

How to migrate data from Dropbox to OneDrive on Mac

Overview

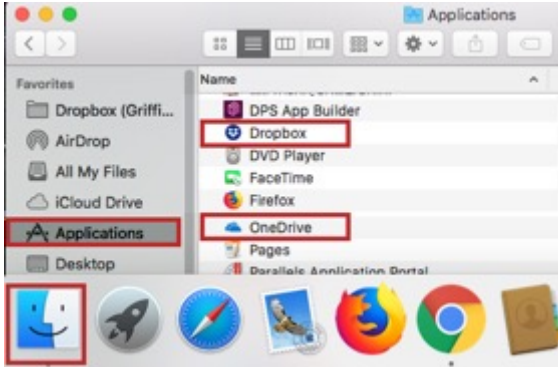
To migrate data from Dropbox to OneDrive, there are a few steps involved. Firstly, you need to make sure Dropbox and OneDrive applications are installed on your Mac. Then you download your Dropbox files and folders to your Mac and lastly you upload your files to OneDrive. The following document provides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

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Step 1: Check if Dropbox and OneDrive Apps are installed

Check if the Dropbox and OneDrive applications are installed on your Mac via **Finder > Applications**



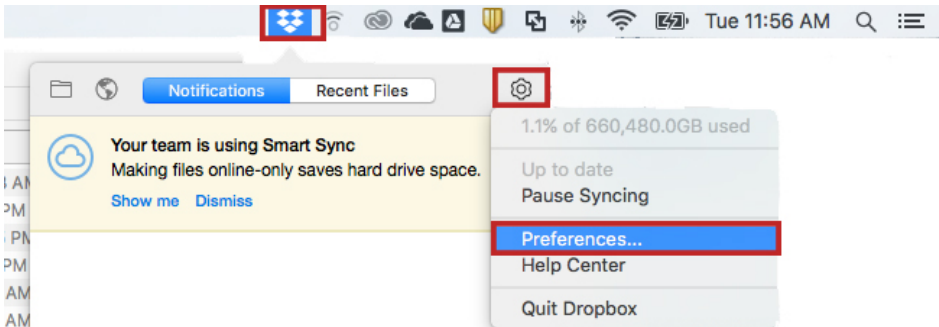
If applications are installed, go to Step 2: Migrate data from Dropbox to OneDrive

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

Step 2: Migrate data from Dropbox to OneDrive

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

Open **Dropbox** (Icon top right menu bar) > **Settings** cog > **Preferences**

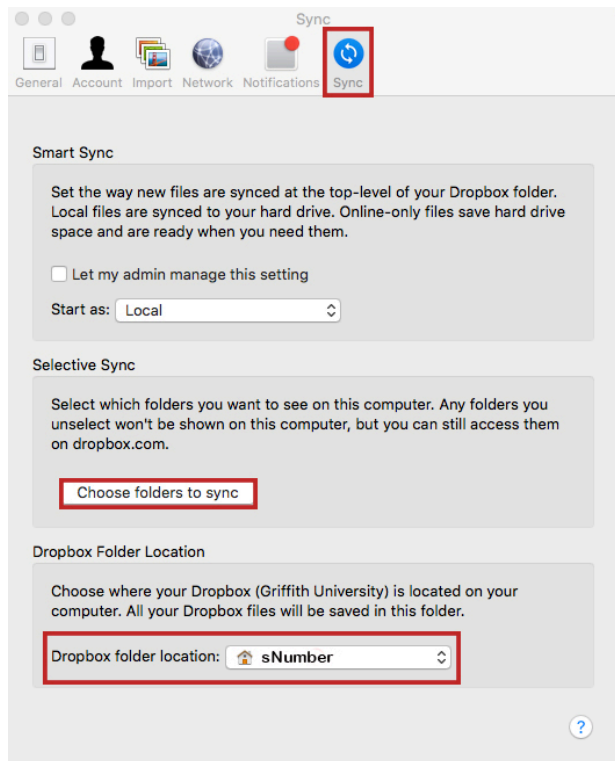


You will now need to choose which Dropbox folders you want to migrate to OneDrive via the Dropbox Sync.

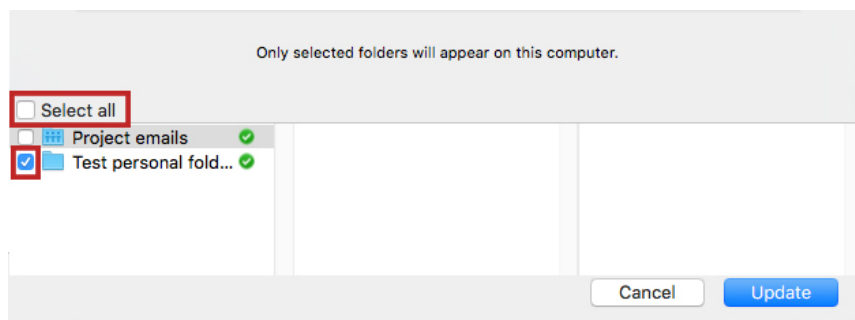
Important: If you have any personal/private documents that do not relate to Griffith business, you should move them to a personal account.

On the **Sync** tab, click **Choose folders to sync**

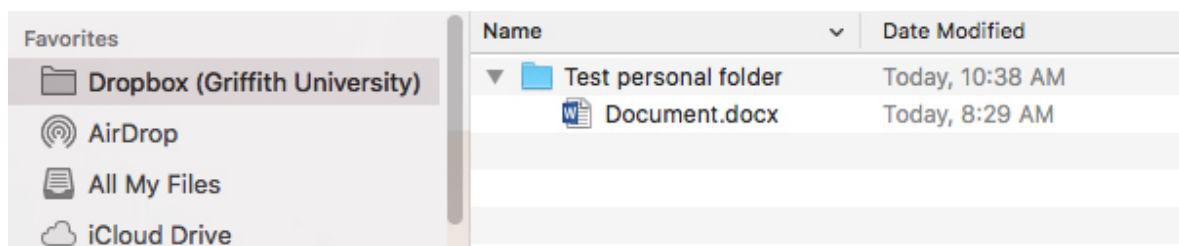
These folders will sync to the **Dropbox Folder location** specified.



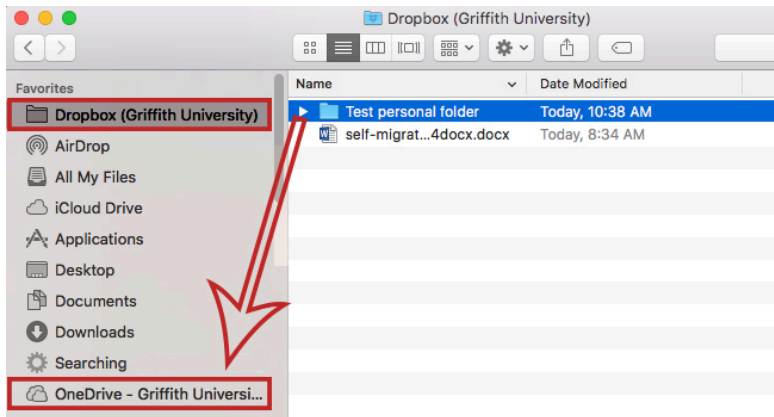
Only the selected folders will be synced. You can choose to **Select all** or tick to select individual folders > **Update**



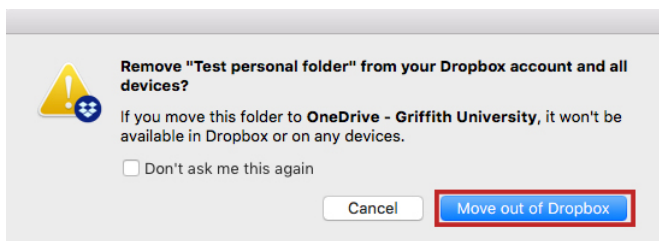
You can then see the Synced folders with files in your Dropbox folder location.



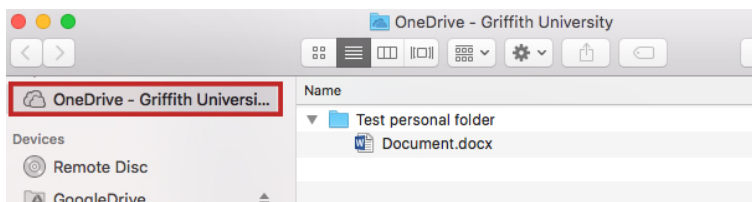
Drag files and folders from Dropbox to OneDrive. Keep the apps running to allow sync to complete



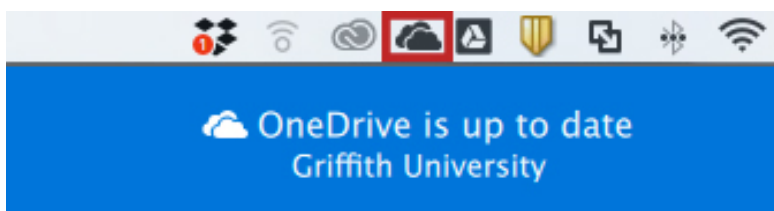
You may be prompted to remove folder from Dropbox account and all devices to OneDrive. Select **Move out of Dropbox**.



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 Mac

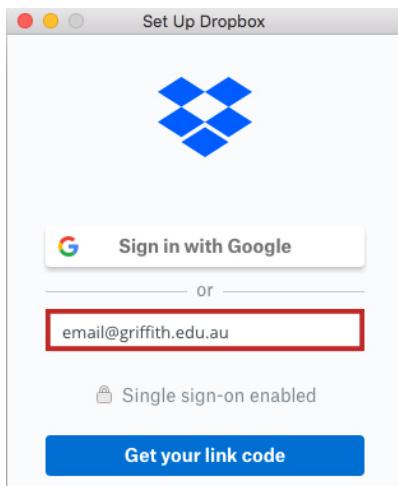
Please find attached instructions on how to install applications.

3a: Install Dropbox App on Mac

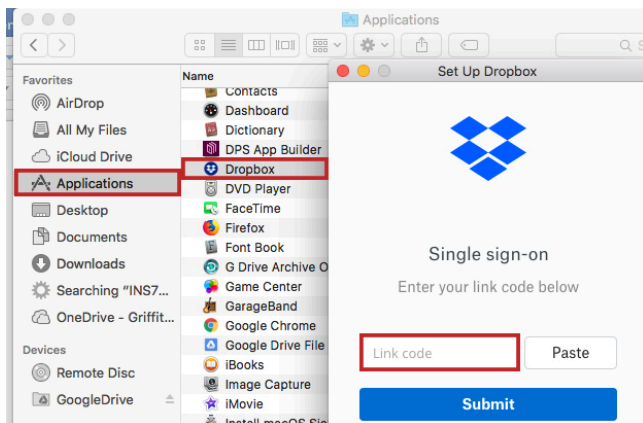
Follow instructions provide by Dropbox to install the Dropbox on your Mac.

<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.



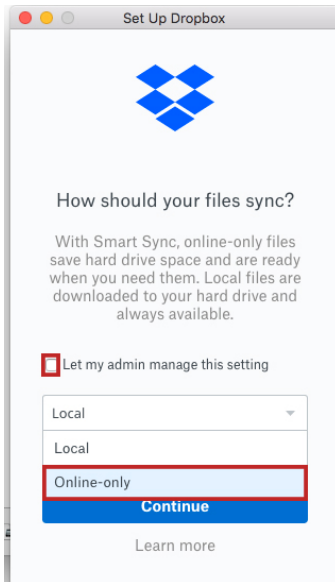
On your Mac **Finder** > **Applications** and click on Dropbox. Paste your link code > **Submit**.



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

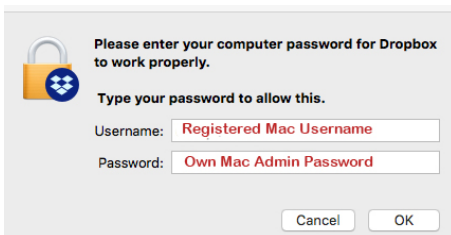
On dropdown, select how to sync files:

- 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.

Note: You may be prompted to enter your Mac username and admin password. These are the details you use to install any app on your Mac.



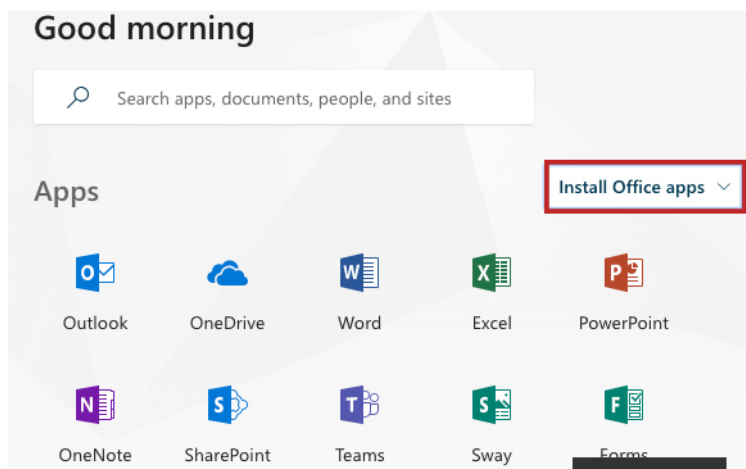
* If you would like to store the files locally but have selected online, it is possible to switch by right clicking on the required folder and switch to “local”.

3b: Install OneDrive App on Mac

Follow instructions provide by Microsoft to install OneDrive App on your Mac.

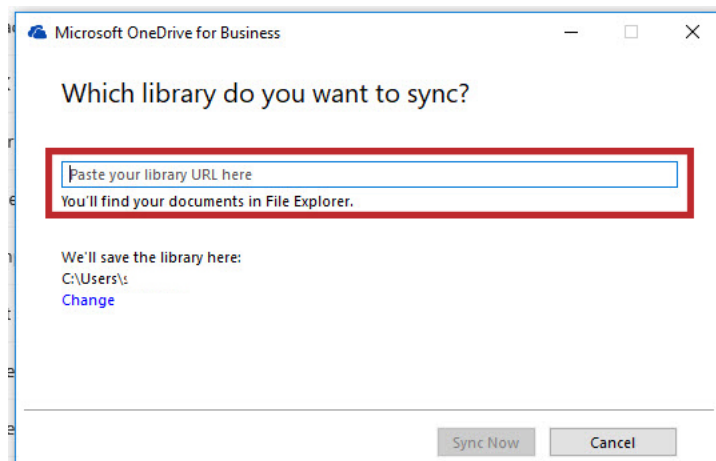
<https://www.office.com/>

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

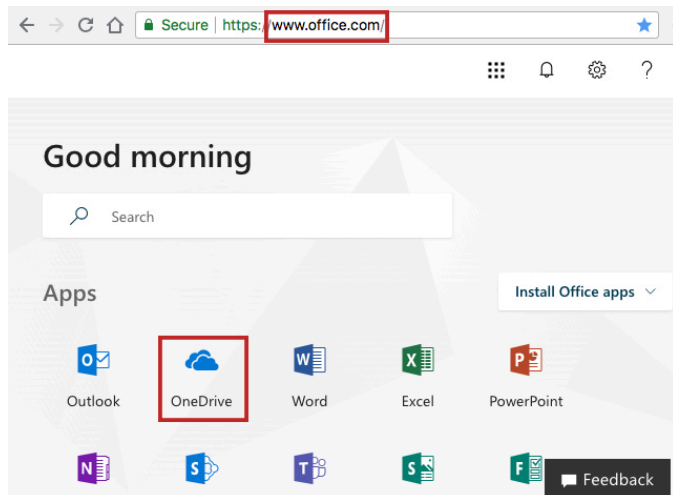


After installing application, open the Microsoft OneDrive Desktop.

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

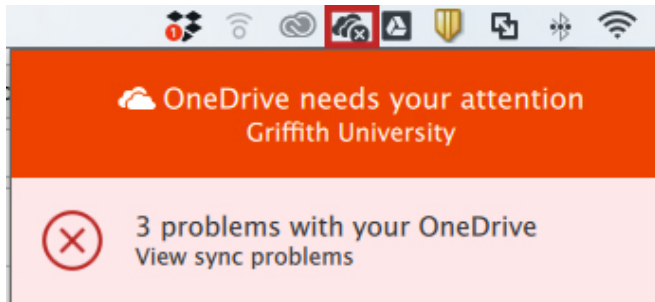


Copy the OneDrive URL from your browser and paste into the App as the **Library to sync**.

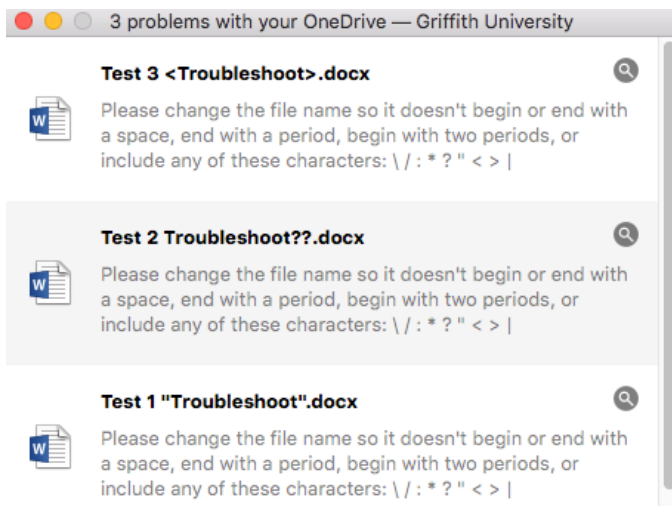
Troubleshooting errors on OneDrive

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

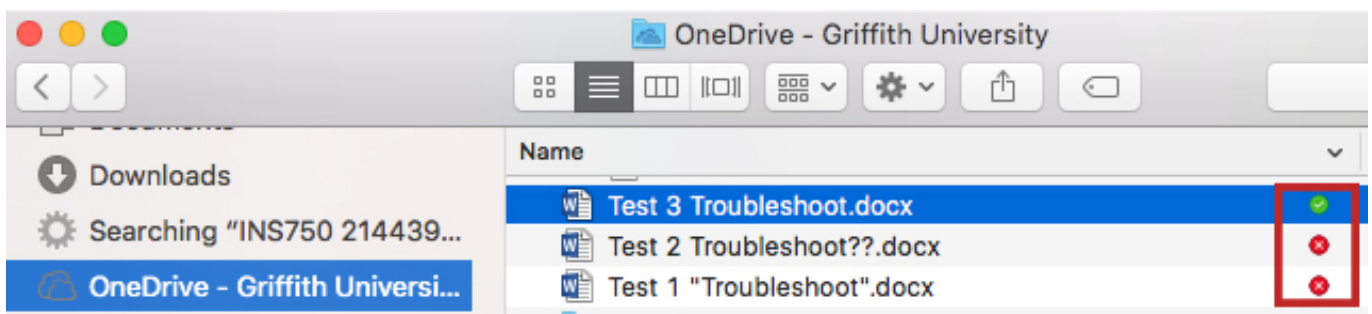
Click on the OneDrive icon in the top right menu bar



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.