

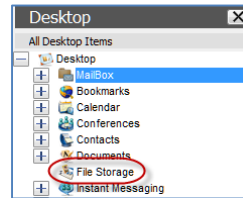


## Transfer Your File Storage to Office 365

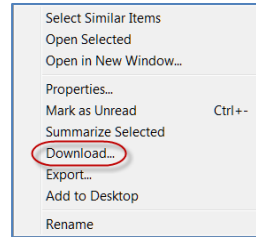
During the migration from FirstClass to Office 365, any files in your File Storage, will not transfer automatically. The process to transfer them involves downloading the files from FirstClass and uploading the files to Office 365. These instructions will guide you in this processes.

### Download from File Storage

1. From FirstClass, right-click **File Storage** in the folder pane.

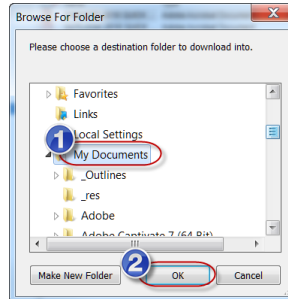


2. From the menu, click **Download**

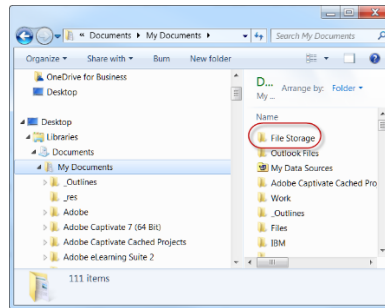


3. On the **Browse for Folder**,  

- Navigate to the desired folder, such as *My Documents* or a network share
- Click **OK**



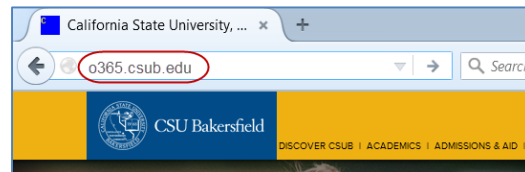
4. FirstClass will create a folder named File Storage in the folder you selected.

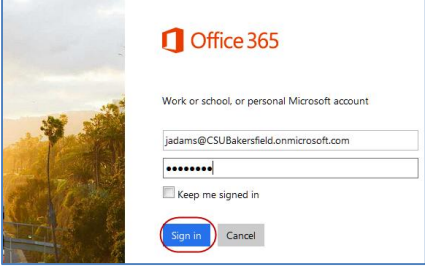



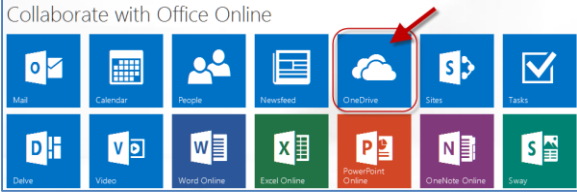
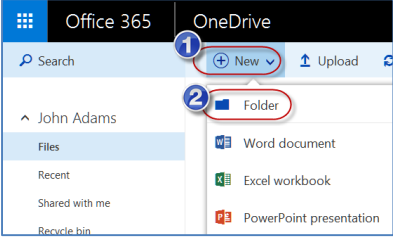
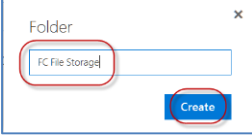
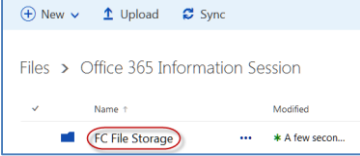

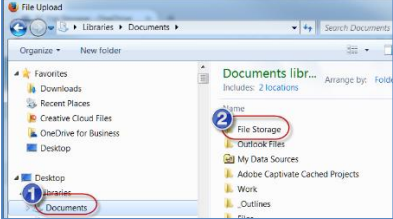


### Upload Files to OneDrive

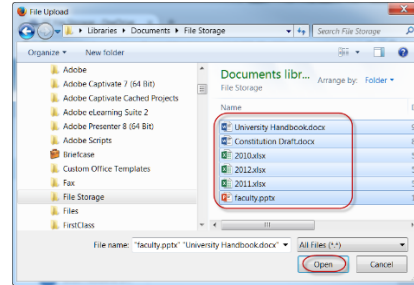
5. Open your web browser and navigate to:

[O365.csub.edu](http://O365.csub.edu)



<p>6. On the Office 365 page,</p> <ul style="list-style-type: none"> <li>• Enter your email address (<a href="mailto:netid@csub.edu">netid@csub.edu</a>)</li> <li>• Enter your password</li> <li>• Click <b>Sign In</b></li> </ul>	
<p>7. Click the App Launcher button, .</p>	
<p>8. On the Apps page, click the <b>OneDrive</b> button</p> 	
<p>9. When OneDrive opens,</p> <ul style="list-style-type: none"> <li>• Click <b>New</b></li> <li>• Click <b>Folder</b></li> </ul>	
<p>10. When asked,</p> <ul style="list-style-type: none"> <li>• Give the folder a name, such as FC File Storage</li> <li>• Click <b>Create</b></li> </ul>	
<p>11. Click the folder you just created to open it.</p>	
<p>12. On the navigation bar, click <b>Upload</b></p>	
<p>13. On your computer,</p> <ul style="list-style-type: none"> <li>• Navigate to the <b>File Storage</b> folder that you downloaded from FirstClass</li> <li>• Double-click the folder to open it.</li> </ul>	

14. When the file opens,
- Select all the documents
  - Click **Open**



15. Depending on the number and size of your file storage, it may take a few minutes for it to upload.



16. When your files finish uploading, they will appear in your folder on OneDrive.

Name	Modified	Modified By	File Size	Sharing
2010.xlsx	A few secon...	John Adams	42.44 KB	Only you
2011.xlsx	A few secon...	John Adams	111.04 KB	Only you
2012.xlsx	A few secon...	John Adams	158.05 KB	Only you
Constitution Draft.docx	A few secon...	John Adams	11.9 KB	Only you
faculty.pptx	A few secon...	John Adams	143.32 KB	Only you
University Handboo...	A few secon...	John Adams	12 KB	Only you