**OneDrive Migration (Manual Process)**

The purpose of this document is to help users copy (migrate) their existing OneDrive data from Source Tenant to Target Tenant.

Source Tenant ID: [user@iiitaphyd.onmicrosoft.com](mailto:user@iiitaphyd.onmicrosoft.com)

Target Tenant ID: [user@students.iiit.ac.in](mailto:user@students.iiit.ac.in)

Configure OneDrive (Source Tenant ID) on your laptop or desktop as per the instructions in the link below.

<https://support.microsoft.com/en-us/office/setup-onedrive-for-microsoft-365-for-business-937e3ac8-b396-4a70-a561-6eaa479a4720>

Configure OneDrive (Target Tenant ID) on your laptop or desktop by following the steps below.

Click on Cloud Icon on Taskbar -> Click on Wheel icon and select Settings -> Click Add Account -> Enter your Target Tenant ID and click Sign in -> Enter Password when Prompted -> Deselect all the Options for Backup -> Click Next -> Click Next -> Click Next -> Click Next -> Click Later -> Click Open my OneDrive folder

A screenshot of a computer

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At this point you will have both your Source & Target OneDrive configured.

Open each OneDrive in Windows Explorer next to each other and start copying the necessary files from Source to Target.

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After you are done copying the necessary files from Source to Target, you can disconnect the Source OneDrive by clicking on the Unlink this PC as shown below. To get to this point, follow the steps: Click on Cloud Icon on Taskbar -> Click on Wheel icon and select Settings -> Account -> Unlink this PC

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In File Explorer, open your synced OneDrive folder. By default, your synced OneDrive folder is in c:\users\username\OneDrive. Select and drag the files you want from your OneDrive personal folder to your new OneDrive.

You can connect to more than one OneDrive on your computer: OneDrive for Business and OneDrive Personal. In File Explorer, you can move files between the folders in these OneDrive sites by selecting the files, drag and drop them in the new location.

<https://support.microsoft.com/en-us/office/move-files-from-onedrive-to-onedrive-for-work-or-school-7fb28cad-7e25-451f-8b4b-2d1a71e5c0e9>