

**Microsoft OneDrive for Business**



**WHAT is it?**  
**Standardizing** individual user file storage using **OneDrive** for Business for VUMC.

**WHY are we doing it?**

- To allow staff to work more effectively from anywhere while keeping VUMC content secure.
- To coordinate and move all individual user files (from home drives and network drives) to OneDrive for Business with minimal disruption to workforce members.

## OneDrive Details

Expectations	Timeline	Who will be impacted?	Resources
<ul style="list-style-type: none"> <li>• Deployed by <b>computer groupings</b></li> <li>Workforce members receive:</li> <li>• <b>Support</b> to guide them through the process in the form of; a website, virtual training sessions, and Microsoft resources.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Migration</b> began <b>June/July 2021</b> and will run <b>through June 2022</b>.</li> <li>• Each impacted group will receive a cycle of four <b>communications</b> beginning two weeks prior to the expected migration date, and one communication upon completion.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All users who have an individual folder in the department share</b> will be moved by the end of April. ( e.g., Documents, My Documents, or K:\ drive mapped on your computer in a department share)</li> <li>• Our <b>final phase</b>, after we complete the initial migrations, will be <b>persons who have a HOME folder also known commonly as the V:\ drive</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Website</a></li> <li>• <a href="#">FAQ</a></li> <li>• <a href="#">Program Navigator</a></li> <li>• <a href="#">Impacted files – eStar</a></li> <li>• <a href="#">Impacted files - Standard</a></li> <li>• <a href="#">Look up tool</a></li> <li>• <a href="#">Rollout Schedule</a></li> </ul>

**Next Steps:** Watch for an informational email and/or session invite that will include the rollout schedule, communication plans, and the steps teams will need to take to support the migration.

### Questions?

Find out more at <https://www.vumc.org/onedrive>  
 For more information on ExpeditionTech at [www.vumc.org/it/expedition-tech](http://www.vumc.org/it/expedition-tech). Still have questions? Share them with the team by emailing [ExpeditionTech@vumc.org](mailto:ExpeditionTech@vumc.org)

