

How to...

Migrate Data from Dropbox to OneDrive on a Windows device

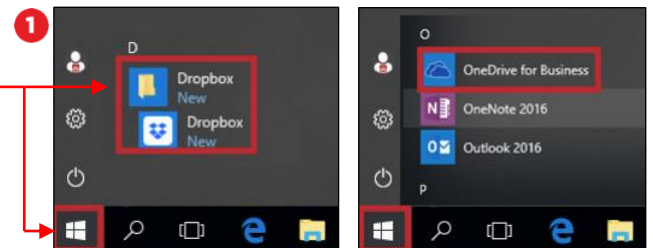
Introduction

Dropbox Business is a file sharing, storage and collaboration tool for enterprise level businesses. It is not the preferred product for Griffith and access is being retired where possible. New users should use preferred options such as SharePoint Online, OneDrive for Business, Microsoft Teams or a Research Storage Service (depending on requirements for use).

This guide will show you how to migrate your data from an existing Dropbox Business account to OneDrive on a Windows device. Please note these instructions are for Windows 10. Windows 7 may differ slightly. See **step 3.5** to check which system you are operating in. Support for Windows 7 ceased on 14 January 2020. It is recommended you move to Windows 10 immediately.

Step 1: Check if Dropbox and OneDrive apps are installed

- 1** Check if Dropbox and OneDrive apps are installed by selecting the **Start button** (apps are listed alphabetically).
- 2** If applications are not installed, proceed to **Step 2: Install Dropbox**. If applications are installed, proceed to **Step 4: Migrate Data from Dropbox to OneDrive**.



Step 2: Install Dropbox

- Please follow the instructions provided by Dropbox at <https://help.dropbox.com/installs-integrations/desktop/download-dropbox>

1 Once installed, you will be prompted to **sign in** using your Griffith credentials. Select **Get your link code** and ensure to **copy the code**.

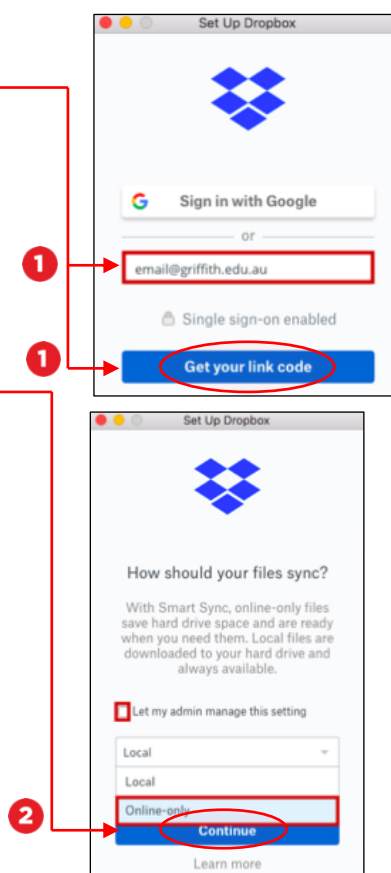
2 When prompted **How should your files sync**, uncheck **Let me admin manage this setting**.

From the dropdown, select how to sync files:

- The online-only option minimises the storage space used on your computer (recommended).
- Local will download files to your hard drive.

Select **Continue**.

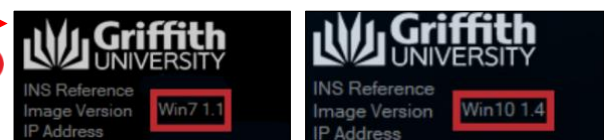
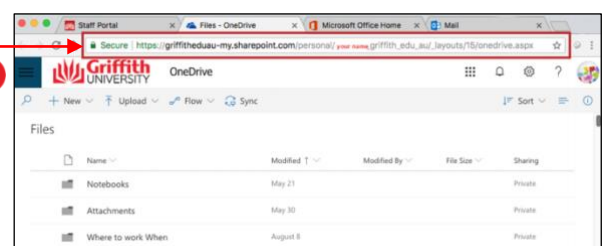
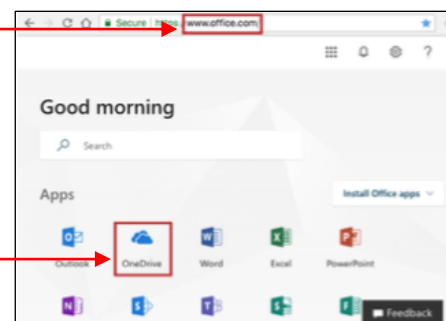
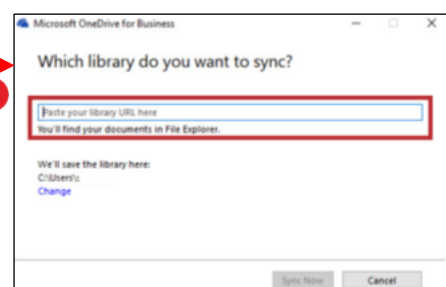
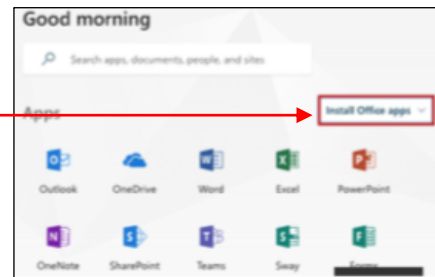
3 Dropbox should now be successfully installed on your computer. Open your Dropbox folder and allow time for the folders to sync.



Step 3: Install OneDrive

- Please follow instructions provided by Microsoft at <https://www.office.com/> to install OneDrive on your Mac.

- 1 Select **Install Office Apps** and follow the installation instructions.
- 2 Once installed, open the **Microsoft OneDrive Desktop**.
Note: Follow the next steps if you receive the prompt **Which library do you want to sync?** If you do not receive the prompt, your OneDrive for Business is ready for use.
- 3 If you need to **Paste your library URL here**, you will need to copy it from OneDrive online. To get to the web version of OneDrive online, type www.office.com in your web browser. You may be prompted to log in via Griffith's Single Sign On if you are not already signed in. This will open the Microsoft suite of tools. Select **OneDrive** to open.
- 4 Copy the OneDrive URL from your browser and paste it into the App as the **Library to sync**.
- 5 Check the Windows operating system at the bottom right hand side of your screen, underneath the **Griffith logo** under **Image Version**.



Step 4: Migrate data from Dropbox to OneDrive

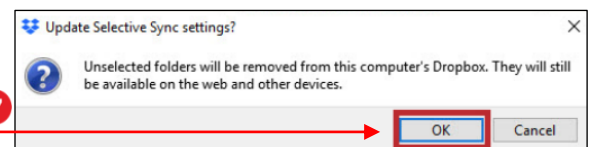
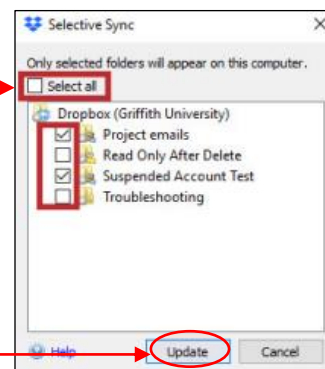
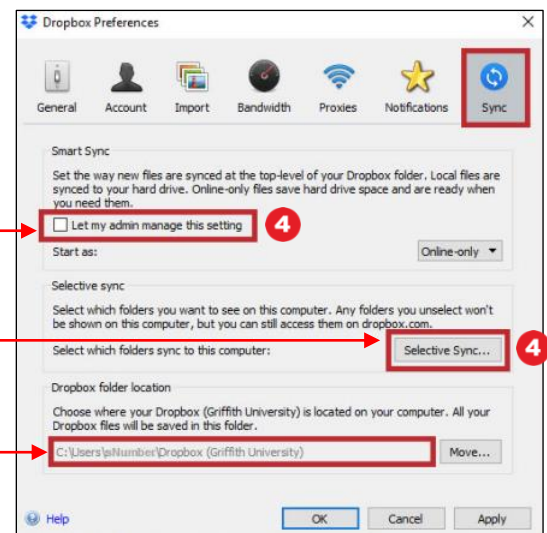
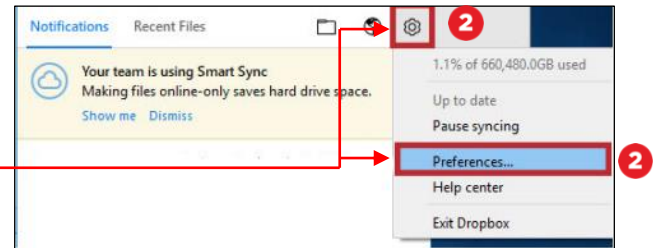
- 1 To migrate data, you need to sync Dropbox to a specified location (e.g. your local drive) and then sync to OneDrive.
- 2 Right click the Dropbox icon (located on the bottom right of your menu bar). Select the **Settings cog**, then **Preferences**.
- 3 You will now need to choose which Dropbox folders you want to migrate to OneDrive via the DropboxSync.

Please note that any personal-to-you documents (do not relate to Griffith business) should be moved to your personal account.

- 4 On the **Sync** tab, deselect **Let my admin manage this setting**. Select **Selective sync...** to choose what folders to sync.
- 5 These folders will sync to the **Dropbox folder location** specified (C drive is the default).
- 6 Only the folders you select will be synced. You can choose to **Select all** or tick to select individual folders, then **Update**.
- 7 You will be prompted to **Update Select Sync Settings**. Select **OK**.

The folders/files you selected to sync will now appear in your computer location as specified in **step 2.5**.

- 8 You can now drag these files and folders from this desktop location to your OneDrive.

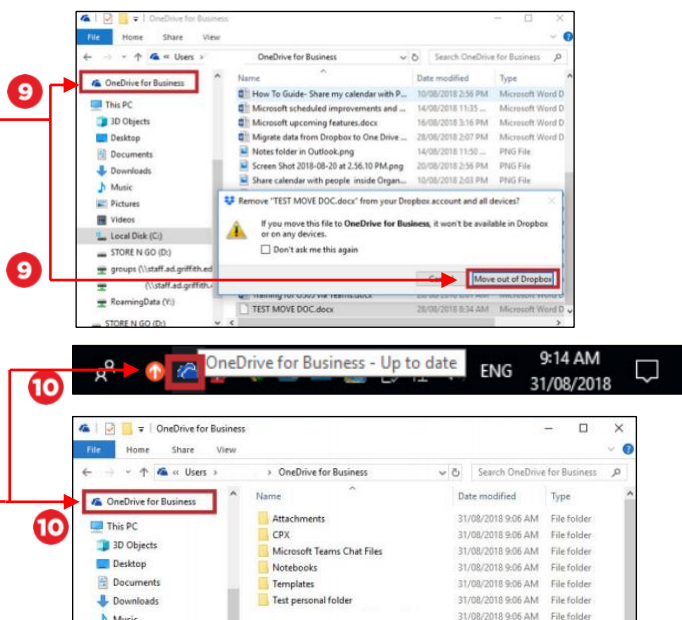


- 9 You may be prompted to move folders from your Dropbox account and all devices to OneDrive. Select **Move out of Dropbox**.

- 10 If the transfer was successful, you will see a message on the **OneDrive icon** in the top right menu bar.

You can now see your folders and files in your OneDrive.

Ensure you delete any unwanted files and folders from your Dropbox Business account so it can be closed.



Troubleshooting

- 1 OneDrive will notify you of any issues including if your transfer was not successful.

Select the **OneDrive icon** in the bottom left menu bar.

- 2 You will be prompted with reasons the transfer failed.

- 3 Go into your **OneDrive folder** and edit the problem files.

