

Moving Files from a Network Drive to One Drive Using the Drag & Drop Action:

How to Move Files from a Network Drive (H:/) to One Drive:

Step 1: Open your **Comp Apps Folder** on your **H:/ Drive** and snap it to the left [🗑️ + ←]

Step 2: Open your **One Drive Comp Apps Folder** and snap it to the right [🗑️ + →]

[To visualize Steps 1 & 2 see the example Screen Shot Below – Diagram A]

To get to your One Drive, log into your **School Email Account** and click the **Apps Launcher (waffle icon)** 

Step 3: Click on your Word Folder in the H:/ DRIVE continue to hold the mouse button down and drag the folder over to the right screen **One Drive Comp Apps Folder**.

Hover the mouse pointer over the **WORD FOLDER** in the **One Drive Comp Apps Folder** and then release the mouse button.

How to Confirm the Action Was a Success Using the Drag & Drop Action:

Open the **One Drive Comp Apps Word Folder** to confirm you have dropped a copy of the **H:/ Drive CompApps/Word Folder** in to the **One Drive Comp Apps Word Folder**.

Diagram A:

