

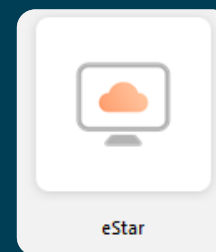
Expedition*Tech*

Pioneering a new path

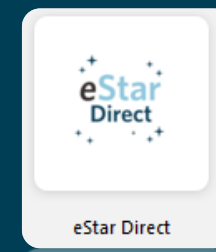


WHERE ARE MY FILES?

(ESTAR)




eStar



eStar Direct

What files are being migrated?

	Individual Content Storage	Department Content Storage
OWNERSHIP	It is your content, and you would like to keep it private	The content belongs to the department
PERMISSIONS	You want to control who can access your content	Access is controlled by department owners
COLLABORATION	Lightweight collaboration with only a few people	Heavy collaboration with people throughout the department
MOVE DATE	VUMC IT is moving this content now	VUMC IT will move this content later

Which one should I use for cloud file collaboration?

ONEDRIVE FOR BUSINESS (Available now) **OR** **SHAREPOINT TEAM SITE** (Available later this year)

OWNERSHIP

It's your file. You'd like to keep it private. **ONEDRIVE FOR BUSINESS**

The file belongs to the group. **SHAREPOINT TEAM SITE**

PERMISSIONS MANAGEMENT

You want to control who has access to your file. **ONEDRIVE FOR BUSINESS**

Permission is managed by the team. **SHAREPOINT TEAM SITE**

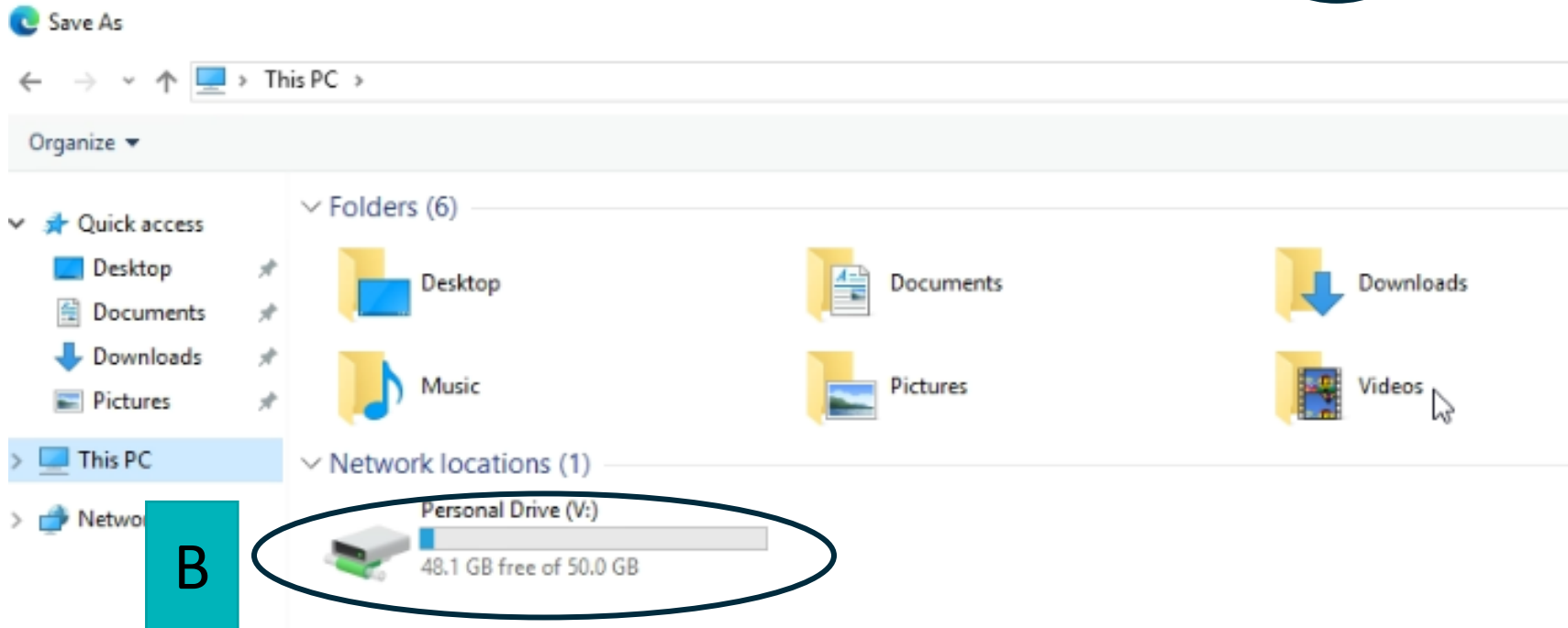
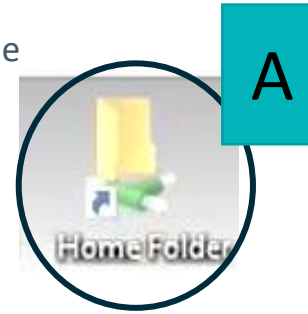
COLLABORATION

Lightweight collaboration. You're not quite sure if it's a project yet. **ONEDRIVE FOR BUSINESS**

You will be collaborating with others on a project with multiple documents. **SHAREPOINT TEAM SITE**

Where are my files being migrated from?

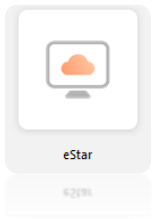
- Files targeted for migration are **Home Drive files** located on your desktop in a Home Folder (see “A”). These files are also referred to as V Drive files.
- Click on the Home Folder to find your individual files (see “A”).
- Your files are located in a Personal Drive or V: Drive under “This PC” (see “B”)





NOTE

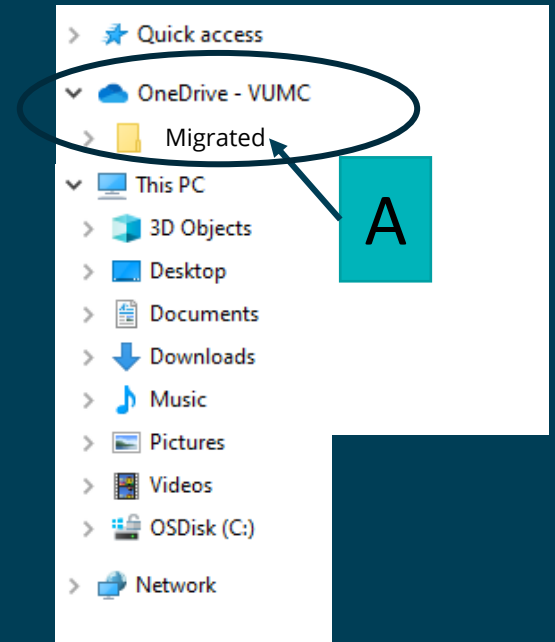
- A small number of people may have files in multiple locations.
- Files located in the following areas have **already been migrated to OneDrive:**
 - Documents or My Documents; and/or
 - Network drives preceded by letters like K:\ or U:\
- Shared department files will be moved in a separate initiative.
- If you have any questions, please contact the VUMC IT Help Desk at 615-343-HELP (4357).

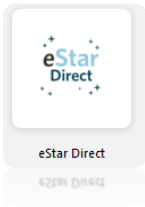




Where are my files being migrated to in eStar?

1. If you have not already done so, make sure you configure OneDrive sync on your devices by following the Microsoft provided instructions for your [Windows](#) device before moving on to step 2
2. On your computer screen click on **File Explorer**  on the bottom menu
 - Find the OneDrive area  and file structure
 - If you don't see "OneDrive-VUMC" here, watch the [video](#) on how to set up syncing
 - Your migrated files will be in a folder called "**Migrated**" and can be dragged and dropped easily within OneDrive (see "A")





Where are my files in eStar Direct?

1. If you have not already done so, make sure you configure OneDrive sync on your devices by following the Microsoft provided instructions for your Windows or Macintosh device before moving on to step 2
2. The targeted Home Drive files will be accessible through the “**eStar Direct OneDrive**” area of your clinical workstation.
 - To get to OneDrive, type “**OneDrive**” in the top right corner of your screen and select “**eStar Direct OneDrive**” (see “A”)
 - Enter your VUMC password and click “Sign in” (See B)
 - If you don’t see the authentication window, click on the IAM Cloud Drive Mapper icon on the bottom menu of your desktop
 - Locate your files in a new area called “**OneDrive (O:)**” under “**This PC**”
 - Your files will be in a folder called “**Migrated**” (see “C”)
 - You can easily drag and drop files within OneDrive
 - Follow your workflows for saving and sharing files in eStar Direct
 - If you don’t see the new O:\ Drive, watch this [video](#) or review these [instructions](#) :

