsoft applications we use every day like Word, Excel, PowerPoint, etc. Save and share directly within the document creation application you are using.

Learn more about how to use OneDrive by reading the [Using OneDrive IM Best Practice](#).  
Learn about Microsoft 365 at uOttawa [here](#).

#### How do I migrate from my H: drive to OneDrive-University of Ottawa?

##### Step 1: Clean out your H: drive.

- Save personal information such as vacation photos and personal documents to your own personal storage space or home computer.
- Delete all transitory information. Read the [What can I delete best practice](#) to learn more about transitory information.
- Move official documents that your team needs to access to the shared repository. Read the [What to Keep](#) best practice for more on what information has strategic and operational value and needs to be managed.
- Contact the [IT Service Desk](#) for assistance in making old formats accessible again (Ex. Word Perfect files).

### Step 2: Make sure OneDrive is set up

- Check that the cloud symbol on the bottom right of your navigation bar is blue. If the symbol is dark grey it means you are not signed into OneDrive yet, and you must configure it by signing in using your uOttawa email address and password. A light grey cloud indicates that you have a personal OneDrive account connected. Read about what the different OneDrive symbols mean [here](#).
- Familiarize yourself with OneDrive. Read the [Using OneDrive best practice](#) to learn about how to access OneDrive, and what you should put in OneDrive.
- Create a folder structure within your OneDrive-University of Ottawa to manage the information you will be moving. Follow the *General Classification Plan* as a guide. This will make moving documents to a shared repository and determining retention much easier down the road.



### Step 3: Move the documents you need

Once you have deleted all transitory information, moved personal information, and saved official documents to the shared repository, begin moving the rest into your OneDrive-University of Ottawa.

#### Option 1

Cut and paste the documents you want to move into the appropriate folder in your OneDrive-University of Ottawa. You can also drag and drop, but make sure you delete the documents from your H: drive after to avoid multiple copies being saved in multiple places.

**Make a request to the [IT Service Desk](#) to have your H: drive closed.**

#### Option 2

You can also contact the [IT Service Desk](#) to have your H: drive migrated to your OneDrive, after you have completed steps 1 and 2.

Save drafts in OneDrive but store official versions of documents that your team needs in a shared repository such as DocuShare or a shared drive