How to Move Your Microsoft OneDrive Files from Your School Account to Your Personal Account After Graduation

As a graduating senior, your access to your Shawsheen Microsoft 365 account will be terminated over the summer. Follow the procedure in the document using the link listed below to move your documents to your personal Microsoft or Gmail account. Copy any files you may want to keep for future reference that are stored in your Shawsheen Microsoft account. Some examples are your resume or items for your portfolio. Use the link below for instructions.

Step-by-Step Instructions

1. Make sure you have a personal Microsoft account or Gmail account created.
2. Sign in to your school OneDrive account and review the files you want to keep.
3. Create a folder on your desktop.
4. Save all the documents you want to keep in the folder on your desktop.
5. Open your personal Microsoft account or Gmail account.
6. Move the documents you saved into the folder up to either your personal Microsoft OneDrive or your Google Drive.