

# Expedition *Tech*


Pioneering a new path



## WHERE ARE MY FILES?

(STANDARD:  
ADMINISTRATIVE WORKSTATIONS & ANY  
VUMC IT-MANAGED VDI)

# 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

**SHAREPOINT TEAM SITE** Available later this year

**OWNERSHIP**

It's your file. You'd like to keep it private.

The file belongs to the group.

**PERMISSIONS MANAGEMENT**

You want to control who has access to your file.

Permission is managed by the team.


**COLLABORATION**

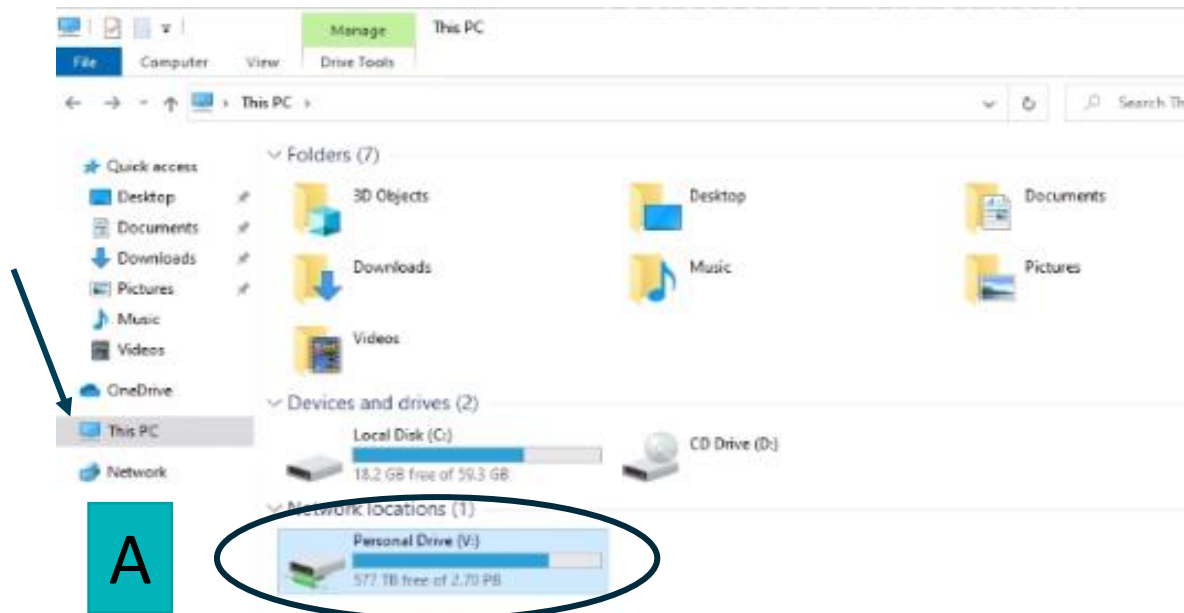
Lightweight collaboration. You're not quite sure if it's a project yet.

You will be collaborating with others on a project with multiple documents.



# Where are my files being migrated from?

1. On your computer screen locate File Explorer  on the bottom menu.
2. VUMC IT will move files located under **"This PC"** > **"Network Locations"** > **"Personal Drive"** or **"V: Drive"** (see "A").





## 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?

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. 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")
3. Find your files anytime by logging into OneDrive for Business at <https://portal.office.com>
  - You might need to sign in using your @vumc.org email address
  - Select the OneDrive icon on the left side of your screen (see "B")
  - Your migrated files will be located under **My files** in a folder called "**Migrated**" (see "C")
  - If you are a part of more than one migration group, you should see one migrated folder per group migration

