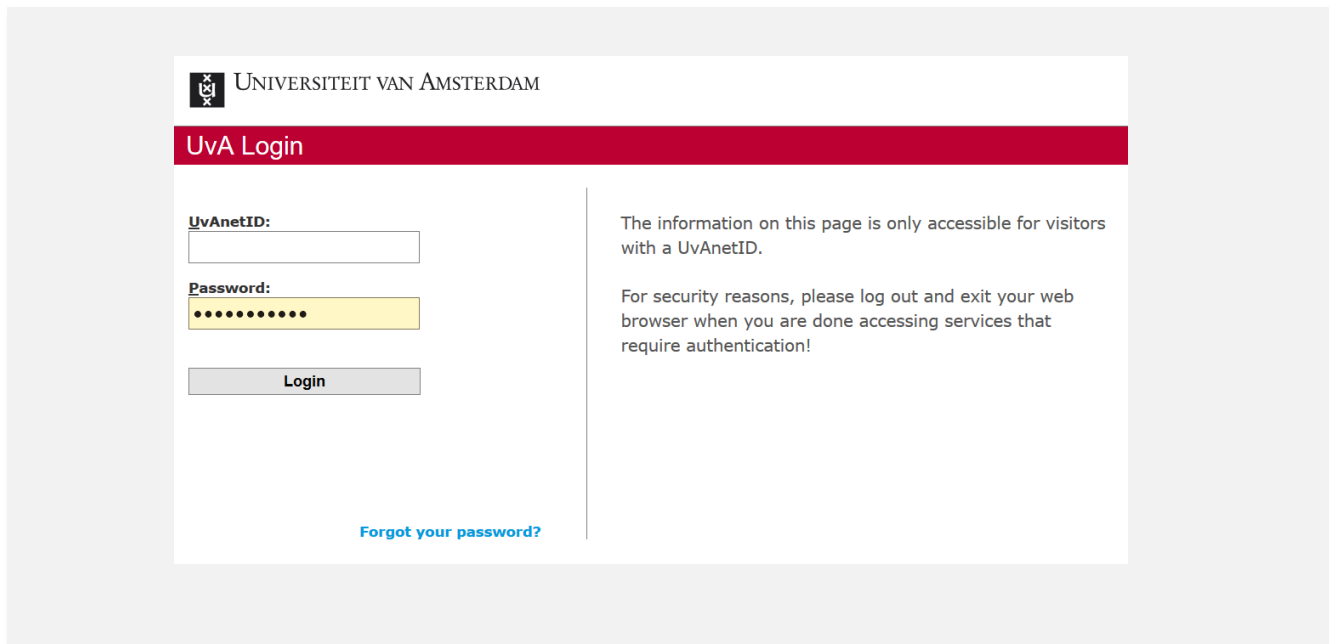


This manual will lead you to the process of copying files from your G-Drive to OneDrive

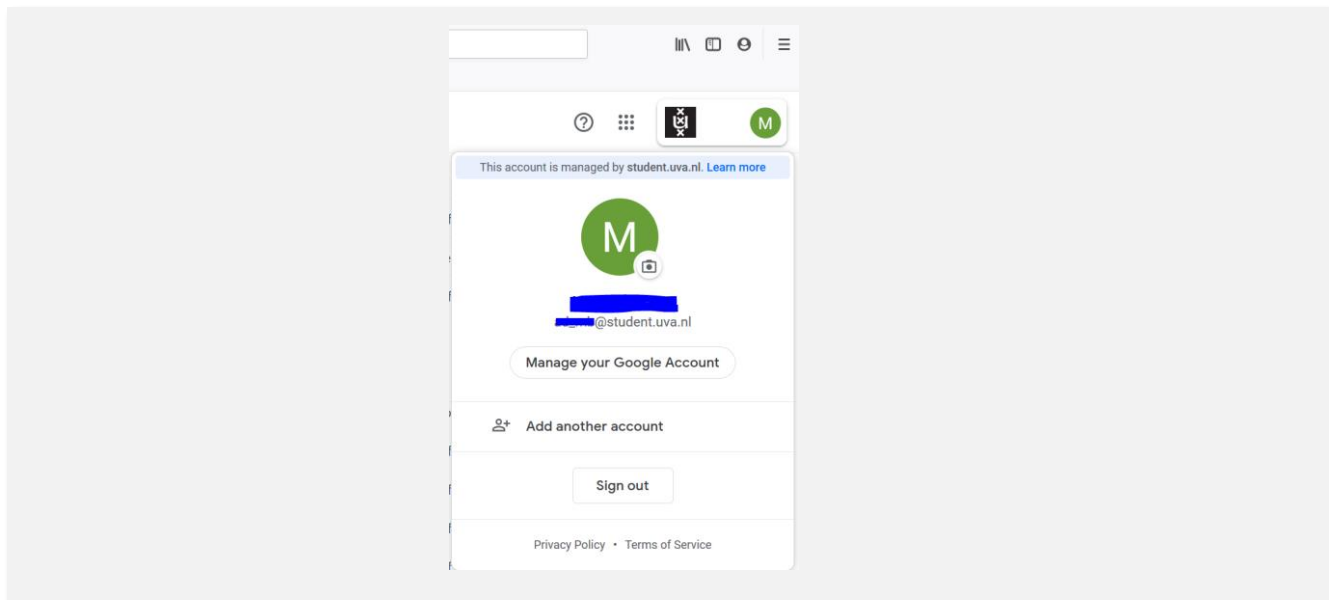
Prerequisites:

Username/Password for login to Google, Username/Password for login to Microsoft 365

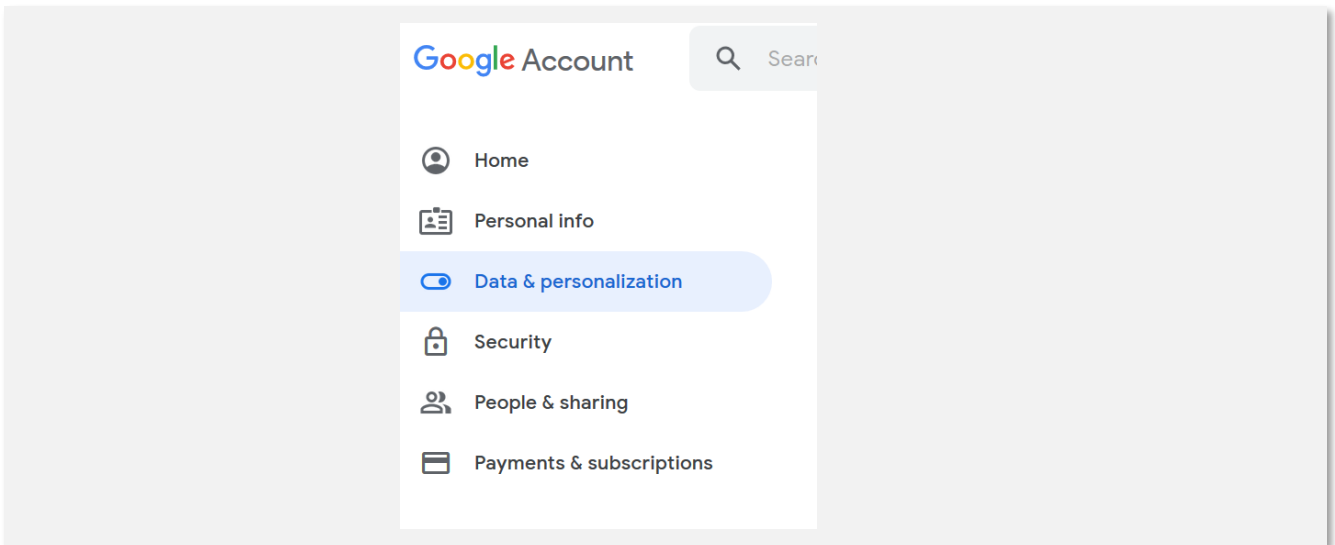
1. Open an Internet Browser and goto <https://email.student.uva.nl> and use your UvAnetID en password to login.



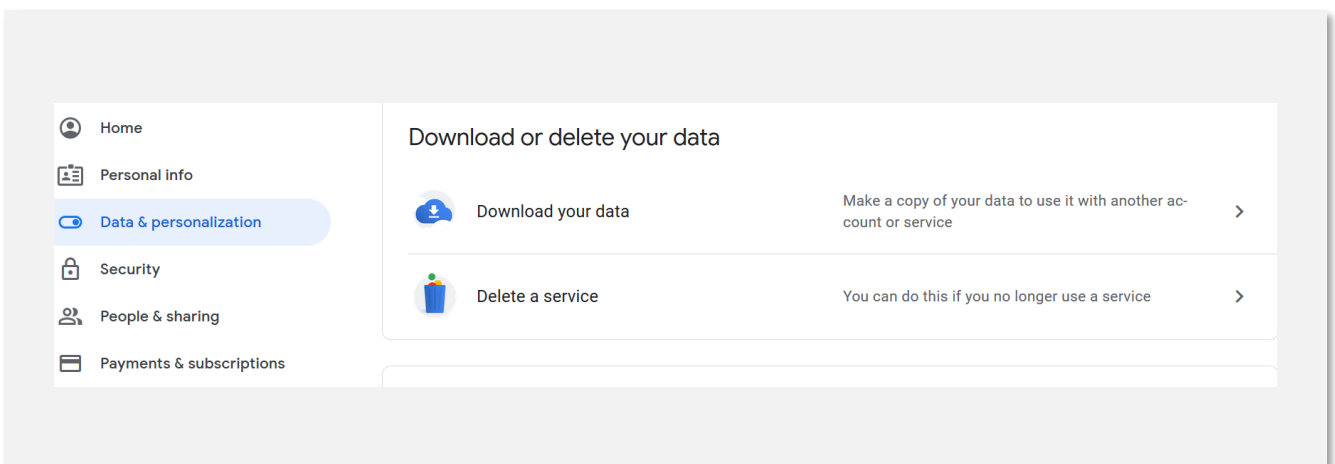
2. In the upper right corner click the round icon that displays your initials.
3. Next click Manage your Google Account



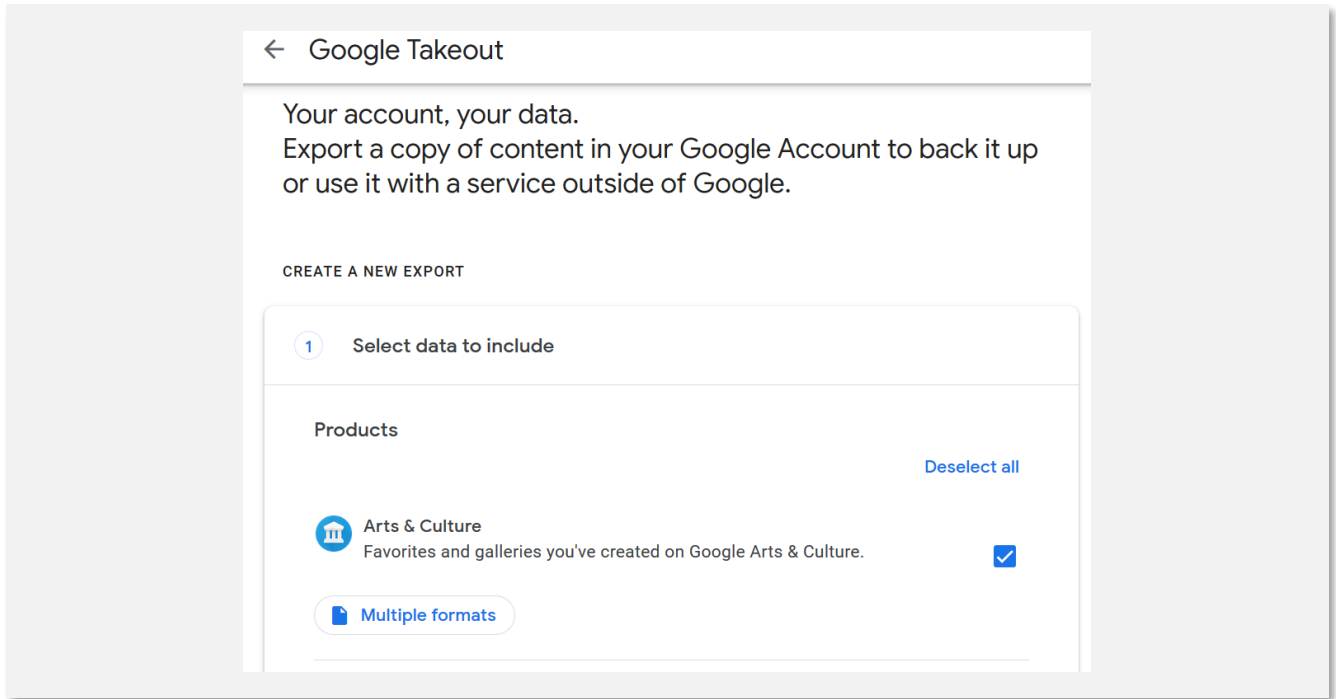
4. Click Data & personalization



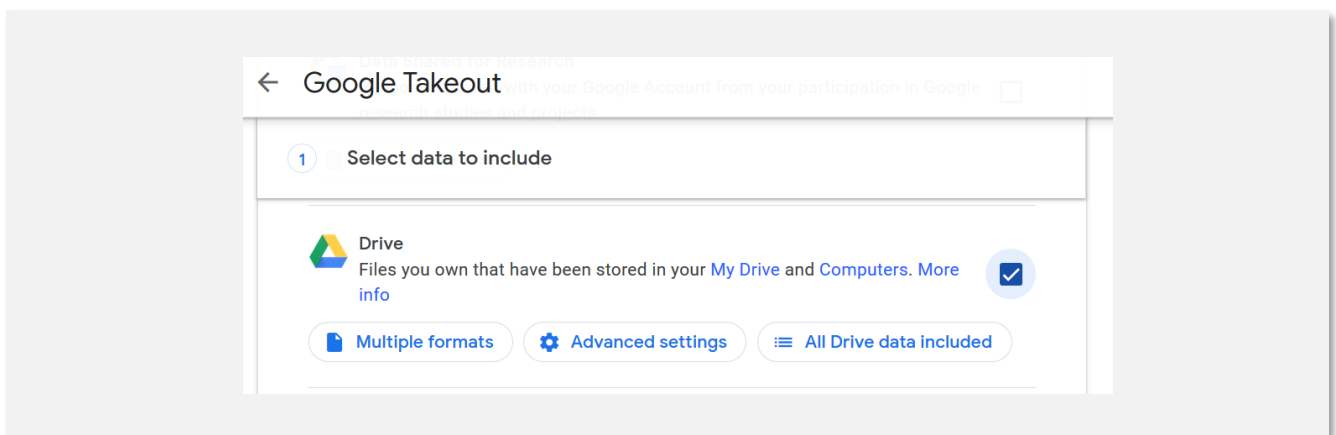
5. Scroll down and click Download your data



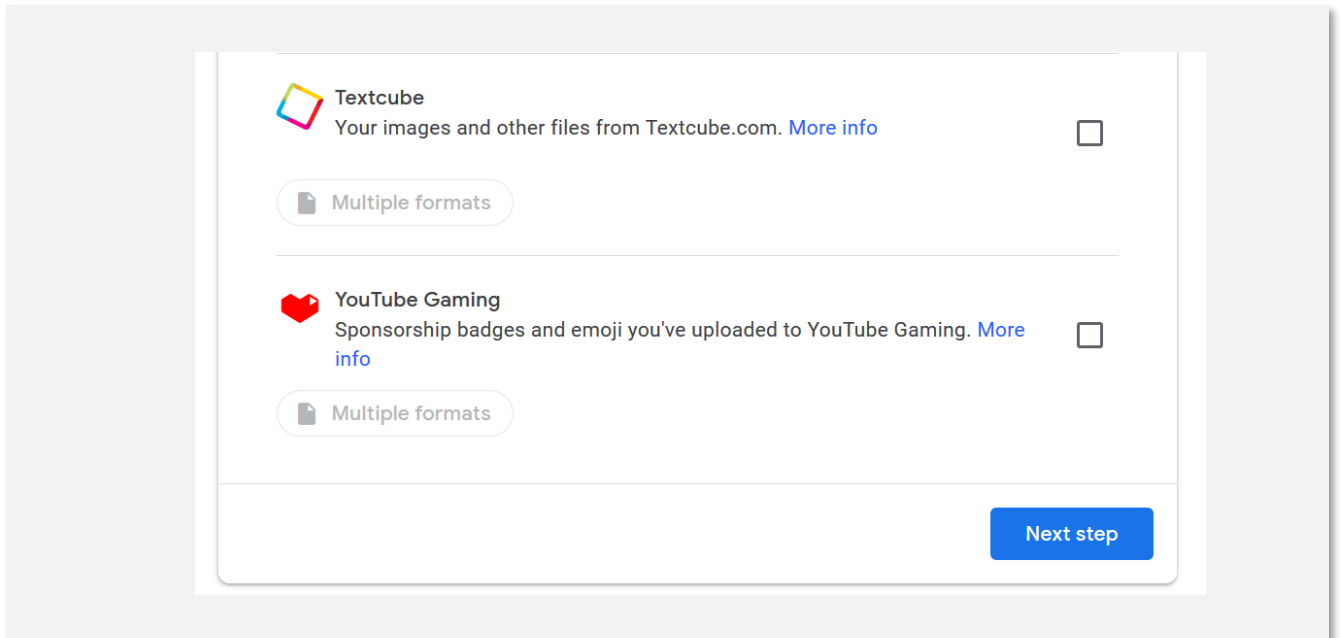
6. Click Deselect all and scroll down to Drive



7. Select the checkbox for Drive

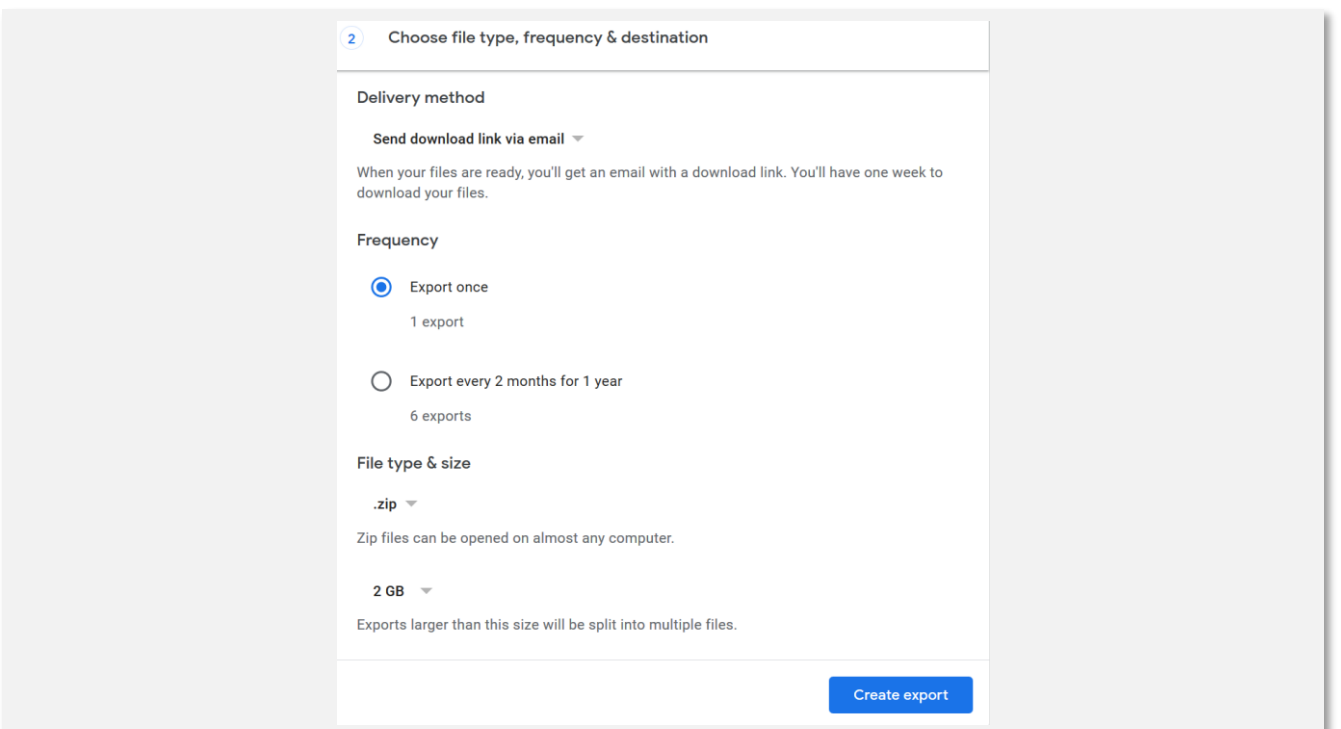


8. Scroll down and click Next step



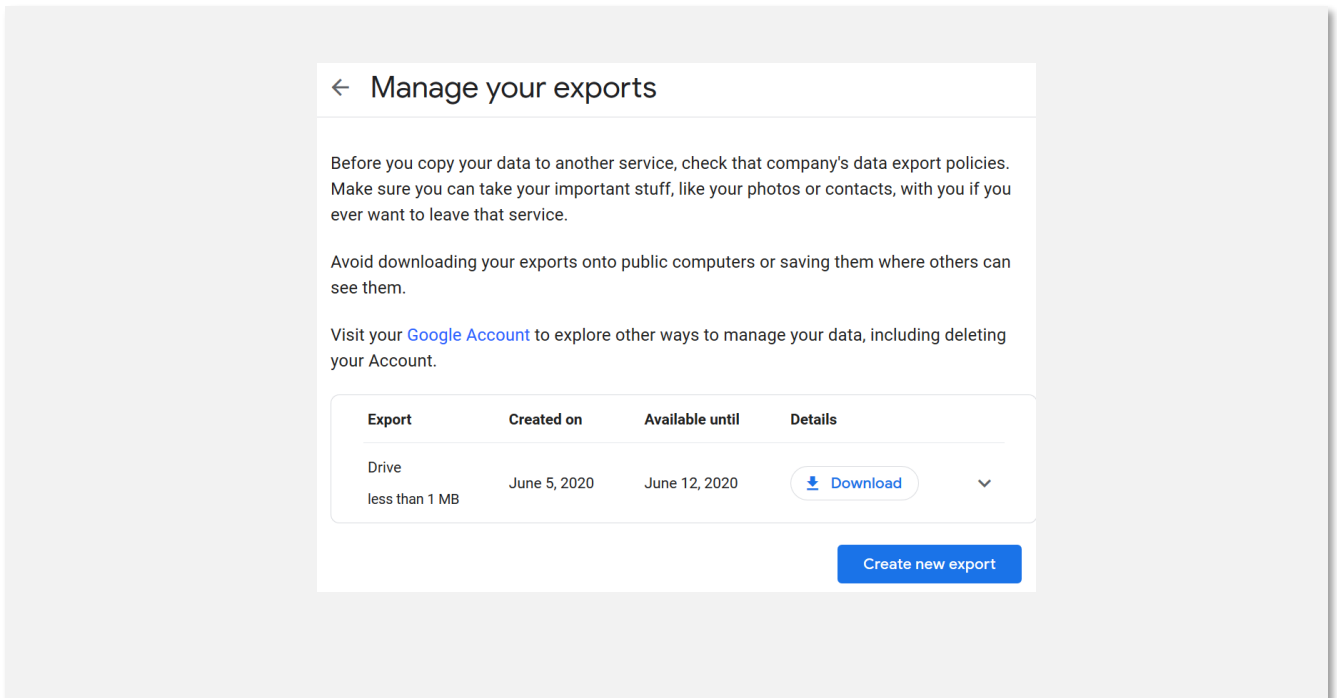
9. Scroll down, accept the default settings and click Create export

Please note that the delivery method Add to OneDrive is not recommended. This will create the ZIP file(s) on OneDrive, which will mean you will have to download it from there.



10. Creation of your export can take a while. When finished you will receive an email with a download link.

11. Select Download, your zip file(s) will be downloaded to your computer. Depending on the size this can take a while.



12. Open the ZIP files on your computer, extract the folders and files that you need and upload those to OneDrive via <https://portal.office.com>