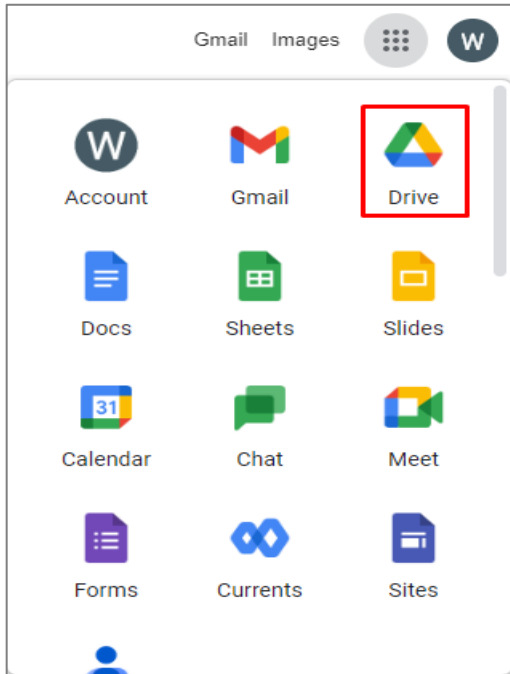


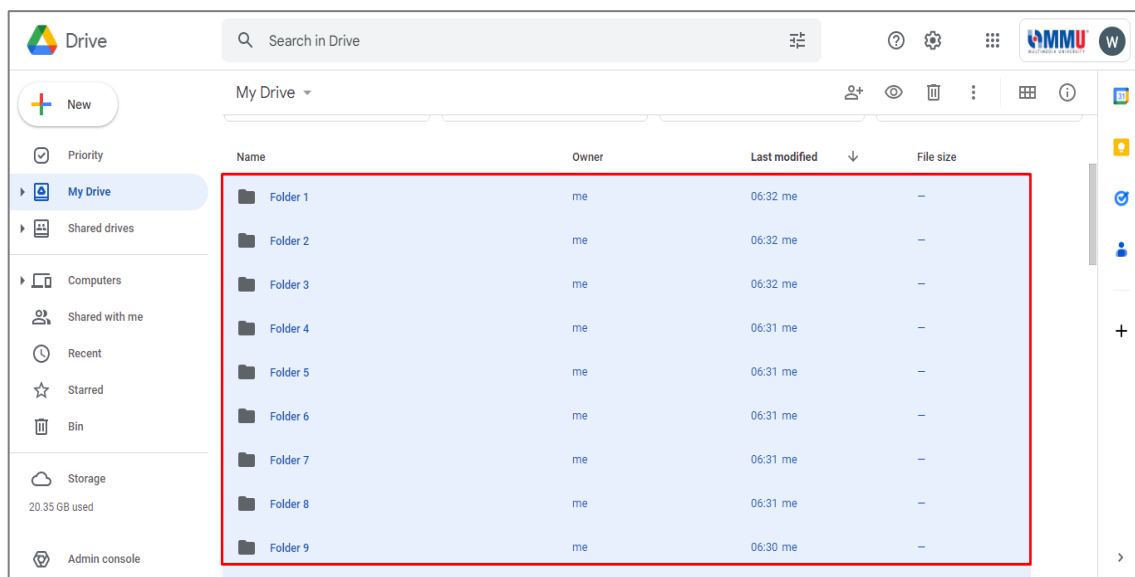
How to move files from Google Drive to OneDrive

1. Open an Internet browser and browse to <https://www.google.com>
2. Sign in with your MMU Google Account. As example staffname@mmu.edu.my (staff).

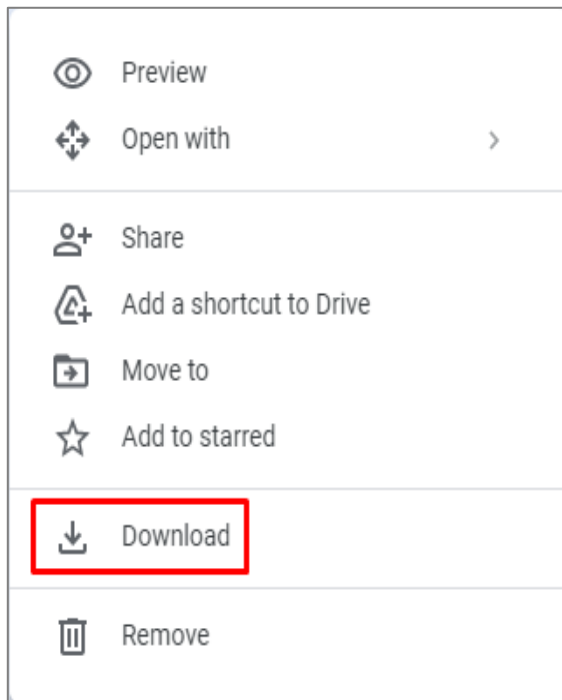


3. Click the **Google apps** icon in the upper-right corner, and then choose **Drive**.

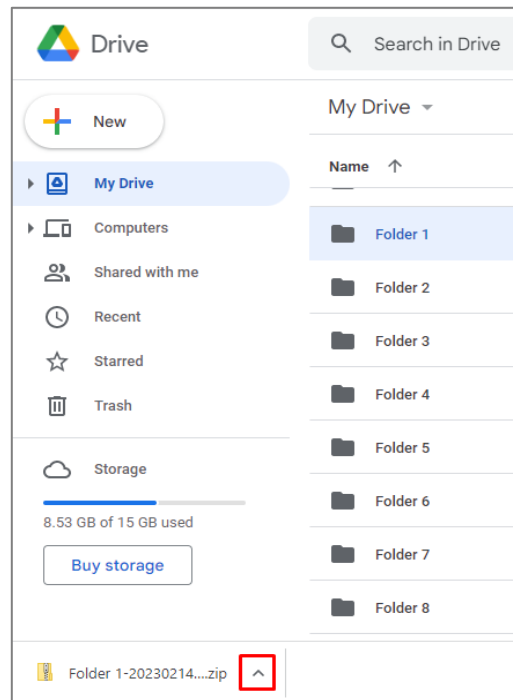
4. In Drive, select all of your files.



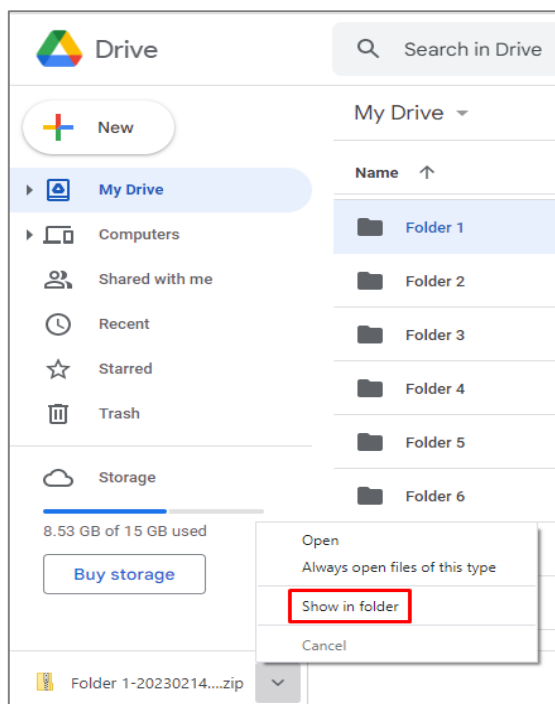
5. Right-click on the selected files, and choose **Download**.



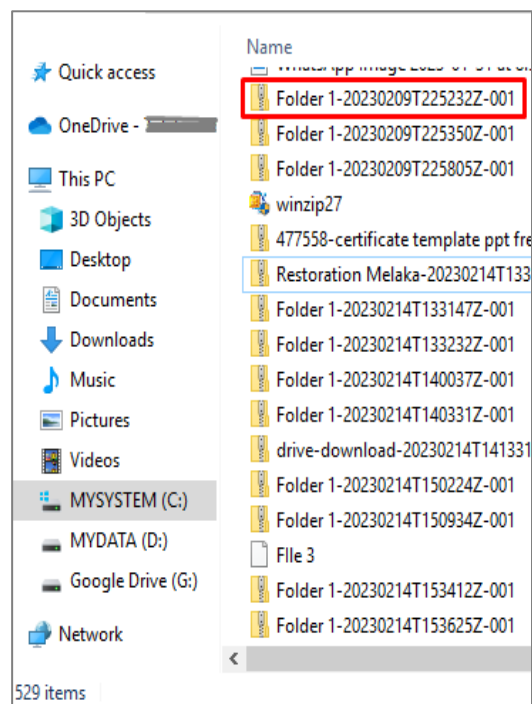
6. After your files have been compressed into a downloadable .zip file, click the **arrow up** button.

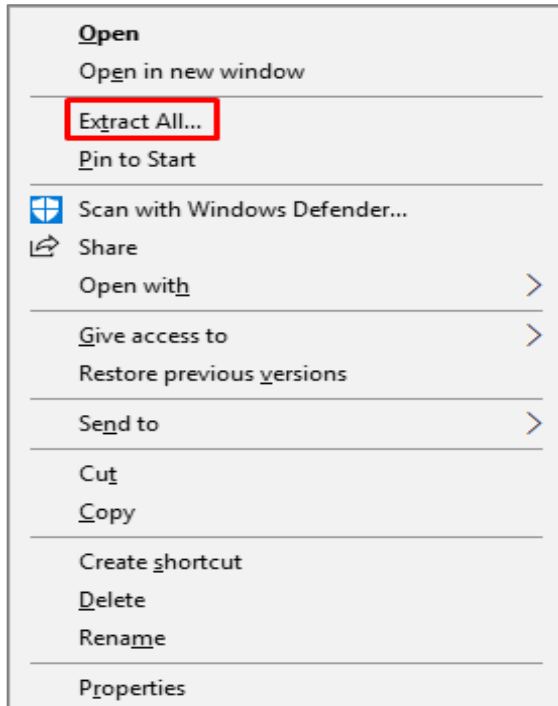


7. Click **Show in folder**.



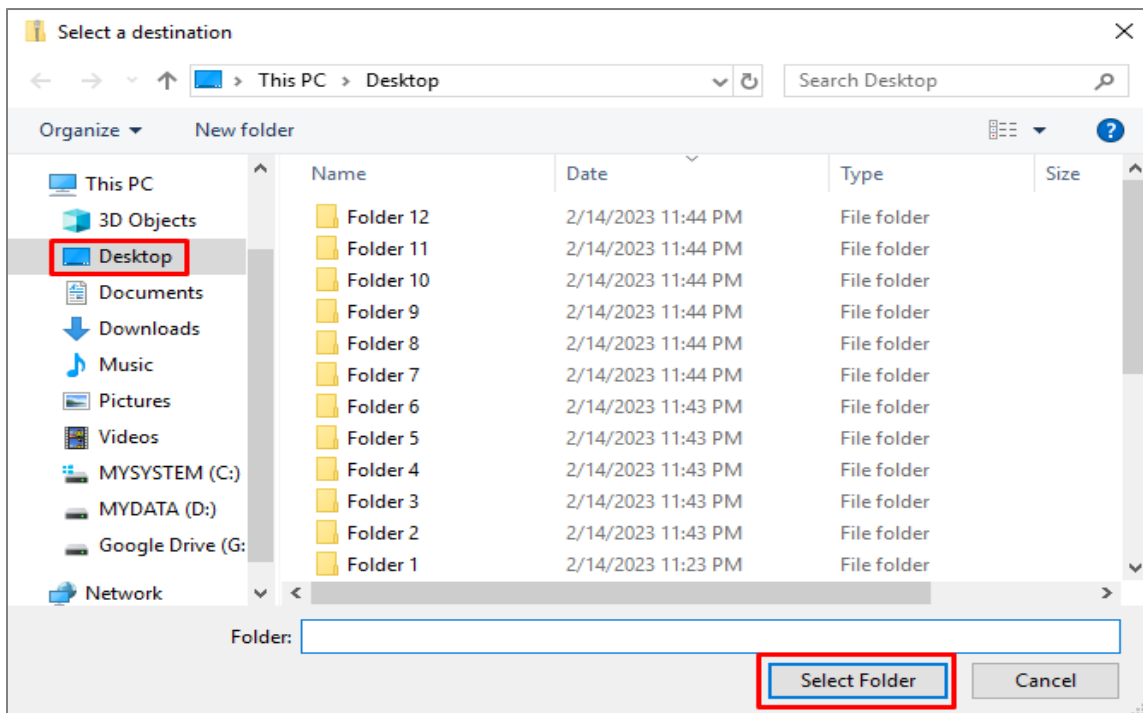
8. Right-click the downloaded .zip file.



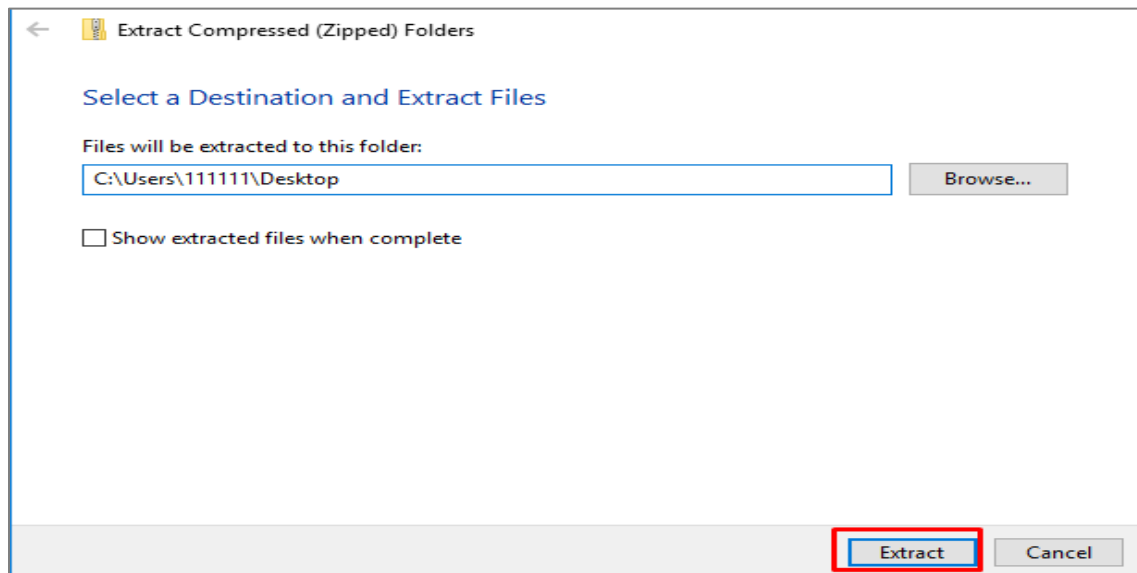


9. Click **Extract All...**

10. Click **Desktop**, then click **Select Folder**.



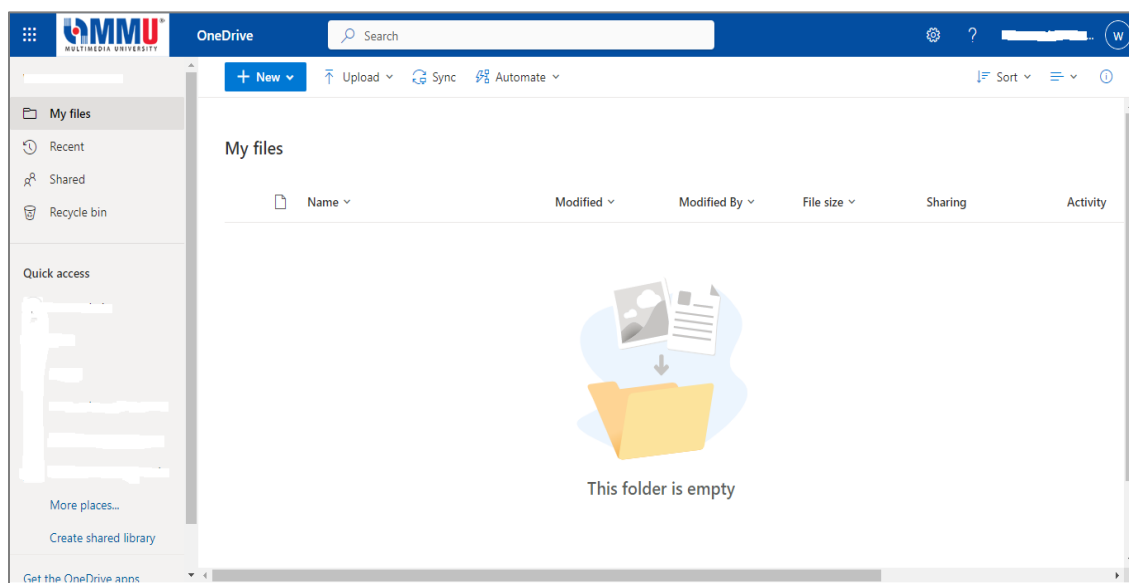
11. Click **Extract**.



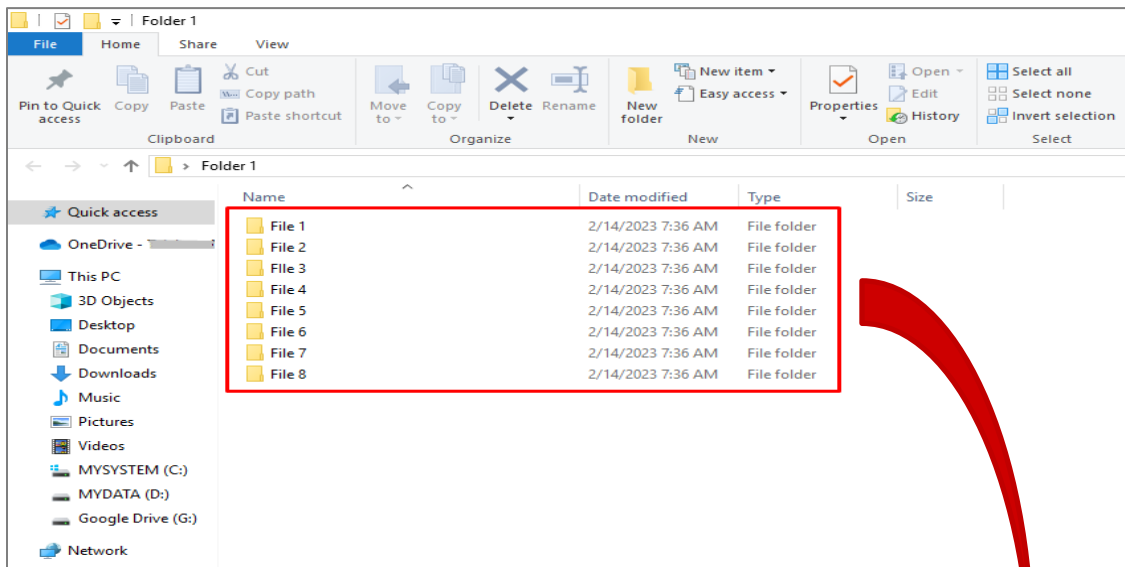
12. The files will be extracted into a new folder in **Desktop**.

13. Open a new browser tab and browse to <https://www.microsoft.com/en-gb/microsoft-365/onedrive/online-cloud-storage>

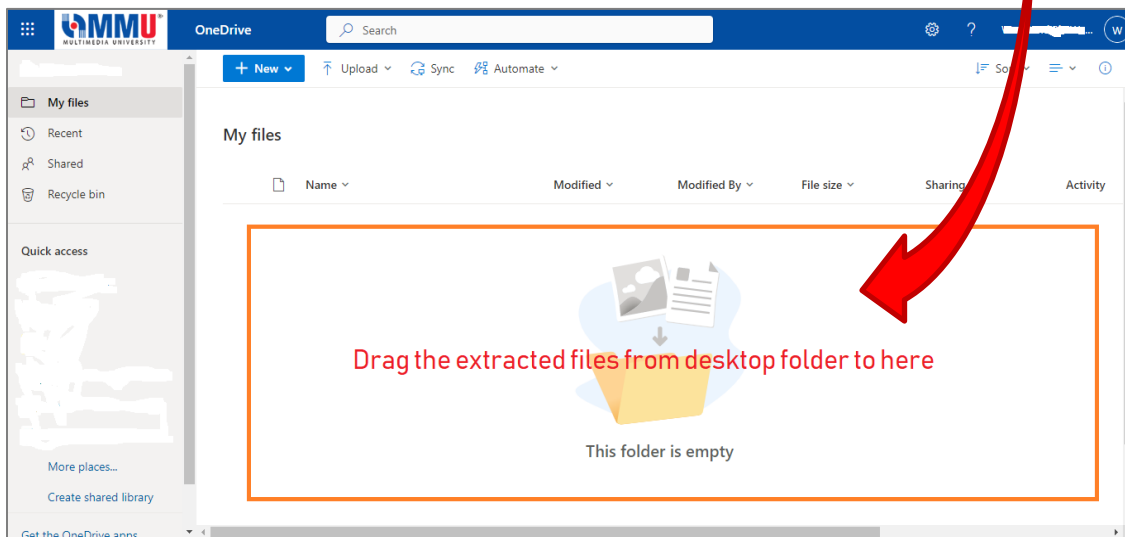
14. Sign in with your MMU Microsoft 365 Account. As example staffID@office.mmu.edu.my (staff).



15. Open the extracted files in Desktop folder, and then select all the files.



16. Drag the files from Desktop into the **OneDrive/My Files**.



17. The files will start uploading and syncing to OneDrive for Business, as indicated by green check marks.

18. After all the files are successfully uploaded, Close the browser window.

19. Done.

For more information, kindly contact us at nice.support@mmu.edu.my