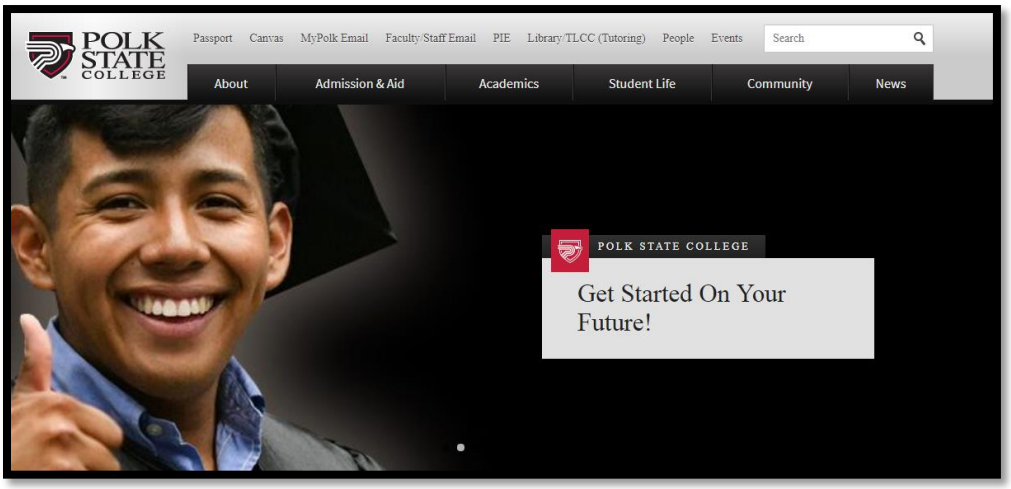
Guideline on how to move your local files and folders to OneDrive

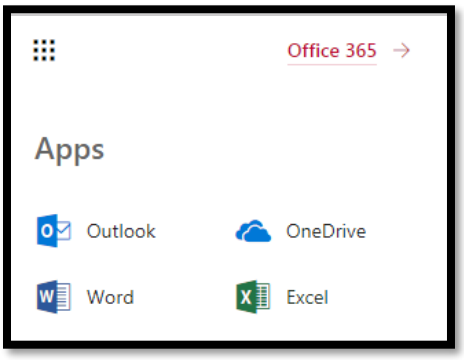
Locate the files or folders you want to move on your computer

Login into PIE by going to the Polk State website and clicking on **PIE** located on the upper banner in the middle



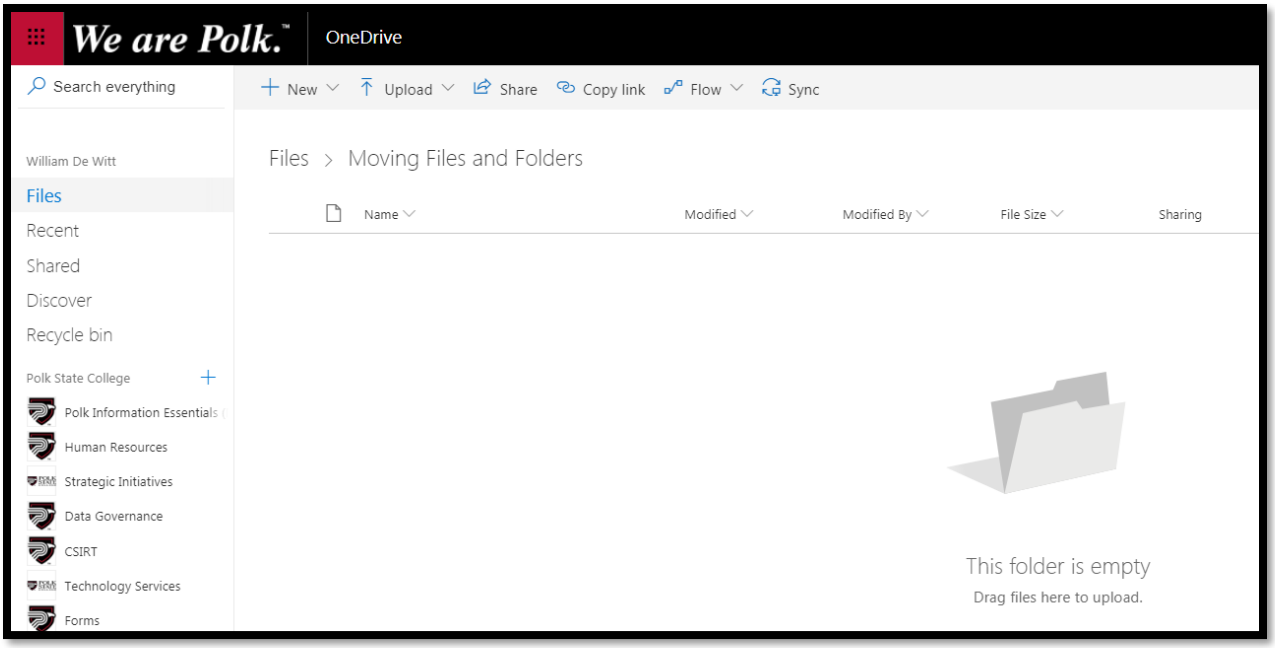
Once you have gained access to PIE click on the upper left corner on the red tile.

Click on the Office 365 ICON or you can go directly to OneDrive



Once in OneDrive, you will be able to begin moving your files and folders

Now you will be able to simply Drag and Drop your files and folders from the local computer into your OneDrive environment.


We are Polk.
OneDrive
Search everything
New
Upload
Share
Copy link
Flow
Sync
William De Witt
Files
Recent
Shared
Discover
Recycle bin
Polk State College
Polk Information Essentials
Human Resources
Strategic Initiatives
Data Governance
CSIRT
Technology Services
Forms
Files
Moving Files and Folders
Name
Modified
Modified By
File Size
Sharing
This folder is empty
Drag files here to upload.