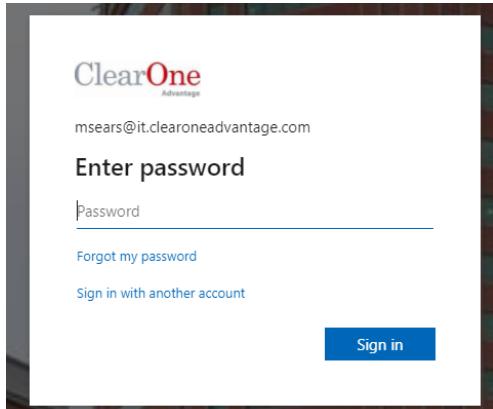
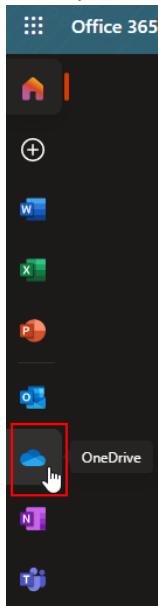


OneDrive file transfer guide

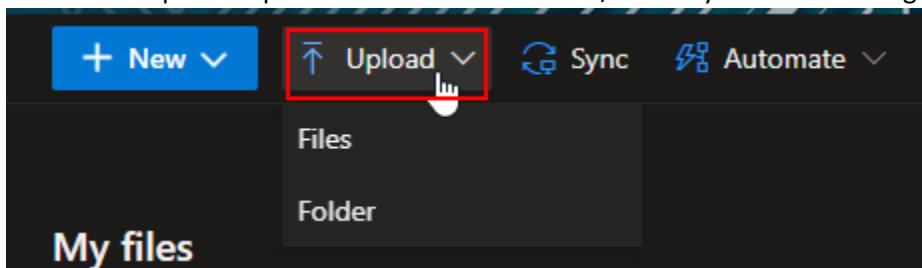
1. Head to <https://www.office.com/> in AWS & login with your MS Teams credentials



2. Once you're signed in, select the OneDrive icon on the left below outlook.



3. Select the "Upload" option and choose which files/folders you'd like to bring over.



4. After uploading the files necessary exit out or AWS and go back to <https://www.office.com/> on the local computer
5. Sign in again using your Teams credentials & select the OneDrive logo

6. From here you will see and can download all the files previously uploaded. You can do this by selecting the 3 dots next to any file or folder



PLEASE NOTE:

In order to bring over bookmarks, you will need to save them as a file before uploading to OneDrive

How to save bookmarks: <https://www.howtogeek.com/440339/how-to-back-up-and-restore-your-chrome-bookmarks-locally/>