# Making the Move: Transferring Data from Google Drive to OneDrive

This guide will show you how to transfer files and folders from your Google Drive account to your SD41 OneDrive account.

Step 1: Sync your OneDrive account with your desktop computer.

Login to your Office 365 account (portal.office.com) and open your OneDrive app.

In OneDrive, click on the "Sync" button in the top navigation bar.
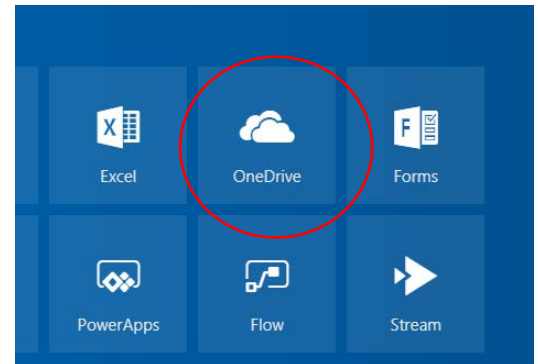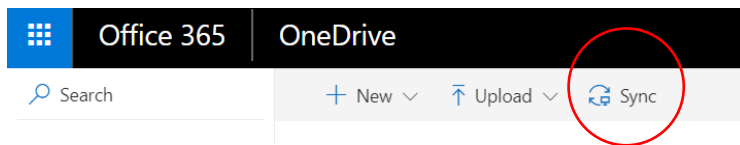
This will connect your cloud-based OneDrive to your desktop OneDrive. You will need to login with your O365 account.

Select the files and folders you would like to sync and click "Start Sync".

After you connect your O365 account to your desktop, the computer will automatically sync your online OneDrive files with your local (desktop) OneDrive folder. You can access your files through the File Explorer as shown below:

Your files will be listed here.

Green check marks indicate the file has been synced with your online OneDrive account.
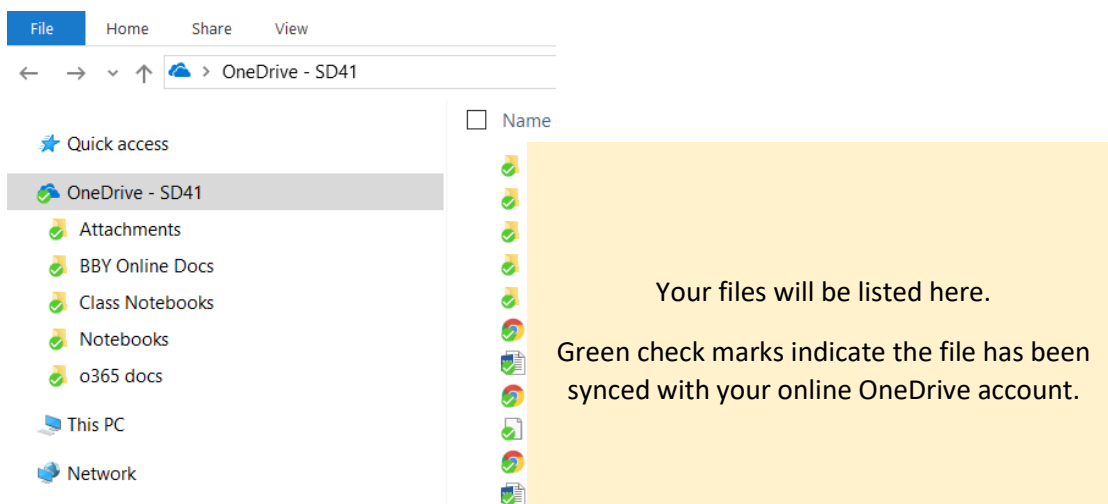
For more detailed instructions see: https://goo.gl/KM38pC

Step 2: Gather your Google Drive files.

Go to your Google Drive (drive.google.com). Left-click on the files/folders you want to transfer. If you want to choose a large group, click on the first item, press and hold the shift key, and then click on the last item you want to include in your download. Items should be highlighted as shown in image below.
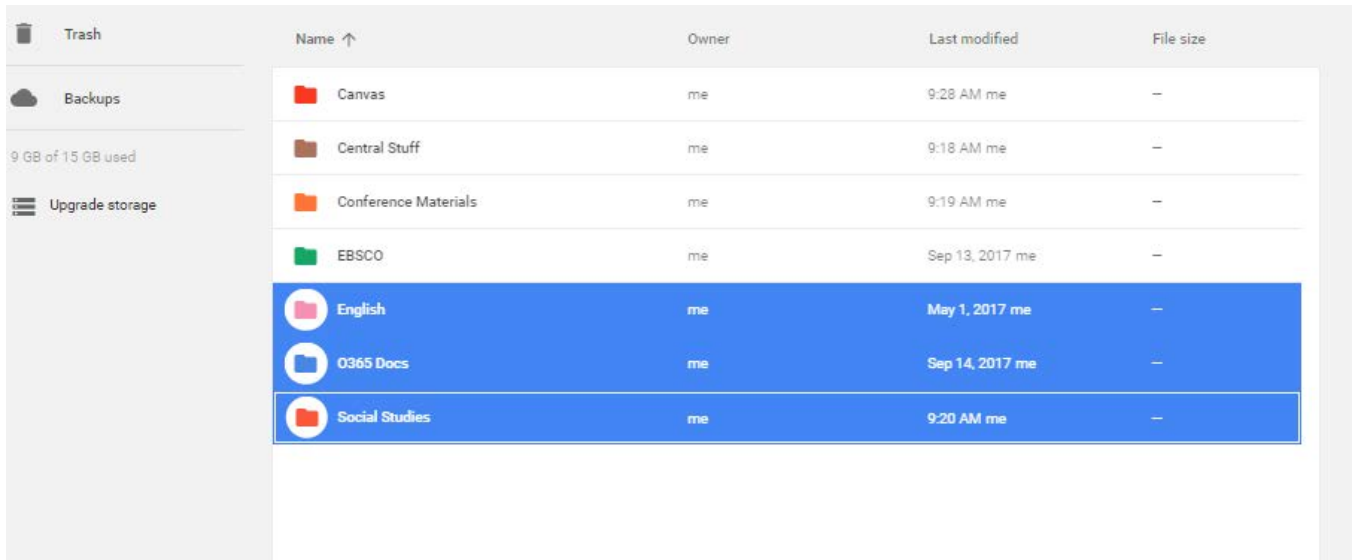

If you want to skip one or two highlighted files, hold the ctrl key and click on the file to remove the blue highlight.

Once you've selected your desired files/folders, right-click on the highlighted files and in the drop-down menu select "download"
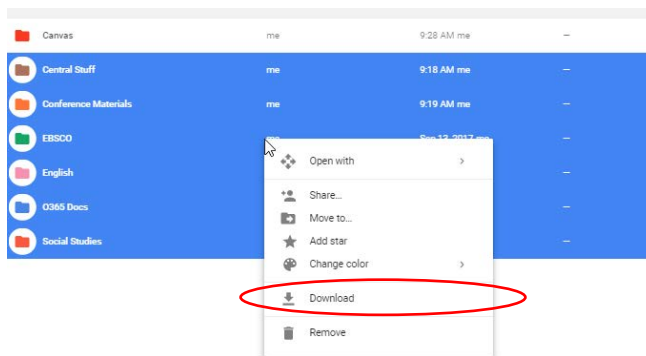

Your files will start to download in a zip file. All your Docs/Slides/Sheets will be automatically downloaded as Word/PowerPoint/Excel files. The zip file will be saved to your Downloads folder on your desktop.

Step 3: Unzip, Drag & Drop.
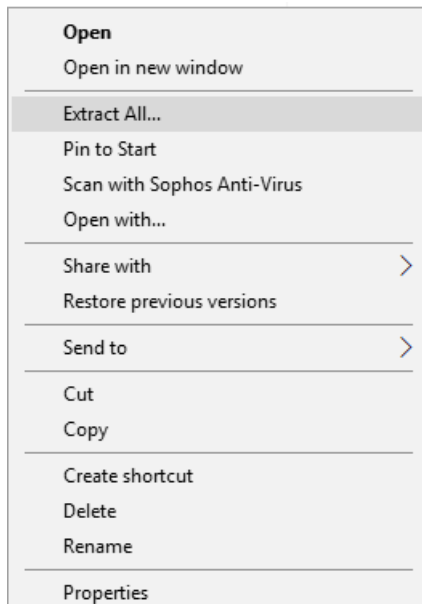
Locate the zip file in your downloads folder. Right-click on the file, and in the drop-down menu, select "Extract All"…

A window will appear asking you to choose a destination for your files – click "browse" and choose your SD41 OneDrive from the File Explorer. Click "Extract"
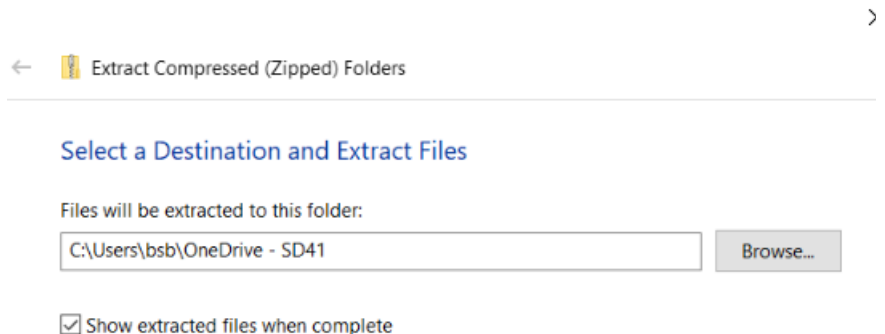
Congratulations, you have successfully moved your files from Google Drive to OneDrive! Your computer will automatically start to sync with your OneDrive in the cloud so you can access your files anywhere.

Step 4: Sharing is caring.

Were you sharing documents with staff/students from your Google Drive? You will now need to set up your sharing settings in your OneDrive. Login to O365 online, open your OneDrive app. Right-click on the file/folder you want to share, click "Share" in the dropdown menu, and start typing in the name of the staff/students you want to share with and their name will appear in a drop-down list. Click to add them to your document.

* See the guide on Sharing documents for further information.