OneDrive Migration Guide
Move from Syncplicity to OneDrive
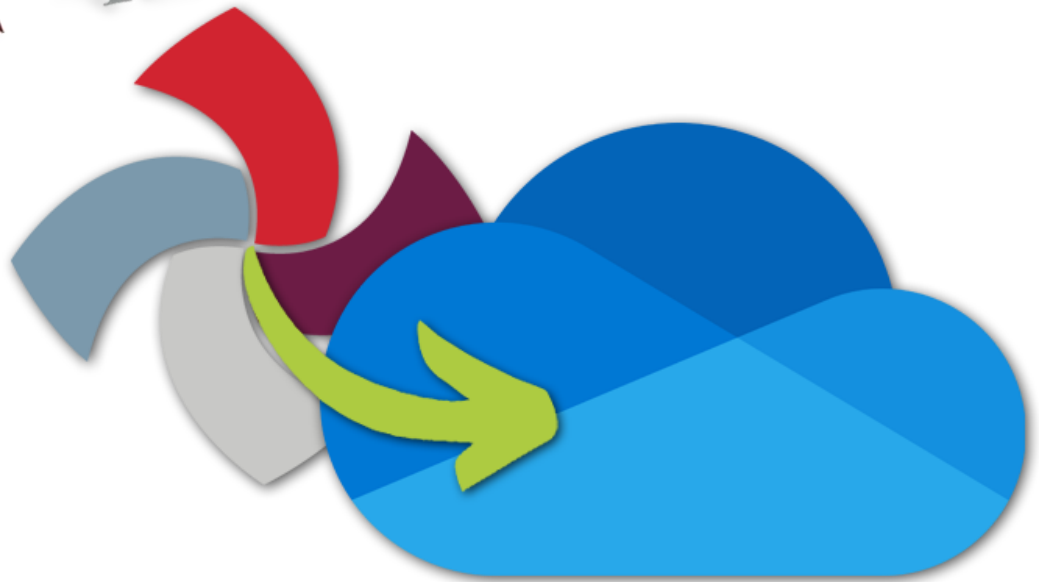
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We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

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Getting Started

In the next few pages, we'll guide you through migrating all your files and folders from Syncplicity to OneDrive.

Before we start, a few ProTips:

1. **Block off some time.**

   Although each step takes only moments, the initial syncs can take a while depending on how much data you have.

2. **Check with your office mates.**

   This migration needs plenty of internet bandwidth. If everyone in the office does this at once, you'll notice.

3. **Consider what needs to be migrated.**

   This is a good opportunity to do some spring cleaning (in the fall). However, keep departmental records retention and historical documentation needs in mind. If you need it, keep it. OneDrive has plenty of space.

4. **Plan your migration.**

   Before migrating your data, you should review the data that you have stored in Syncplicity and take note of what you own and with whom the data is shared. Where and how you migrate your data will depend largely on how the data needs to be shared with others. Each person is only responsible for the folders they own.

5. **Migrate other files and folders where it makes sense.**

   Although this guide is primarily focused on moving away from Syncplicity, take the opportunity to get all your files & folders moved to OneDrive so they are backed up. Get all your stuff in your Desktop, Documents, and Pictures folders.

6. **Lastly, do this migration by December 1st, 2021.**

   The TAMUS Syncplicity contract ends 12/31/2021. If you do not migrate by December, IR will NOT be able to retrieve your files come January 1st, 2022.

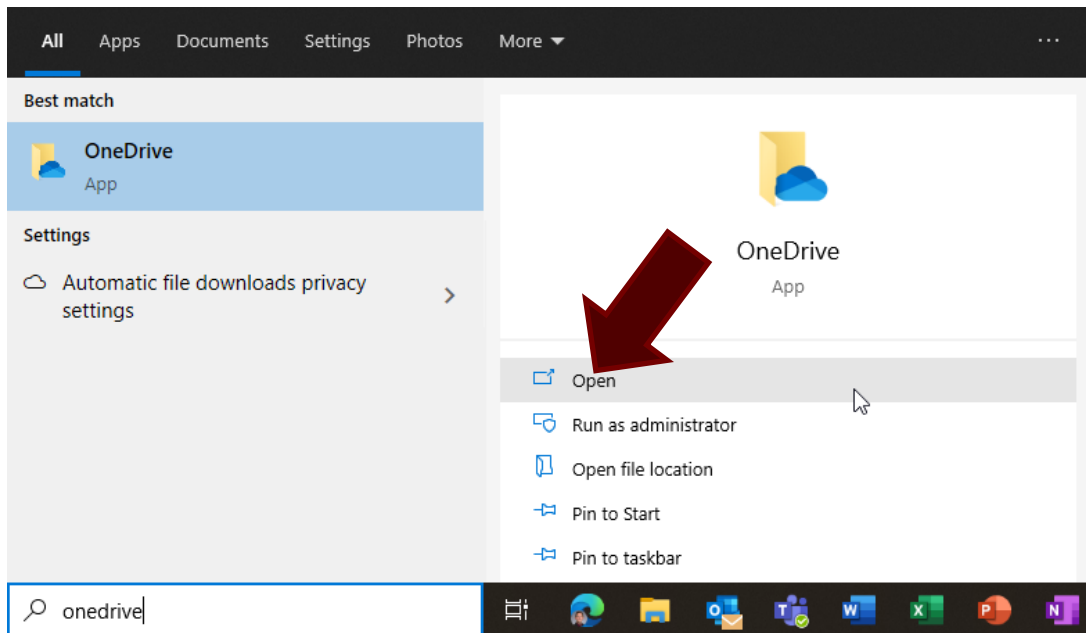Use the check boxes throughout this guide to track your progress.

Step 1: Activate OneDrive

First, things first, let's get signed into OneDrive. This is where we will store your individual employee files and folders.

1. On your PC, hit the Windows button and search for **OneDrive**.

If your OneDrive icon does not look exactly like the one pictured above (yellow folder, blue cloud icon), please call the IR Help Desk.
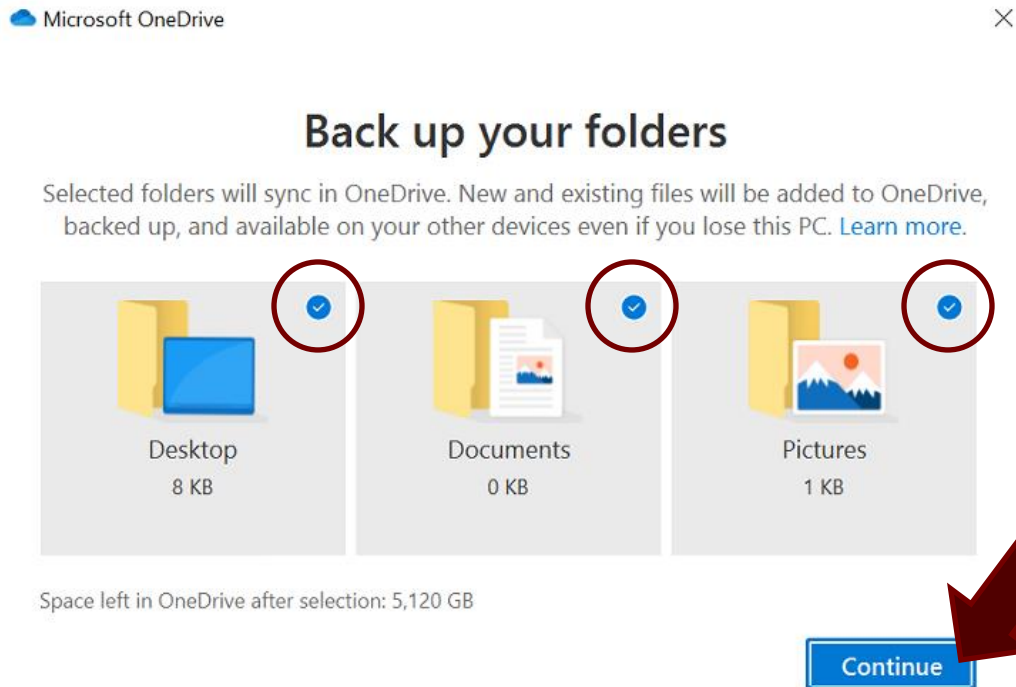
2. Click **Open**.

If you are already signed into OneDrive and your OneDrive folder opened immediately, left click the OneDrive systems tray icon, tap Settings, tap Backup, then Manage backup and make sure your folders are syncing. Then skip to Step 2: Sync Departmental Share.

3. Put in your agency e-mail address and hit **Sign in**.

☐ 4. Sign in using your Texas A&M Forest Service login and DUO.

☐ 5. Click **Next** to confirm your OneDrive folder.

☐ 6. Make sure your Desktop, Documents, and Pictures folders are checked and hit **Continue**.

Note: This can take a few minutes depending on how much data you have in these folders.

☐ 7. Click **Next** through a short "Get to know your OneDrive" session.

☐ 8. When asked to set up the mobile app, click **Later**.

☐ 9. Finally, click **Open my OneDrive folder**.

Check to make sure your OneDrive is activated by opening File Explorer. In the left navigation, you should see a small blue cloud icon with "OneDrive – Texas A&M Forest Service" beside it.

At this point, all your Desktop, Documents, and Pictures folders are quietly syncing up in the background. Take a break and when ready, move on to Step 2: Sync Department Share.
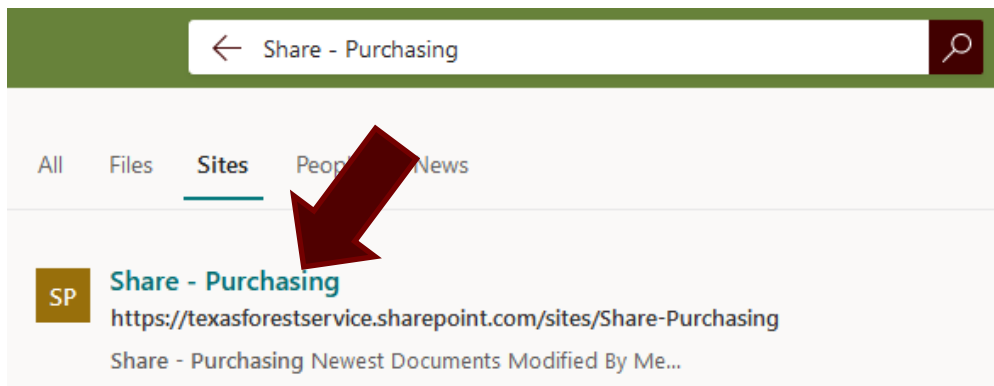
Step 2: Sync Department Share

Next, let's get your Department share activated. This is where we will save department level files, folders, office and project files.
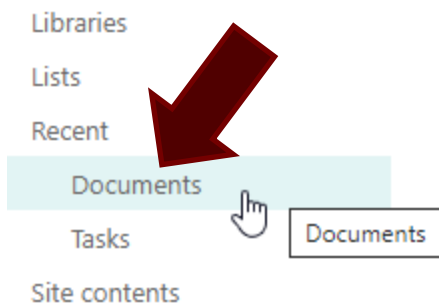
☐ 1. One your PC, go to https://office.com

☐ 2. Sign in.

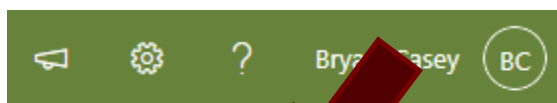☐ 3. Click on **SharePoint** in the left menu.
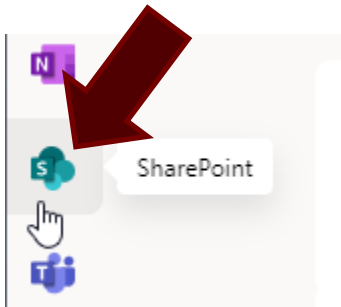
☐ 4. In the search box at the top, search for "Share - [Your Department Name]".
Ex. Share - East Texas Operations.

☐ 5. Click **Sites**.

☐ 6. Then click the link for Share - [Your Department Name]
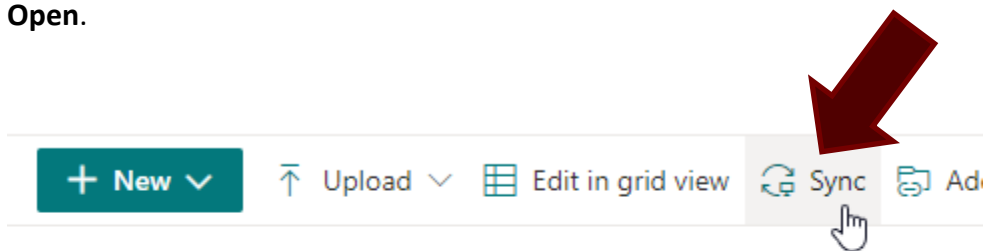
☐ 7. Click **Documents** in the left navigation.

8. Click **Not Following** in the top-right corner of the webpage (Will change to Follow).

9. Click **Sync** in the middle of the page. If asked if you want to open this in OneDrive, click **Open**.

Documents

Check to make sure you now have your Departmental share by opening File Explorer. In the left navigation, you should see a small building icon with "Texas A&M Forest Service" beside it.
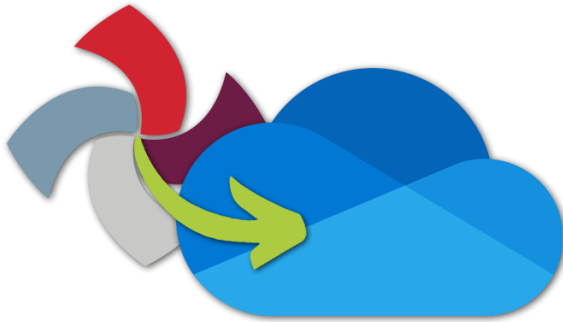
 Texas A&M Forest Service

Now that OneDrive is all set up, it's time to get your files migrated from Syncplicity. Take a break, then move on to Step 3: Migrate from Syncplicity

Step 3: Migrate from Syncplicity to OneDrive

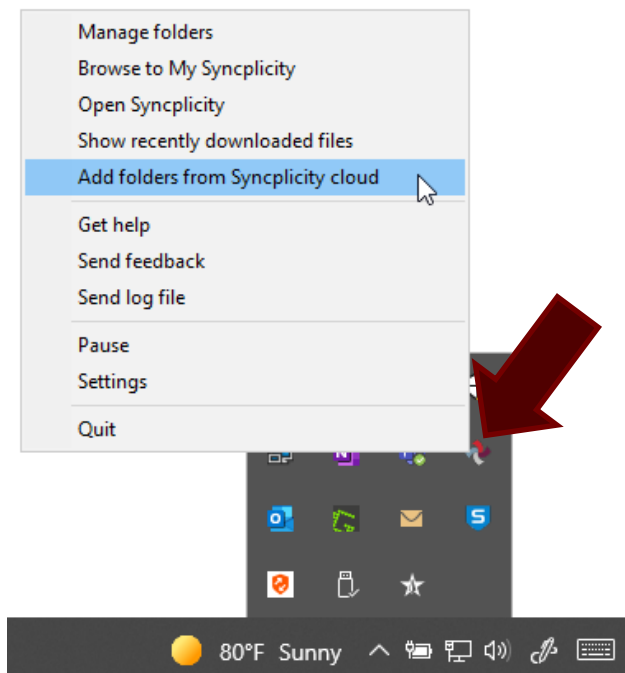This part is a little more involved, so move through it slowly to make sure you don't miss anything. Let's get you migrated.

## 3.1 Download your Syncplicity files to your computer

Let's make sure we don't miss any of your files that may be stored in the "cloud" only.

☐ 1. Right-Click the Syncplicity Icon in your Taskbar and click **Add folders from Syncplicity Cloud**.

If Add folders from Syncplicity Cloud is greyed out, skip to .

2. This is a list of folders in Syncplicity that are NOT on your computer. Check the ones here that A) You need to keep and B) are owned by you.
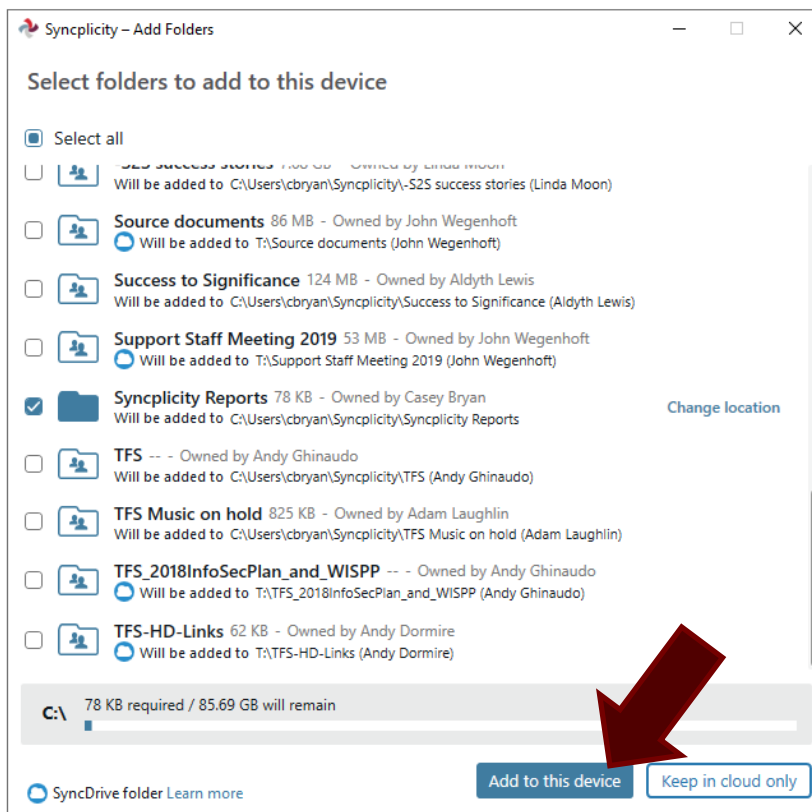
Do not select folders owned by others to avoid duplication. Owners are responsible for their own folders.

3. Click **Add to this device** to begin the download and sync process.

Note: As your folders download, they will no longer show up on the Select Folders to add to this device screen.

The bottom of the window will show you how much space will be used by your selected folders on your computer.

Depending on how much data is in each folder, it may take hours, overnight, or perhaps a day for your Syncplicity Data to sync to your computer. We recommend you leave your PC turned on overnight or for several hours. If you need to shut down, the syncing process should continue the next time you restart and connect to the Internet.
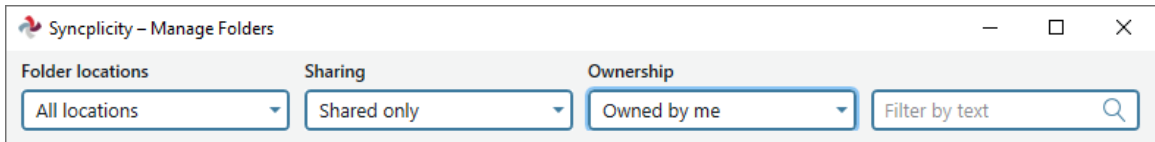
Once all of your cloud folders have synced to your PC, take a break, then move on to Step 3.2 Make a list of all Syncplicity folders and files you are sharing.

3.2 Make a list of all Syncplicity folders and files you are sharing

☐ 1. Left-Click the Syncplicity icon in the taskbar and select **Manage**.
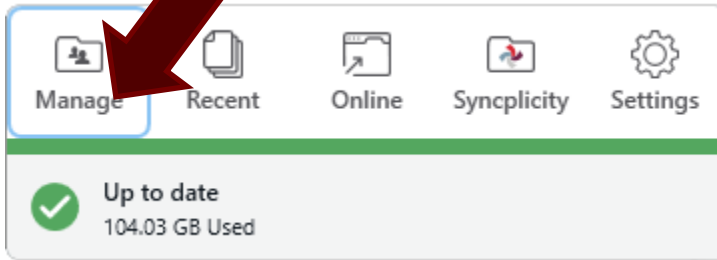
☐ 2. At the top, select **All locations**, **Shared only**, and **Owned by me**.

☐ 3. This is the list of folders that are shared by you. Make a list of these.

☐ 4. For **each** folder select **Manage Participants** and note the e-mail address(es) of who it is shared with. Write this list down so you can share these folders again once you have moved things to OneDrive.
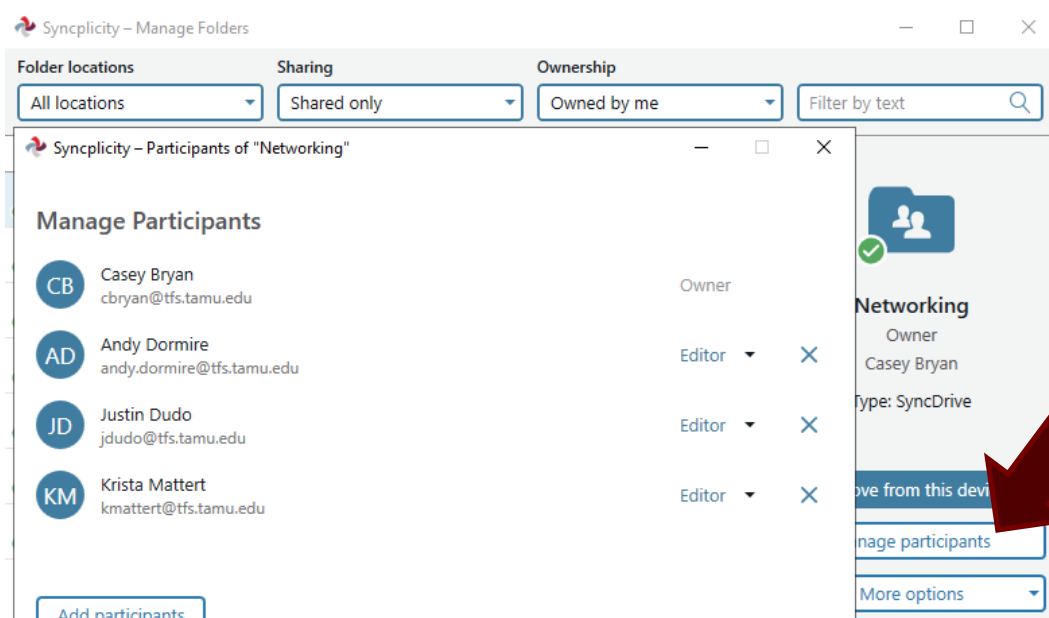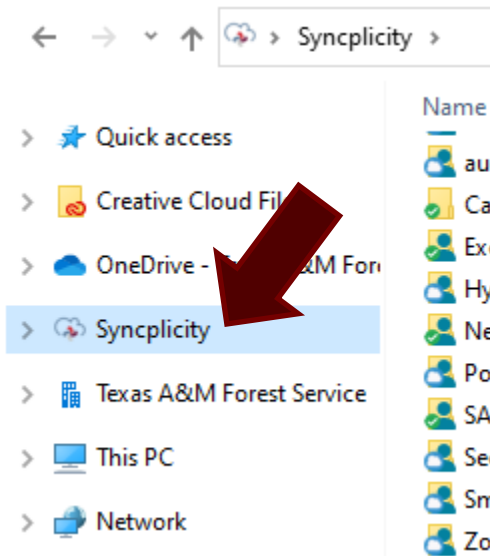

Now that we have everything downloaded and you have taken note of folders you will need to re-share afterwards, let's move on to the next part, 3.3 Migrate to OneDrive.

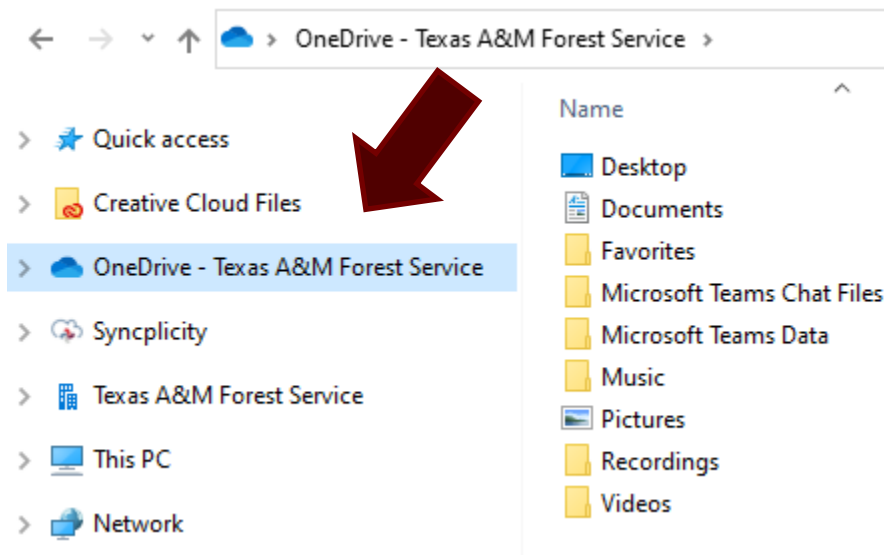## 3.3 Migrate to OneDrive

You need to be signed into OneDrive for this one so if you are not, go back to <u>Step 1: Activate OneDrive</u>.
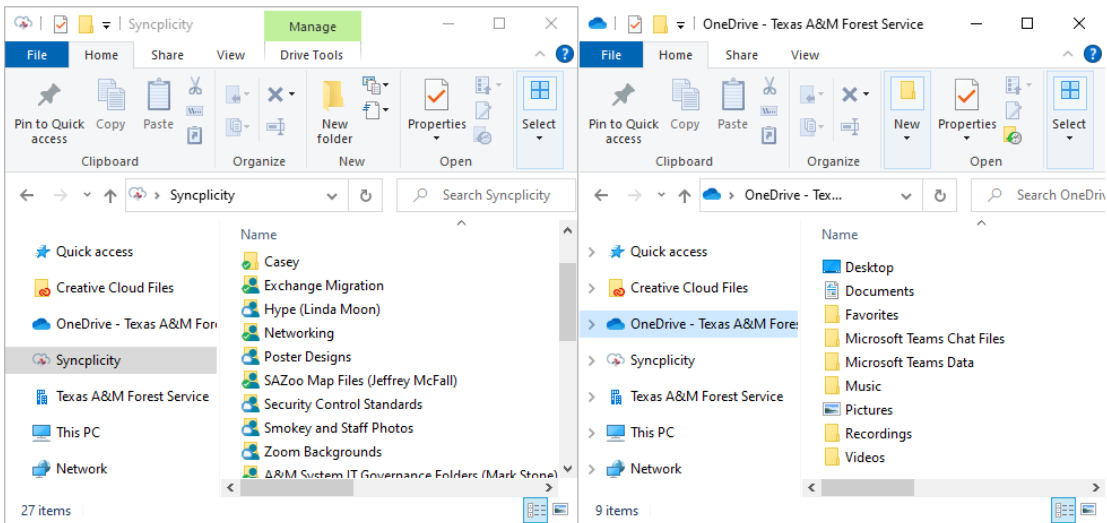
☐ 1. Open file Explorer and click on Syncplicity in the left menu.

☐ 2. Open another file explorer window and click on OneDrive – Texas A&M Forest Service. ProTip: Use [Windows] + [e] to open another file explorer window.


Another ProTip: Put each folder on a separate monitor if you have dual screens or "snap" each window to the left and right so you can see your folders side-by-side.

3. For **each** folder in Syncplicity, right click the folder that you want to migrate and choose **copy**.

4. Now, let's decide the best place for the folder to go:

   Option 1: If the folder is just for you, double click into of the common OneDrive folders and then right-click and choose **paste**. I.E. Documents, Desktop, or Pictures.
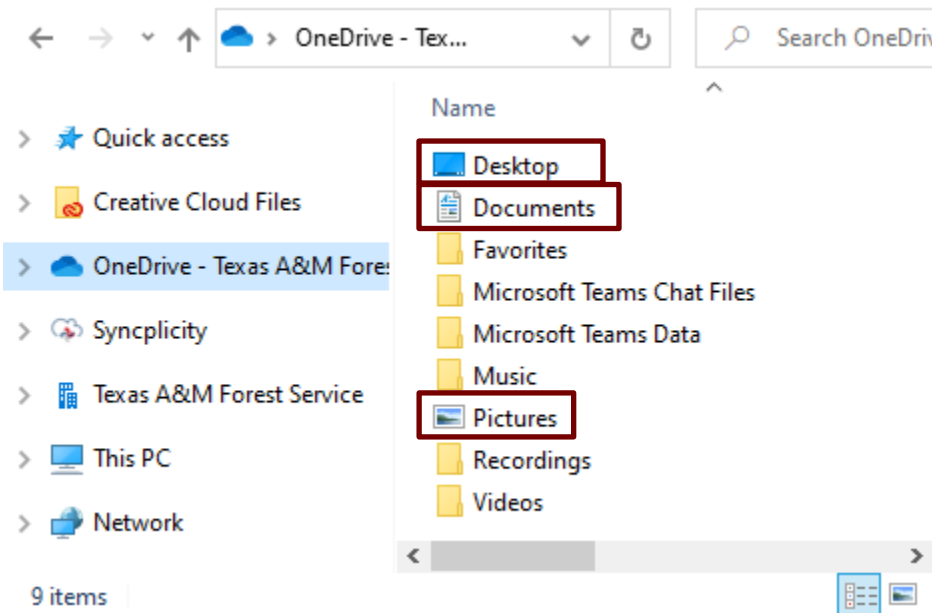
Option 2: If the folder is for your department, office, or program, double-click into your Departmental Share folder and **paste** in the appropriate sub folder.

Not sure which departmental folder to put it in? Get with your department head.
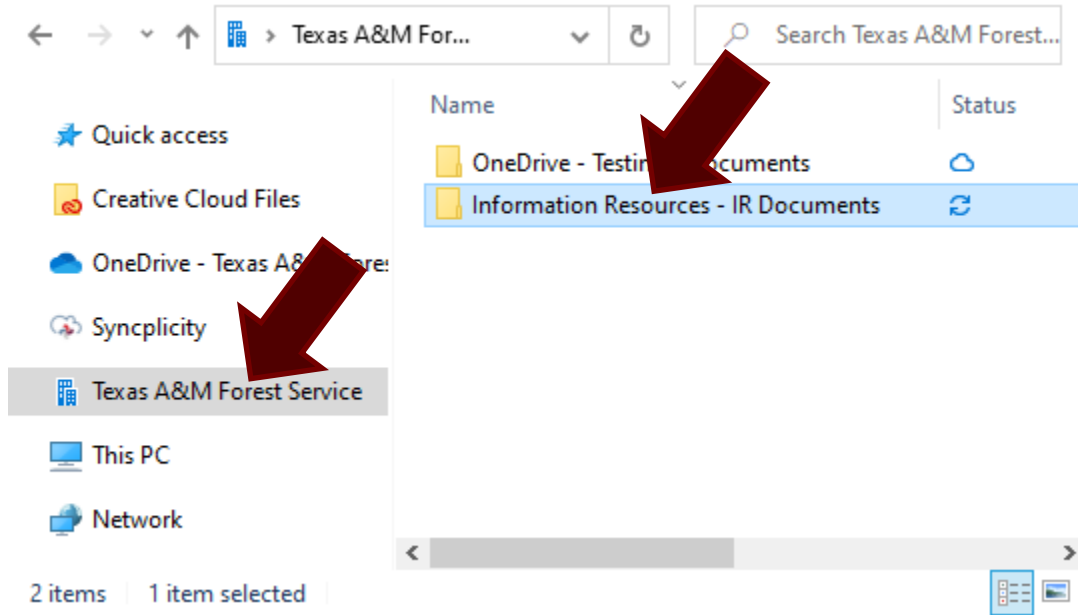
5. Rinse and repeat steps 3 & 4 until you have gone through all of your Syncplicity folders.

This part will take a **really, long, time**. Go make some coffee, leave your computer running overnight or spend time out in the field. Some users may need to plan on several days for OneDrive to get fully synced up.

A double arrow means things are still syncing. A green check mark or blue cloud icon means it's done.
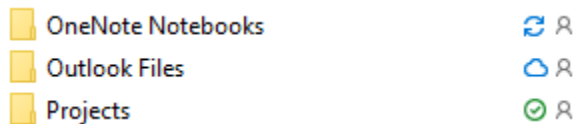
You can also click on the OneDrive app in your system tray and see if there are any active file syncs occurring.

If there are active syncs, simply leave your system on overnight to complete the sync. Contact the IR Help Desk with any questions or concerns.

Once everything has finished syncing, go on to the next step, 3.4 Re-sharing your content.

3.4 Re-sharing your content

Once your files have finished syncing to OneDrive, you can re-share your files to match the sharing permissions you had in Syncplicity. Grab your notes we made in step 3.2 Make a list of all Syncplicity folders and files you are sharing.
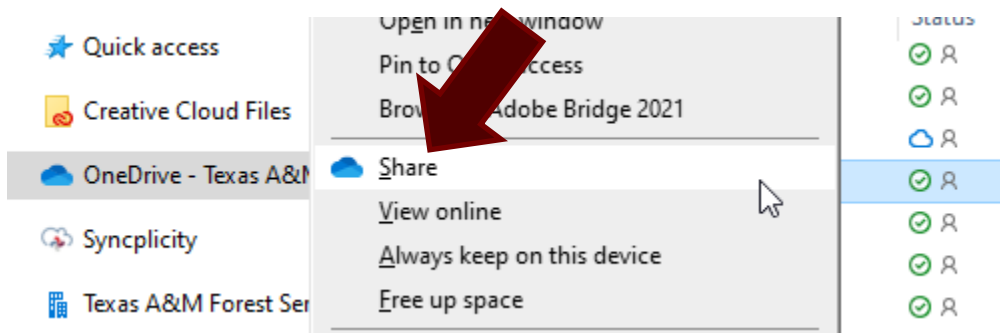
Note: Files and folders you moved into your Department Share do not need to be shared again. Everyone in your department already has access.

1. Open File Explorer and go to OneDrive – Texas A&M Forest Service in the left menu.
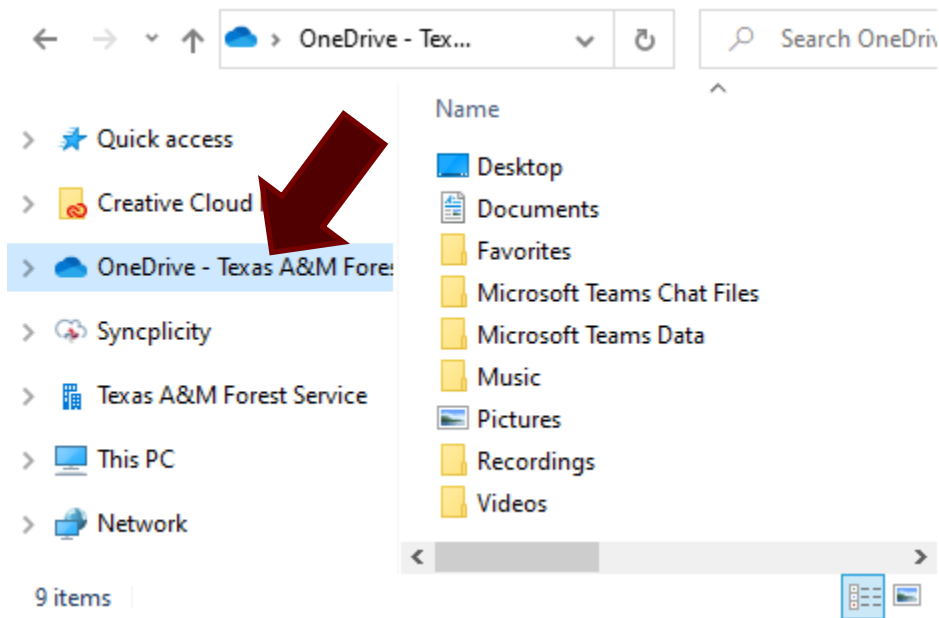
2. Go into Documents, Pictures, or Desktop, then right-click on the sub-folder you want to re-share from your list.
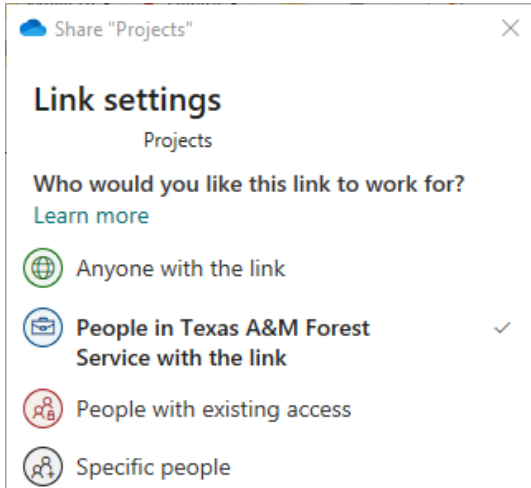
3. Click on **Share**.

ProTip: Do NOT share your entire Documents, Pictures, or Desktop folders.

4. Click **People in Texas A&M Forest Service with the link**.

   If you are sharing inside the agency, leave this setting alone. If you need to share with people outside the agency (or a mix) choose "Specific people".
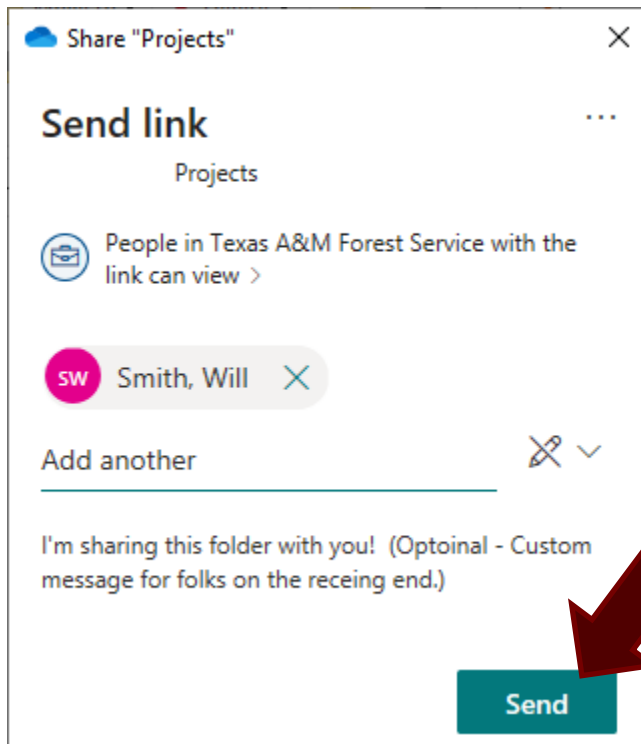

5. Click **Apply**.

6. Enter the e-mail address for each person you want to share with.

7. Then decide if you want them to have read only or edit access.
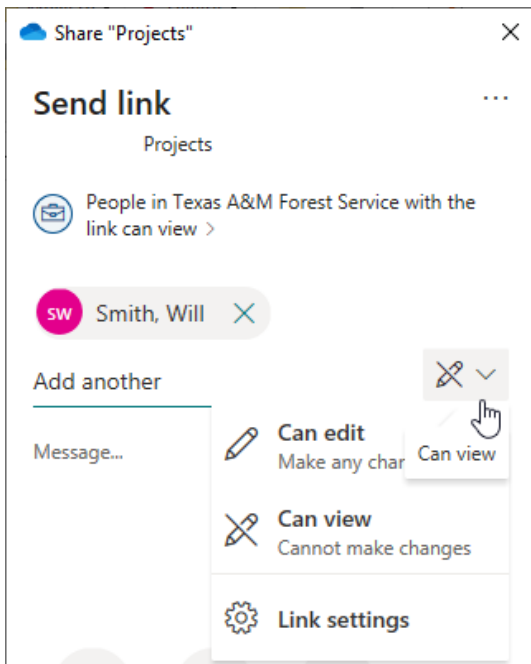
8. Click **Send**.

ProTip: If you want to craft your own e-mail, hit **copy** instead to get the share link.

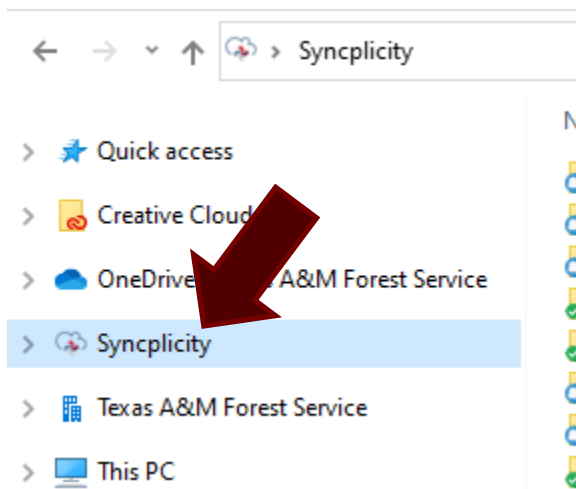9. Rinse and repeat steps 2 – 6 for **each** folder you want to re-share.

Step 4: Sign out of Syncplicity

After you have verified that your Syncplicity content has fully synced to OneDrive you can delete the Syncplicity folders from your computer to free up space.

Note: This step is optional. If you are not comfortable performing the steps below, contact the IR Help Desk for assistance. We highly recommend not deleting files if you are unsure if they have fully synced. Do NOT click "Delete everywhere".

1. Open File Explorer and click on Syncplicity in the left menu.

2. Right-click **each** Syncplicity folder and select Remove -> Remove from this device.
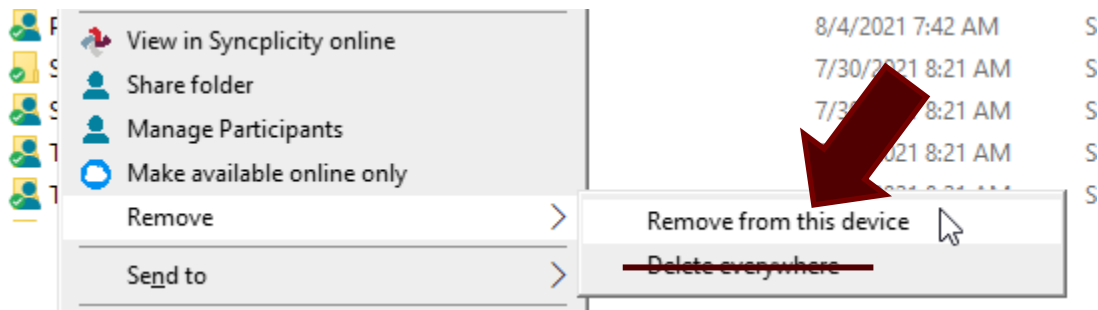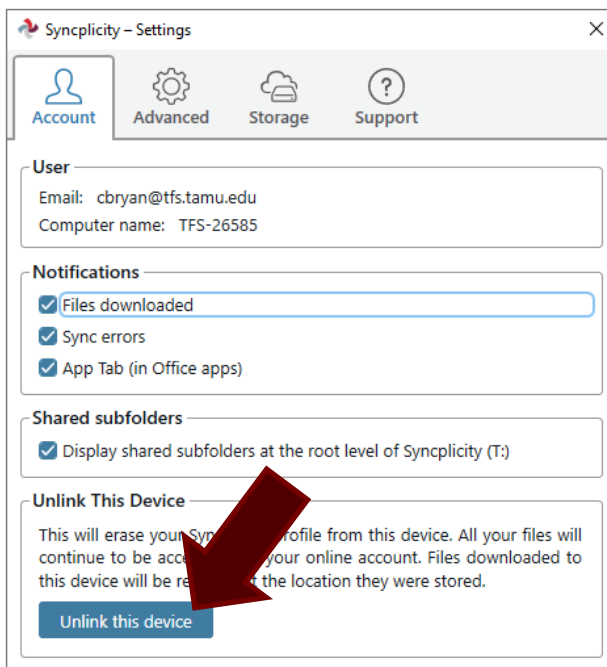

Note: Some folders may not have the Remove option.

3. Rinse and repeat step 2 for each folder you have in Syncplicity. Allow some time for this to complete, at least an hour or so.

4. Left-click on the Syncplicity icon in the task bar and choose **Settings**.
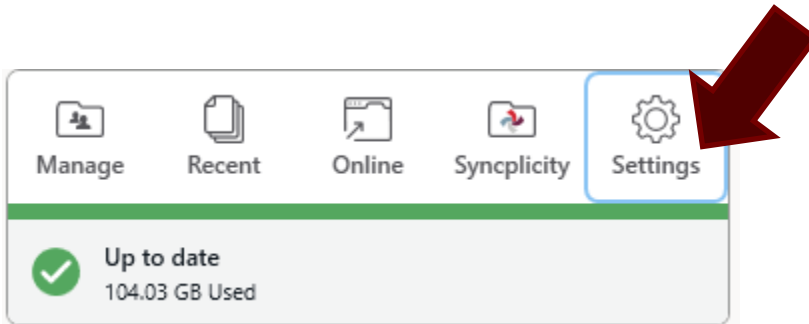
5. Under the Account tab, click **Unlink this device**. This will sign you out of Syncplicity.

You are now migrated from Syncplicity to OneDrive.