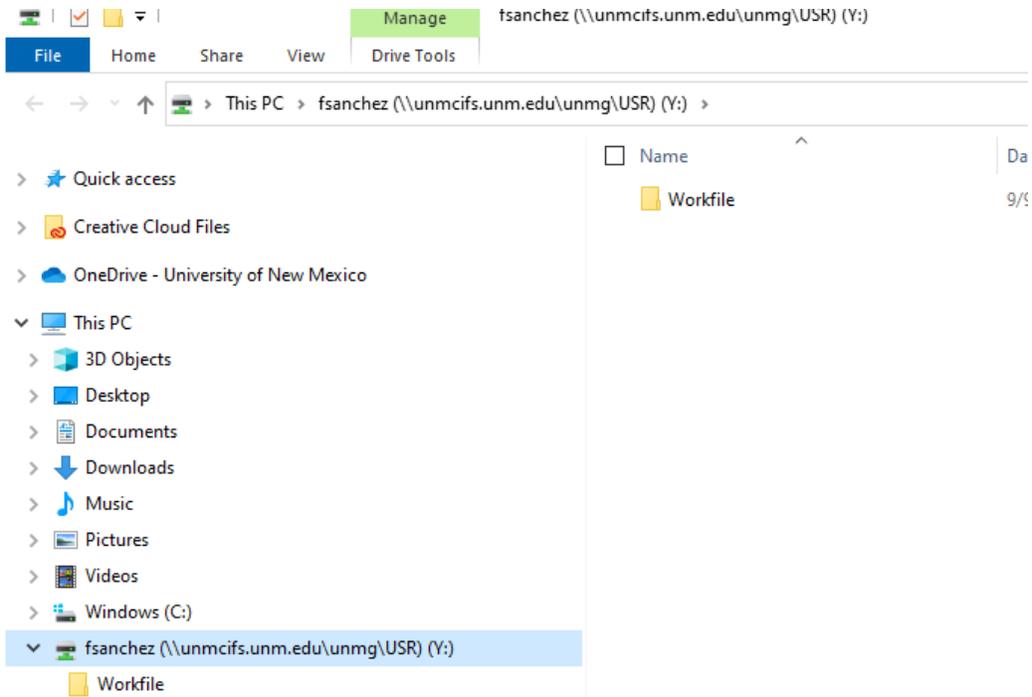


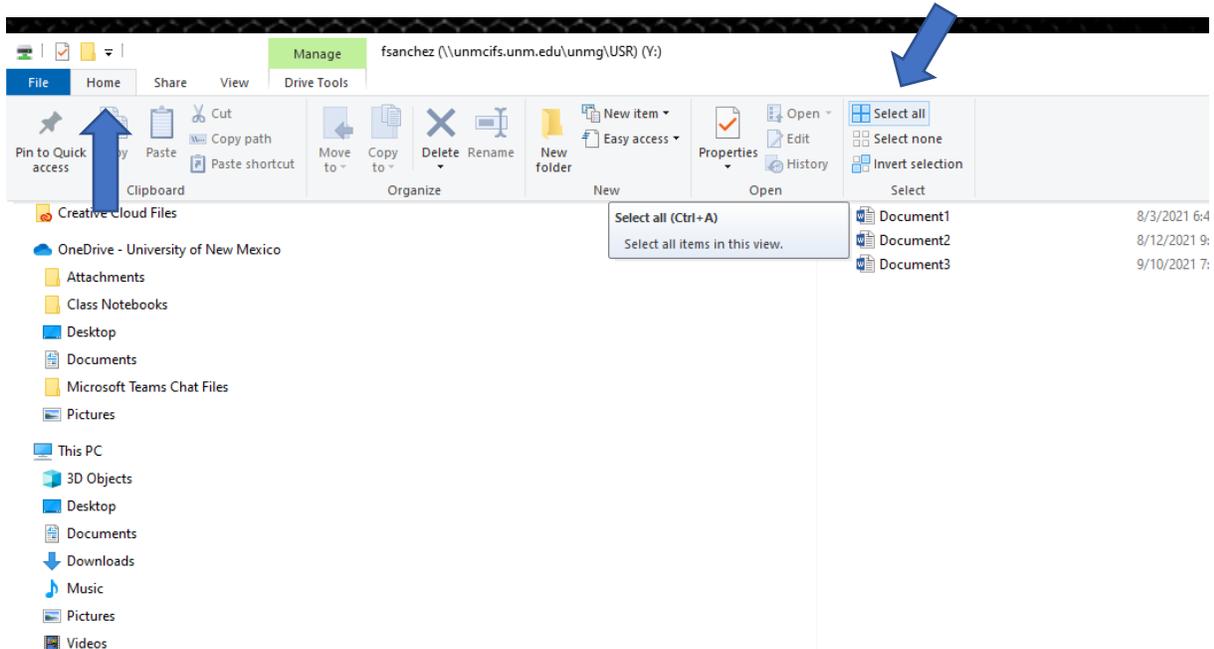
## How to Copy your files to OneDrive

If you have not already done so, please setup your Shared USR drive on your computer. The how to link is available at [Information Technologies FAQ's :: UNM Gallup | The University of New Mexico](#)

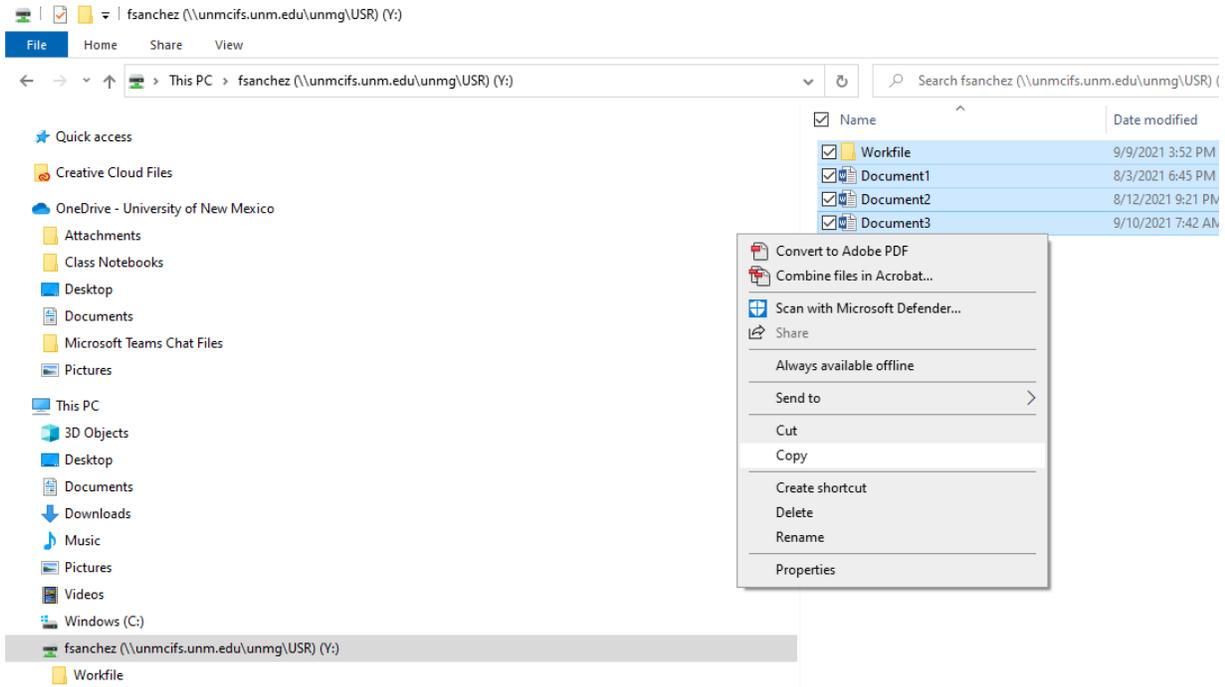
Open your Shared USR drive in a window.



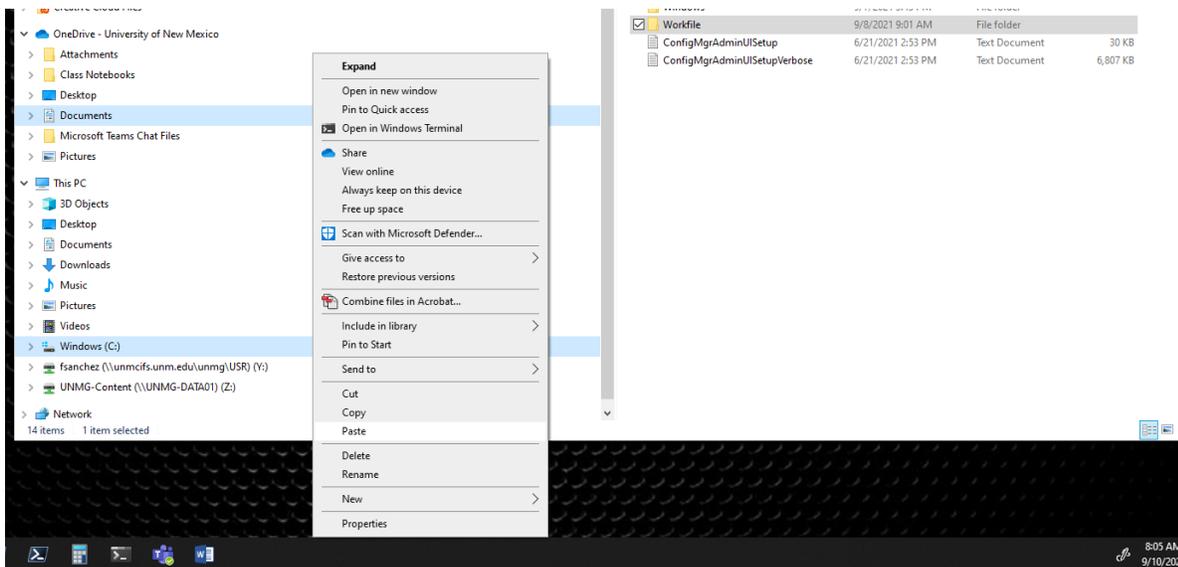
Now click the Home button at the top left of the screen then Click Select All on the top right of the drop down menu.



Right click on any file or folder that is highlighted and click Copy



Now Right click on your OneDrive – University of New Mexico - Documents folder and click Paste



Copying your files might take some time but when completed you will see your folders/files in your Documents folder.

NOTE: The OneDrive – University of New Mexico – Documents folder and This PC Documents folder are the same folder. If you add to or delete files or folders from one the same thing happens to the other.

