# Migration to OneDrive

The Trust are removing N:\ drives and will be moving over to Microsoft OneDrive.

Any documents that are stored within OneDrive are fully accessible from any computer and can be accessed via the web.

On 31st Jan 2022 we will be turning off the Servers which host the N:\ drives, so you will need to copy any data that you need from the N:\ drive into your OneDrive.
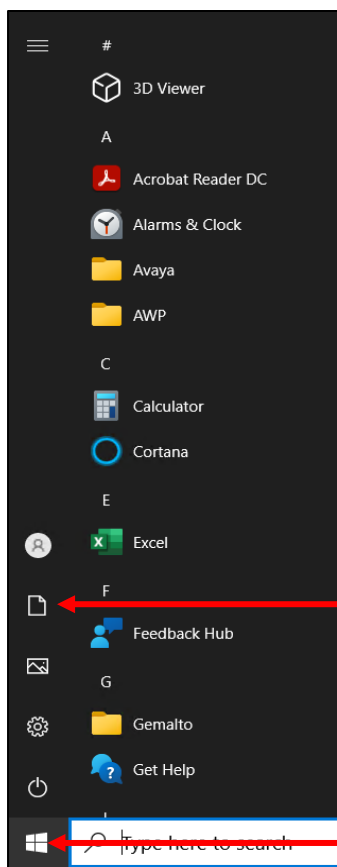
Open your N:\ drive. You can do this, by going to Start (1) then Documents (2).

From here, you will need to click on "This PC" (3). This should then show you your N:\ drive and the S:\ drive, along with the system drive and any additional drives (such as USB sticks).
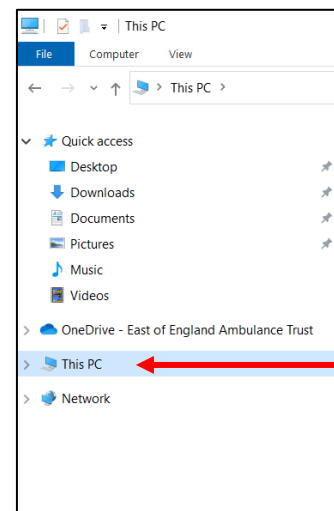
Double click on "Home Drive – XXXX (N:) (where XXXX is your locality) to open your N:\ drive. (4)

You should then see a list of your files and folders which are currently saved in your N:\ Drive.

You can then move these files and folders into your OneDrive. You can do this by either clicking and dragging the files/folders to "OneDrive – East of England Ambulance Trust" (3), or you can right click, select "**Copy**", then double click on One Drive (3) and then right click and selecting "**Paste**". Do this for all files/folders you wish to retain.
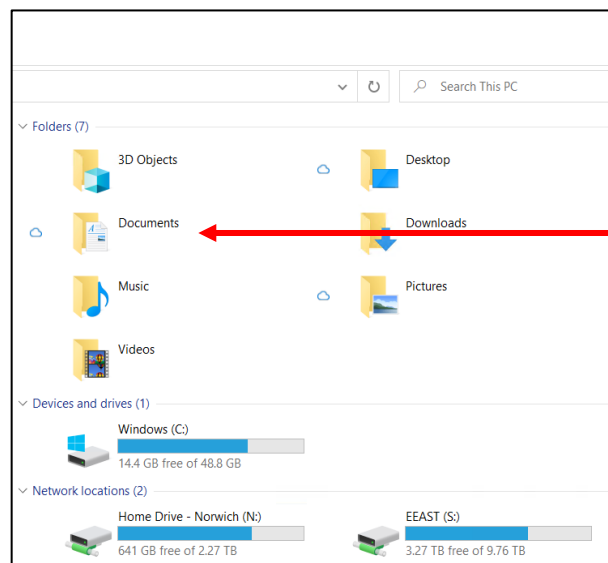
We strongly recommend that you use this opportunity to housekeep your data, ensuring you only retain information and data that you need to keep which is in line with GDPR and relevant to your current role within EEAST.

Users with a dedicated Laptop/Desktop

Please follow the guide as above, but there are a couple of additional steps to ensure your data is being backed up/stored with OneDrive.

On your machine, follow steps 1 to 3 as above.
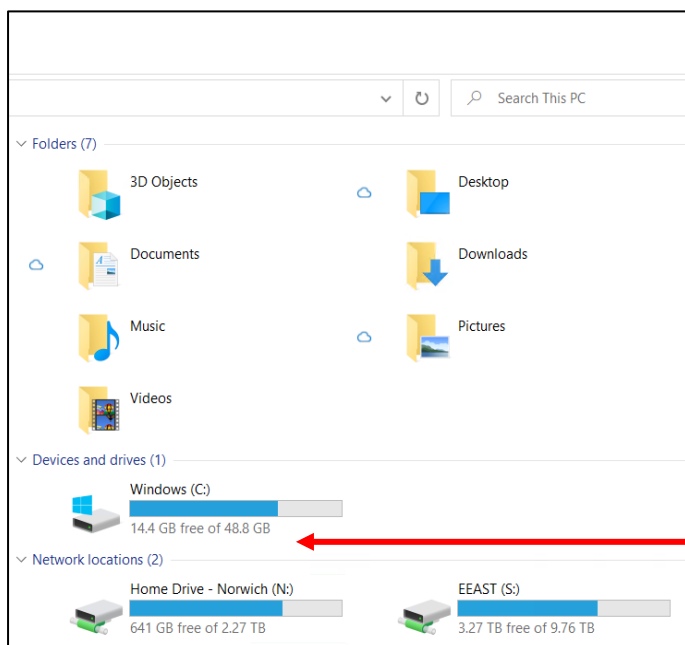
Double click on Windows (C:) (5), and then double click on "Users" and finally your username. This will be the same as what you use to log onto the computer.

The address bar at the top of this window should look similar to what is shown here.
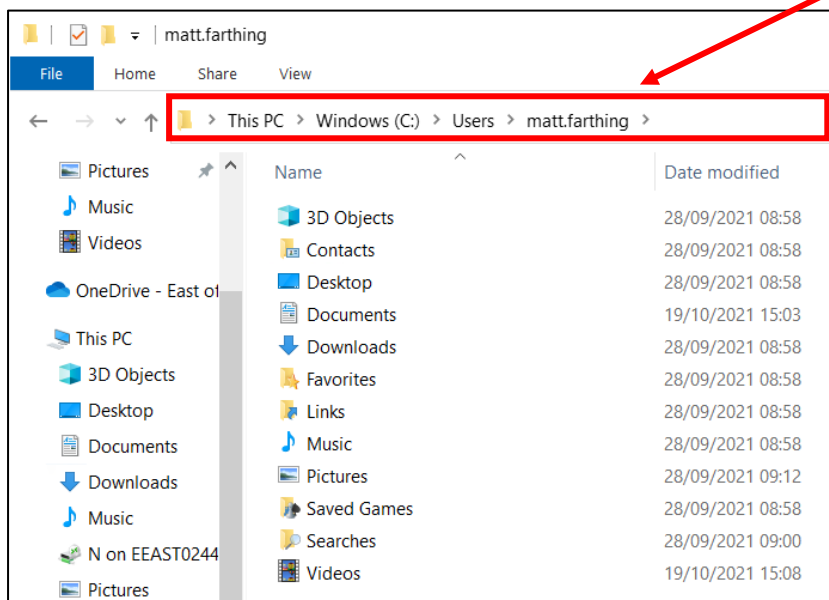
You can then move these files and folders into your OneDrive. You can do this by either clicking and dragging the files/folders to "OneDrive – East of England Ambulance Trust" (3), or you can right click, select "**Copy**", then double click on One Drive (3) and then right click and selecting "**Paste**". Do this for all the files you wish to retain.

As above **we strongly recommend that you use this opportunity to housekeep your data, ensuring you only retain information and data that you need to keep which is in line with GDPR and relevant to your current role within EEAST.**