

U: Drive file migration

Before you start to transfer files, review your existing files and delete any redundant content. Please refer to the [Records Retention Schedule](#) for your Faculty or Directorate.

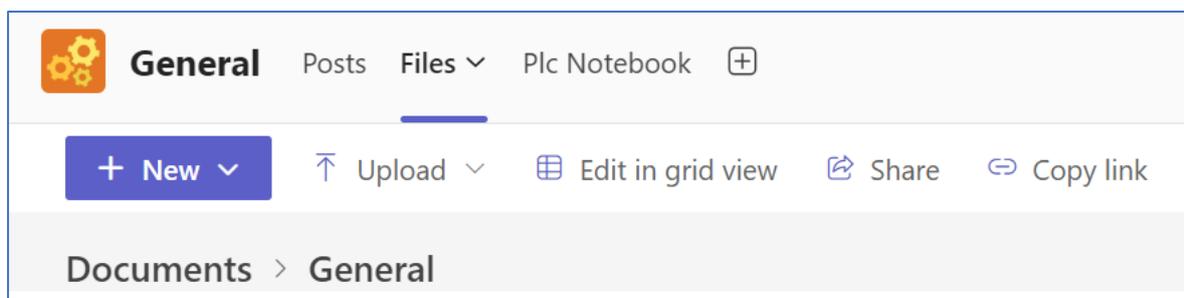
Moving your files to Teams

If you are using a staff managed laptop (Intune laptop) you will need to use the staff remote desktop staffdesktop.gre.ac.uk to access the U: drive and Teams

There are four ways to copy existing files from the U: drive to Teams. The first two methods are suitable if you need to move a small number of files (<500). For large numbers of files you may prefer to use one of the alternative methods below (3 and 4).

1. Upload

1. Navigate to the Team and Channel you need to add your files to.
2. Click on **Files**.
3. If required, create a subfolder for your content and open it.
4. Select **Upload**, then 'File' or 'Folder'. Navigate to the file or folder you wish to upload from your U: drive, and select **Upload**.



2. Drag and drop

1. Navigate to the Team and Channel you need to add your files to.
2. Click on **Files**.
3. If required, create a subfolder for your content and open it.
4. Open File Explorer and navigate to the files you wish to copy from your U: drive.
5. Using your mouse, drag the files from where they are currently located and drop them on the Teams window among the files.

Any files you upload will be accessible by any member of your team unless they are within a private channel.

Alternative ways of moving large numbers of files

3. Sync a folder

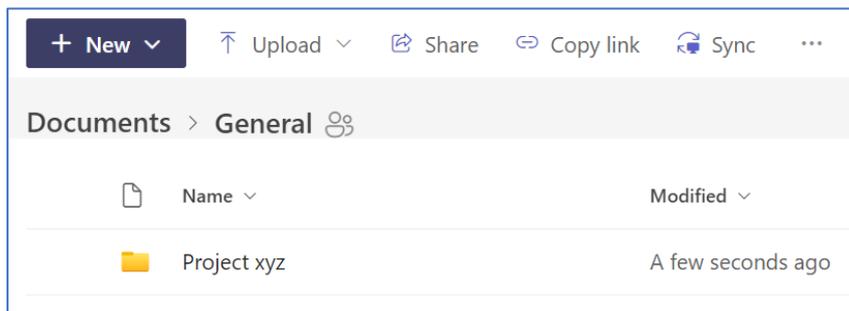
If you are using a staff managed laptop (Intune laptop) you will not be able to use this method

If you have a large number of files to transfer, you may prefer to work within file explorer, leave the copying to take place as a background task, and sync your files to Teams once they have been copied.

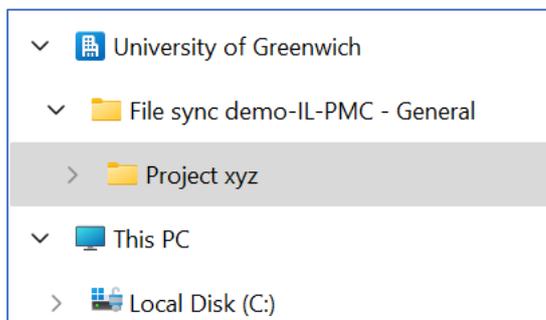
1. Create a new folder in your Teams channel, e.g. Team name > Channel name > files > Project xyz (this is where you will place your U: drive files).

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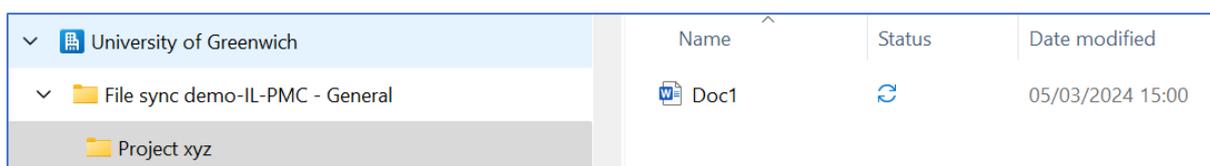
2. Sync the 'Project xyz' folder to your computer by selecting the folder in Teams and pressing Sync. This will create a 'Project xyz' folder on your computer.



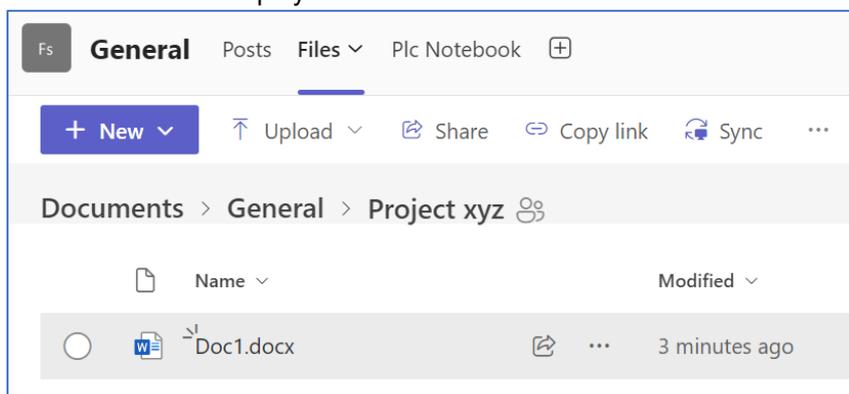
3. In File Explorer on your computer, locate the 'Project xyz' folder (you will find this in your 'University of Greenwich' folder)



4. Navigate to your U: drive in File Explorer
5. Drag the files that you want to transfer into the 'Project xyz' folder.



6. Your files will now display in Teams.



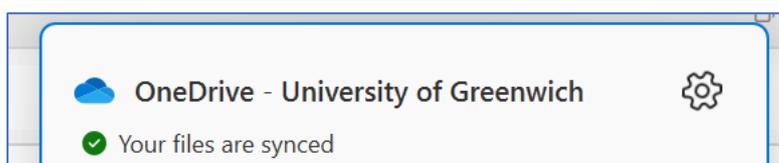
Stopping sync and deleting the synced folder

You may wish to delete the synced folder from your laptop. However, deleting the synced folder will also delete the folder from the Team.

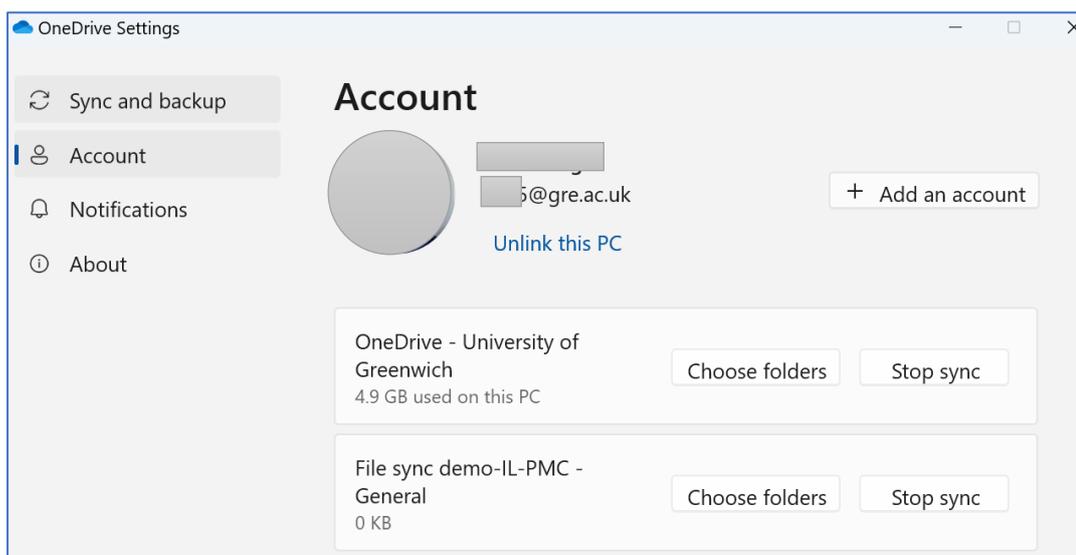
1. To delete the folder **from your laptop only**, click on your OneDrive icon (blue cloud) in the system tray in the bottom right corner of your screen.



2. Click on the cog, then click on settings



3. Go to Account. You will see an option to stop syncing the files in the Team. Click on Stop sync – once this has been done you will be able to safely delete the folder from your laptop.



4. Sharepoint migration tool

You can also send a request via your Faculty/Directorate contact for files to be moved in bulk using the SharePoint Migration tool.

Please allow two weeks for the work to be scheduled and completed.

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You will need to provide the following information:

Server name: the name of the server where the files are stored.

Folders: the path of all of the folders that you wish to be migrated.

Destination: the Team and channel where the files will be stored.

e.g.

Server: gm-abc-rep1

Folders: U:\MyDepartment\MyTeam\Documents\Projectxyz\Meetings

U:\MyDepartment\MyTeam\Documents\Projectxyz\Projects

U:\MyDepartment\MyTeam\Documents\Projectxyz\UserGuides

Destination: <insert team/channel/folder name>

Microsoft Resources

[Sync SharePoint and Teams files with your computer - Microsoft Support](#)