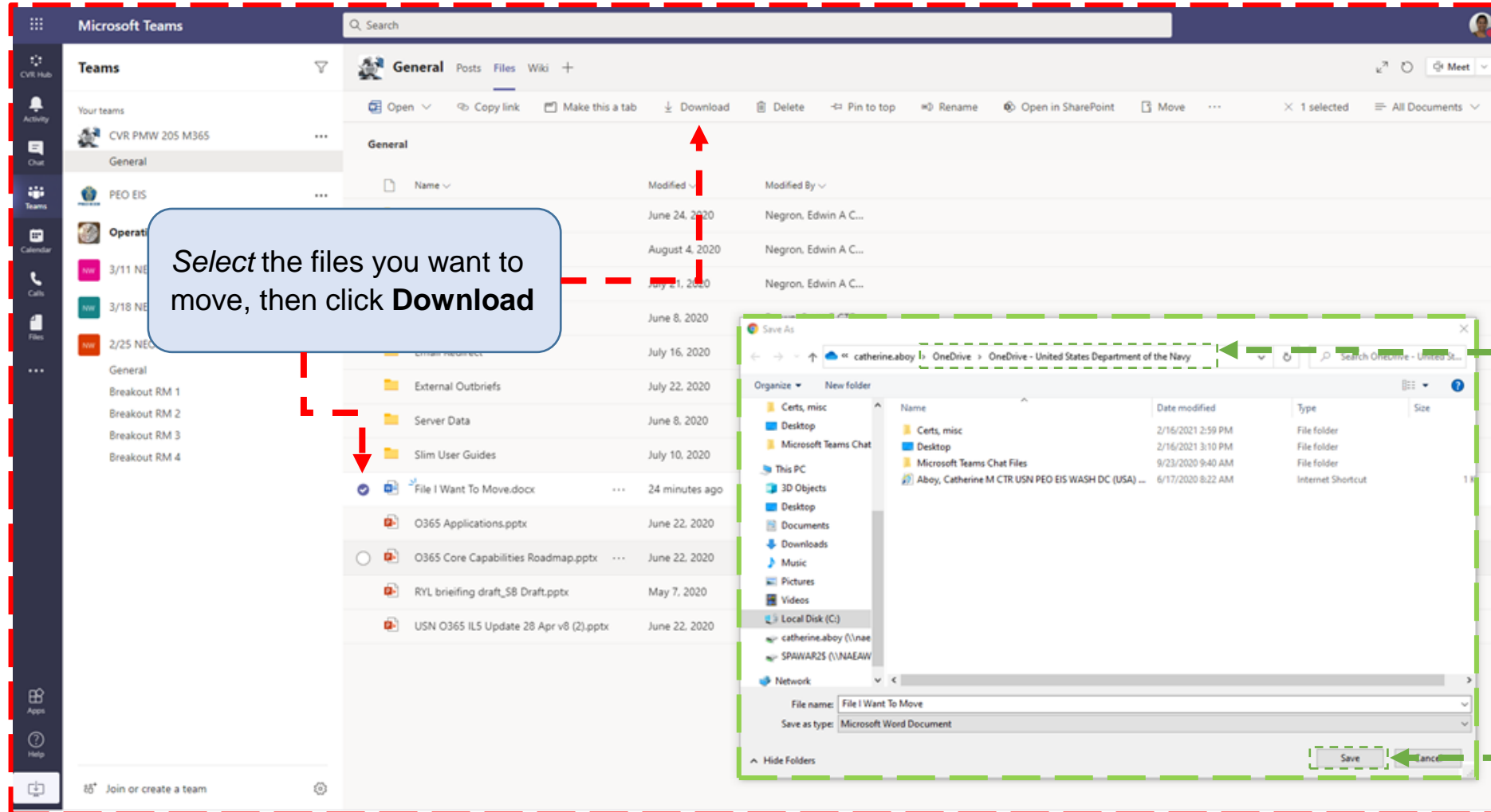


Migrate Your Data from CVR (IL2) to Navy M365 (IL5)

Step 1: Move Your Files from CVR to NEO365 OneDrive or Locally



The screenshot shows the Microsoft Teams interface with a file list in the 'General' channel. A blue callout box points to the 'Download' button in the top toolbar, stating: "Select the files you want to move, then click **Download**". A red arrow points from this box to the 'Download' button. Another red arrow points from the 'Download' button to a 'Save As' dialog box. The 'Save As' dialog shows the file 'File I Want To Move.docx' being saved to 'OneDrive - United States Department of the Navy'. A green dashed box highlights the 'Save' button in the dialog. A green dashed arrow points from the 'Save' button to a second blue callout box on the right, which contains instructions for selecting the save location.

Select the files you want to move, then click **Download**

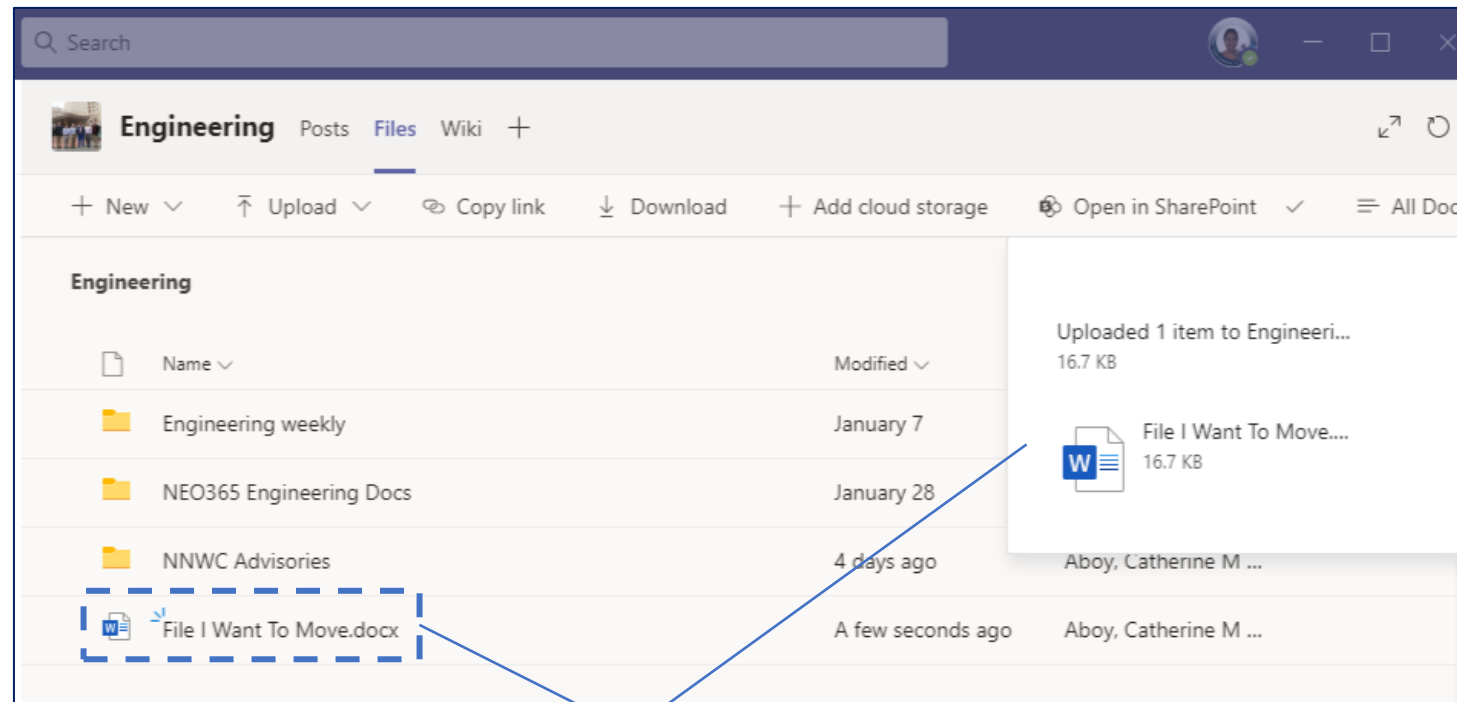
From the **Download** window, select **OneDrive – United States Department of the Navy** (or a local folder) → select the folder you wish to put them in → **click Save**

Migrate Your Data from CVR (IL2) to Navy M365 (IL5)

Step 2: Move Your Files from OneDrive to NEO365/Flank Speed

NEO365/Flank Speed Users: The files you selected to download will sync to your OneDrive. You will see a green checkmark in a circle next to the file(s) name indicating a successful download and sync to your local OneDrive. Then you can drag or upload those files into your chosen location within NEO365 or Flank Speed Teams.

***Non-NEO365 users:** Users who saved to their local folders can move their files to NEO365/Flank Speed once their IL5 cloud access is available.



File Successfully Uploaded to IL5 Teams