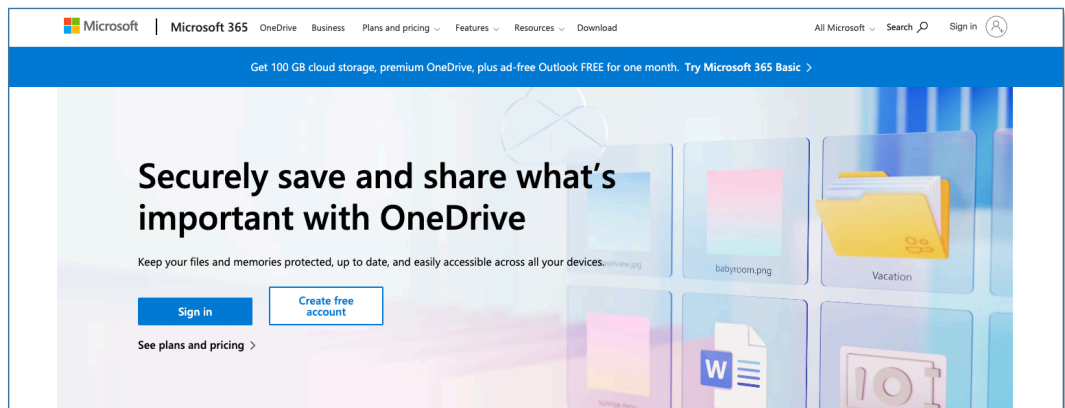


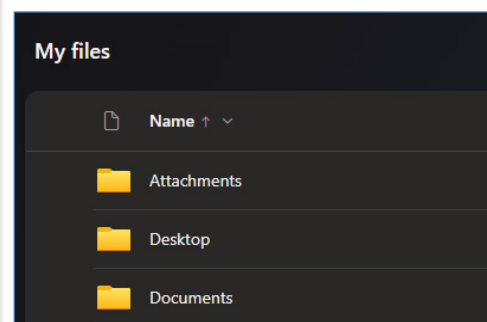
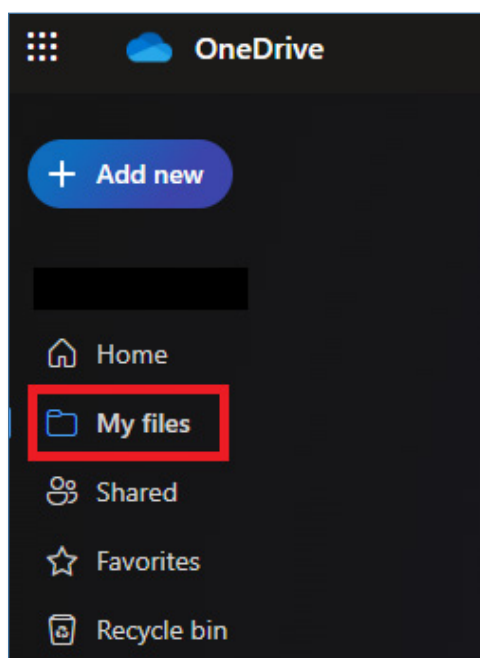
EVMS TECH INTEGRATION: BACKING UP DATA USING ODU ONEDRIVE

Prior to your device migrating to ODU's management system, please take the time to back up any locally-stored data to your ODU-managed OneDrive account.

1. Open a web browser tab or window. (If you are currently signed into Office365 with your EVMS email address, open a browser in Incognito or private mode -- see instructions on page 3.)
2. Go to onedrive.live.com and sign in using your ODU email address and password. (Your ODU email address is the same as your EVMS email address, replacing @evms.edu with @odu.edu. Your ODU password is the same as your EVMS password.)



3. In your ODU OneDrive account, click **My Files** (located on left) and select the location where you want to upload your files. (If necessary, you can click on the **Add new** button to create new folders in which to upload your files.)



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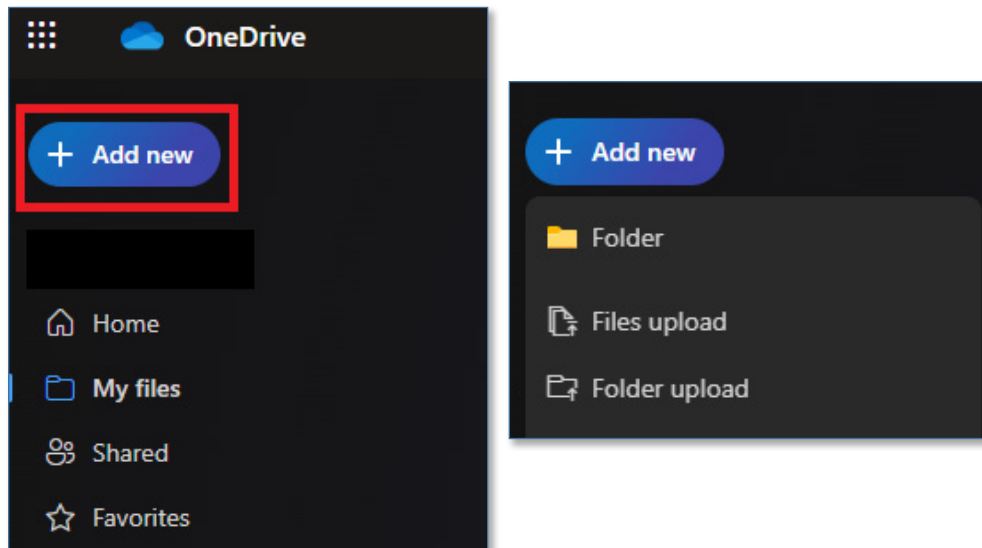
(757) 683-3192

itshelp@odu.edu

1100 Monarch Hall

[f](#) [oduithelp](#) [t](#) [odu_its](#)

- Click on **Add new** and select **Files upload** or **Folder upload**.

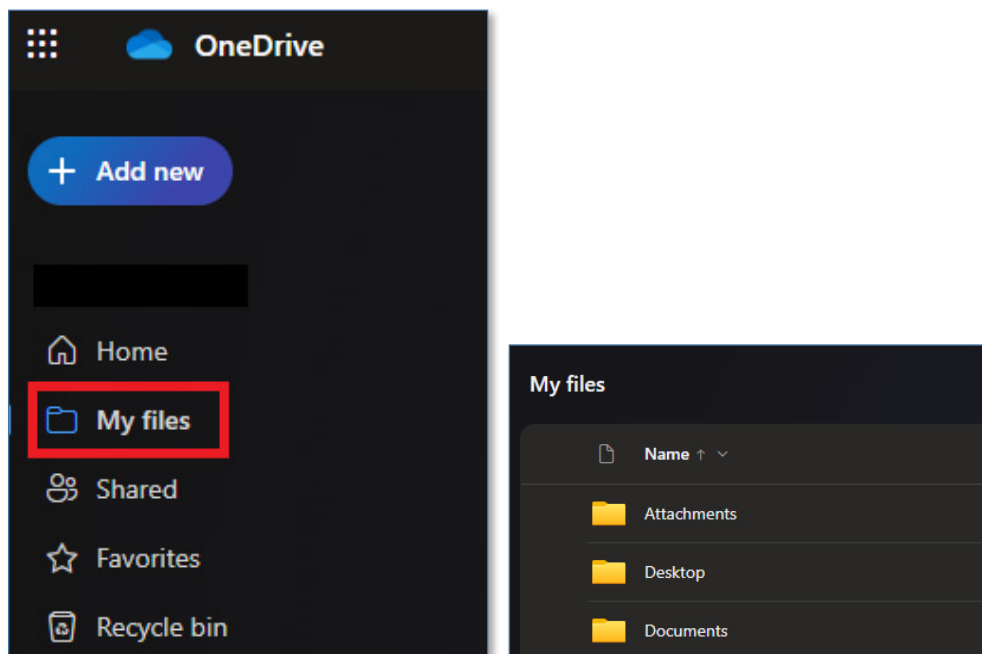


- Select the files/folders on your computer that you want to upload. (To select multiple items, hold down the “Ctrl” key (Windows) or the “Command” key (Mac) while clicking on each item.)
- Click **Upload**. The files will begin uploading to your ODU OneDrive account. The time it takes depends on the size of the files and your internet connection speed. Please be patient and wait for the process to finish. You can repeat the above steps as many times as it takes to upload all necessary files.

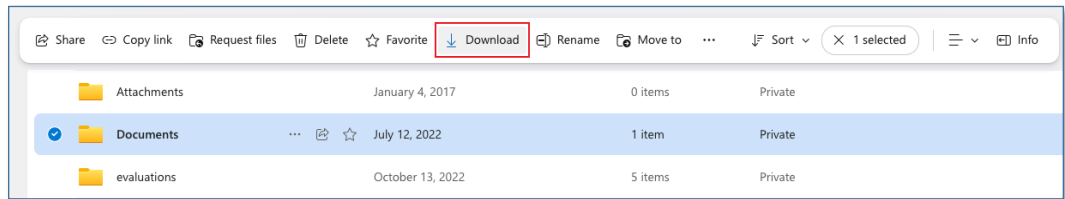
Downloading Data from EVMS OneDrive

Use these instructions to transfer files from your EVMS OneDrive account to your ODU OneDrive account.

- Open a web browser and go to onedrive.live.com.
- Sign in to your EVMS OneDrive account using your EVMS email address and password.
- Click **My Files** at the top left under your name.



4. Browse through your EVMS OneDrive account to locate the files or folders you want to transfer. Select the checkbox next to each file or folder you would like to transfer, and click **Download** from the top menu bar.



5. These files can now be found in your Downloads folder. C:\Downloads
6. Upload these files to your ODU OneDrive using the instructions on page 1, above.

Verify the Backup/Transfer

After the backup/transfer is complete, check your ODU OneDrive account to ensure that all the files and folders have been successfully backed up and/or transferred.

Incognito, Private, InPrivate Mode

Google Chrome - Incognito Mode

1. At the top right of the browser, click the three vertical dot icon. ⋮
2. Then click **New Incognito Window**.

Mozilla Firefox - Private Mode

1. At the top right of the browser, click the three horizontal bar icon. ☰
2. Then click **New Private Window**.

Microsoft Edge - InPrivate Mode

1. At the top right of the browser, click the three horizontal dot icon. ⋯
2. Then click **New InPrivate Window**.

Safari - Private Mode

1. At the top left of the browser, click the **File** tab.
2. Then click **New Private Window**.

