

# How to migrate data from Dropbox to OneDrive on Windows \*

*\* Important: These instructions are for Windows 10. Windows 7 may differ slightly (If you don't know what version you are using, refer to How to check Windows Operating System).*

## Overview

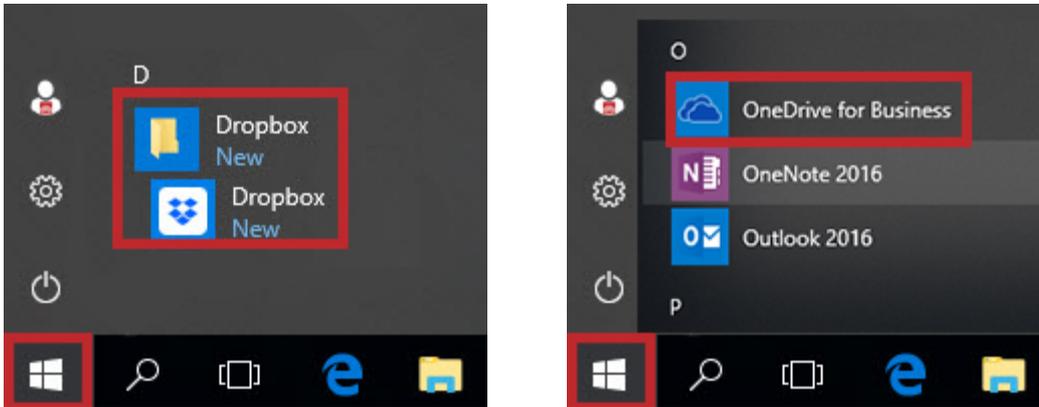
To migrate data from Dropbox to OneDrive, there are a few steps involved. Firstly, you need to make sure Dropbox and OneDrive applications are installed on your computer. Then you download Dropbox files to your computer and finally, you upload your files to OneDrive. The following document provides in-depth instructions on how to follow this process.

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## Step 1: Check if Dropbox and OneDrive are installed

Check if the **Dropbox** and **OneDrive** applications are installed on your Windows via **Start icon** (applications are listed alphabetically)



If applications are installed, go to Step 2: Migrate data from Dropbox to OneDrive

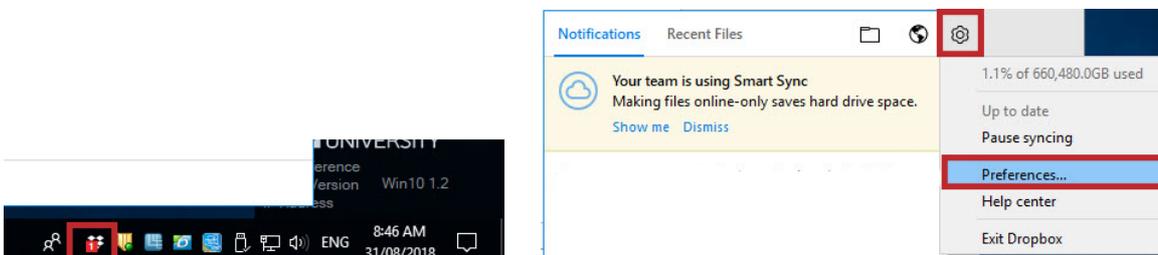
If applications are not installed, go to Step 3: Install application on Windows.

## Step 2: Migrate data from Dropbox to OneDrive

To migrate data, you will need sync Dropbox to a specified location (e.g. Home Drive) and then sync to OneDrive.

Right click on the **Dropbox icon** (located on your menu bar, bottom right).

Then go to **Settings cog > Preferences**

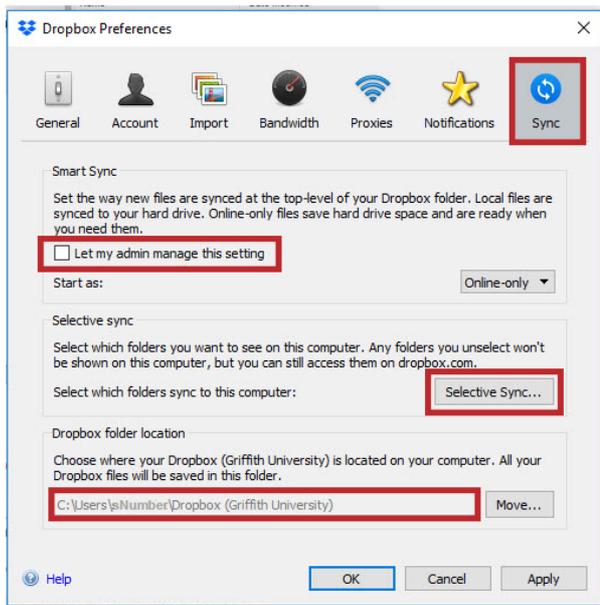


You will now need to choose which Dropbox folders you want to migrate to OneDrive via the Dropbox Sync.

*Important: If you have any personal/private documents that do not relate to Griffith business, you should move them to a personal account.*

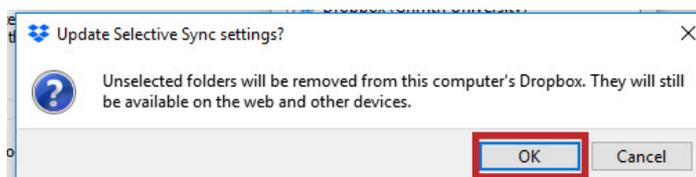
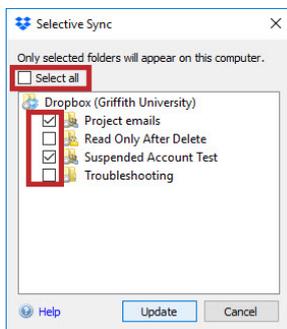
On the **Sync** tab, untick **Let my admin manage this setting**. Click on **Selective sync to choose what folders to sync**

These folders will sync to the **Dropbox Folder location** specified. (Defaults to C drive)



Only the folders you select will be synced. You can choose to **Select all** or tick to select individual folders > **Update**.

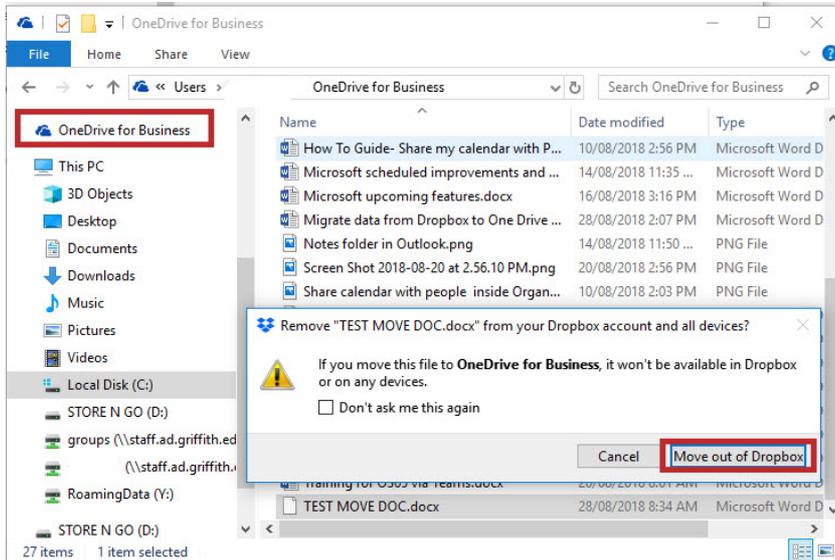
You will then be prompted to **Update Selective Sync Settings > OK**



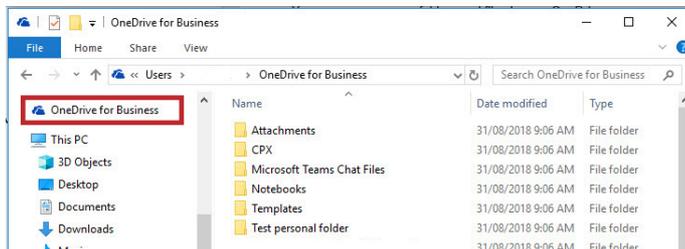
The folders / files you selected to sync will now appear in your computer location as specified in previous step (C Drive is the default).

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

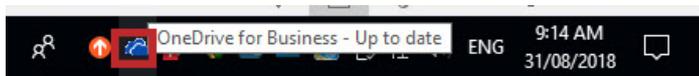
You may be prompted to remove folder from Dropbox account and all devices to OneDrive. Select **Move out of Dropbox**.



You can now see your folders and files in your OneDrive



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



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

## Step 3: Install Applications on Windows 10

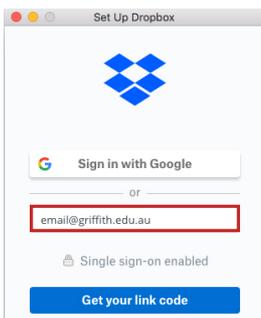
As part of the implementation of Windows 10 for staff, important new features have been introduced that may directly impact your computing experience. When you installing software or applications to a Windows 10 computer, your logon account must have “Administrator” permissions. Please find attached instructions on [How to Activate Temporary Administration Permission](#) to be able to install applications.

### 3a: Install Dropbox on Windows

Follow instructions provide by Dropbox to install the Dropbox on your Windows.

<https://www.dropbox.com/help/desktop-web/download-dropbox>

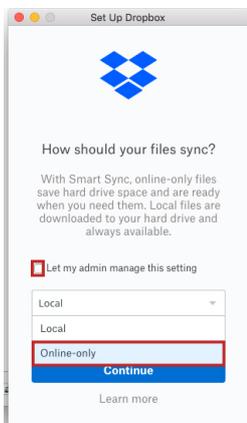
Once installed, you will be prompted to **Sign in**. Enter your **Griffith email** and click to **Get your link code**. **Copy** this code. Paste your **link code** > **Submit**.



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

On dropdown, select how to sync files:

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



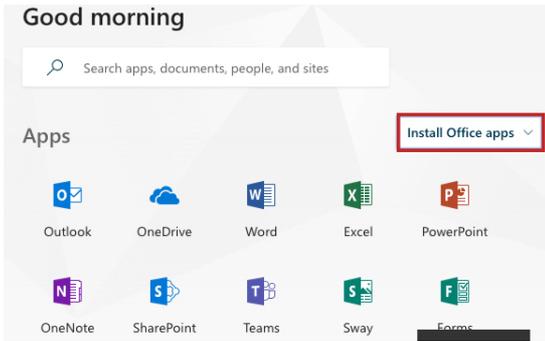
Dropbox should now be successfully installed on your computer. Open your Dropbox folder and allow time for the folders to sync.

### 3b: Install OneDrive on Windows

Follow instructions provide by Microsoft to install OneDrive on your Windows.

<https://www.office.com/>

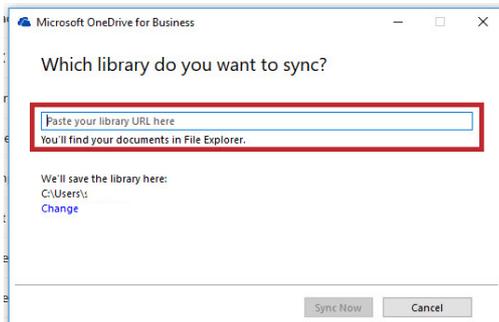
Click **Install Office apps** and follow instructions to install



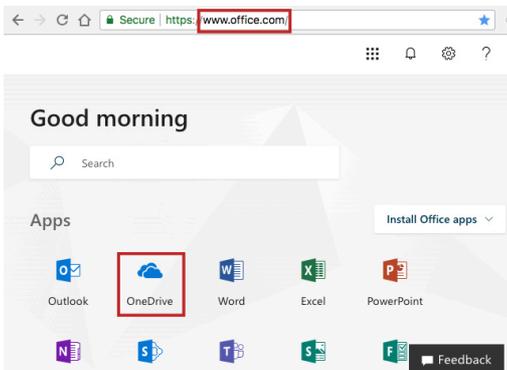
After installing application, open the Microsoft OneDrive Desktop.

NOTE: if you receive the **Which Library do you want to sync?** follow the next step.

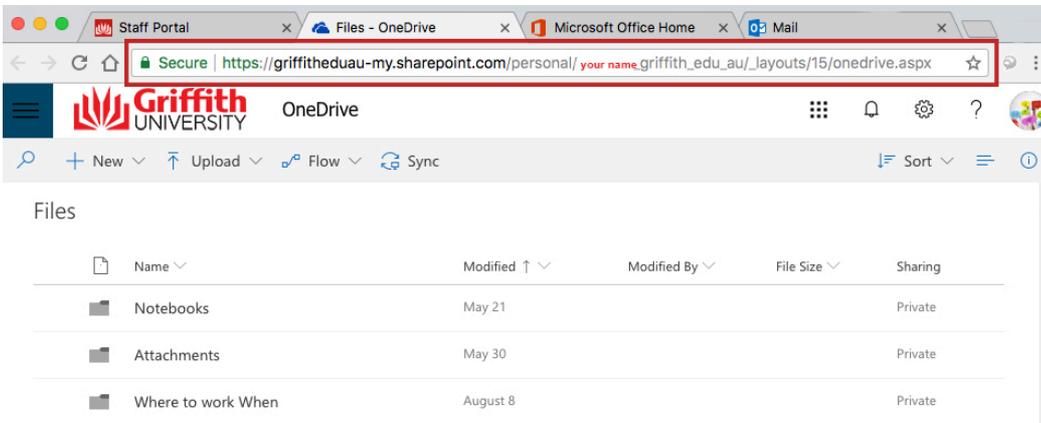
If you do not receive this prompt, your OneDrive for Business is ready for use.



If you need to **Past your library URL here**, you will need to copy it from OneDrive Online. To get to the web version of OneDrive online, in your browser type [www.office.com](https://www.office.com) You may be prompted to log in via Griffith SingleSignOn if you are not already signed in. This will open the Microsoft suite of tools > click **OneDrive** to open



Copy the OneDrive URL from your browser and paste into the App as the **Library to sync**.



## How to check Windows operating system

Check via the bottom right hand side of your screen, underneath the **Griffith logo** under **Image Version**.



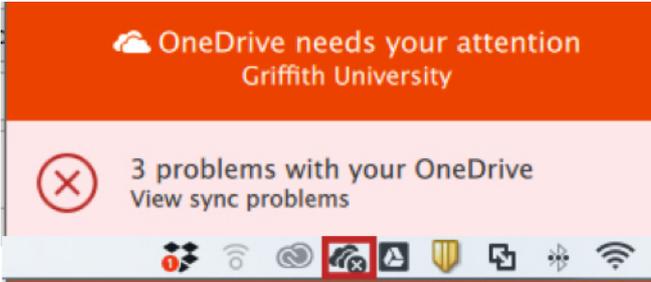
Alternatively, follow steps provided by Microsoft:

<https://support.microsoft.com/en-au/help/13443/windows-which-operating-system>

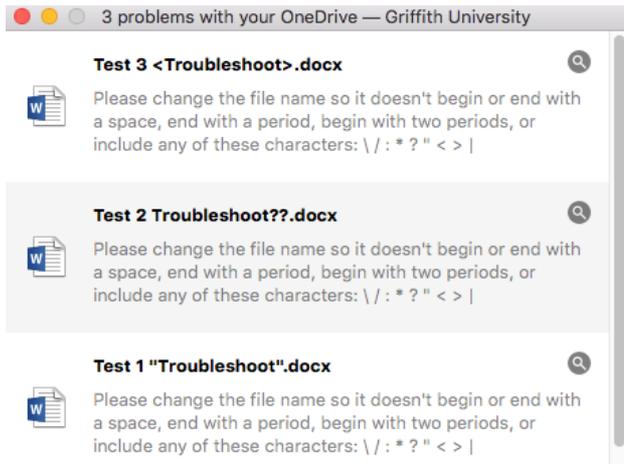
## Troubleshooting errors on OneDrive

If your transfer was not successful, OneDrive will notify you of issues.

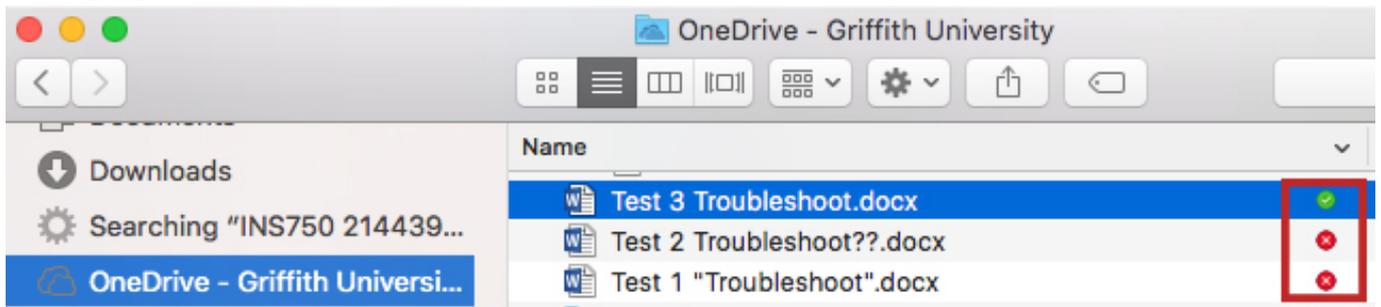
Click on the **OneDrive** icon in the bottom left menu bar



You will be prompted with reasons the transfer failed.



Go into your OneDrive folder and edit files with problems.



## Need help?

If you need assistance with any of the above, please contact [IT Help](#).

You can also visit a [Tech Assist bar](#) for face to face support from a Tech Specialist. You can bring your mobile device (this means portable computing devices such as your laptop, tablet, iPad or phones) and either [book online](#) for a 15 minute session or simply walk in for assistance.