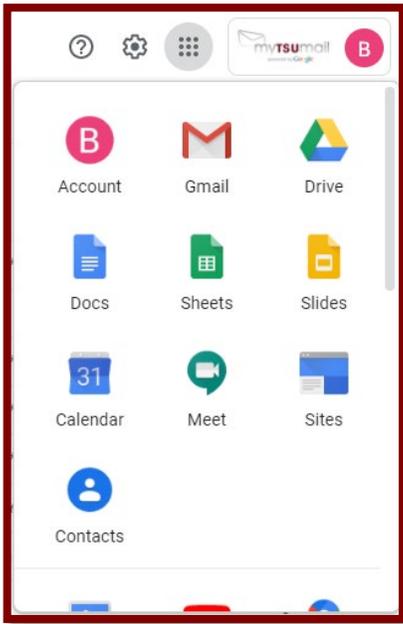


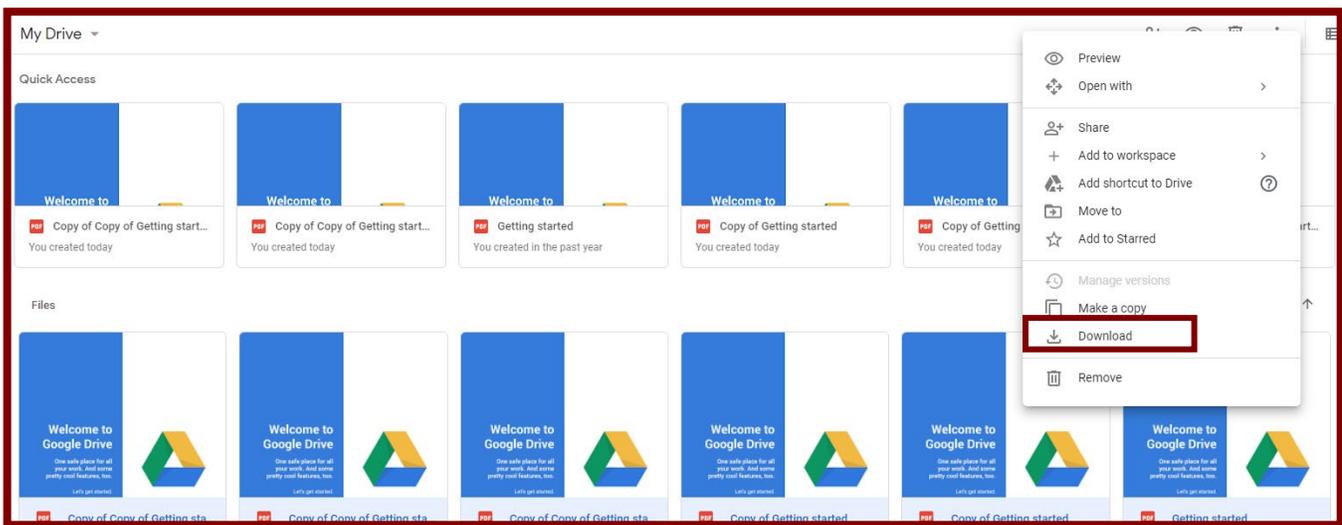


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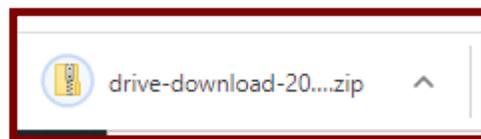
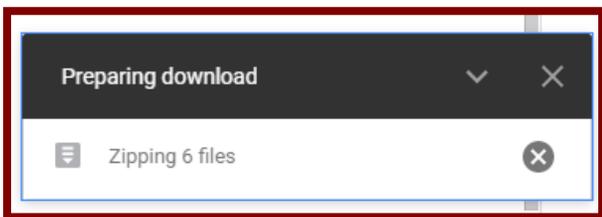
Step 1: Sign in to your Gmail account, click the **Google apps** icon in the upper-right corner, and then choose **Drive**.



Step 2: In Drive, select all of your documents, right-click, and choose **Download**.



Step 3: After your files have been compressed into a downloadable .zip file, choose **Save as** at the bottom of your screen, and save the .zip file to your desktop.



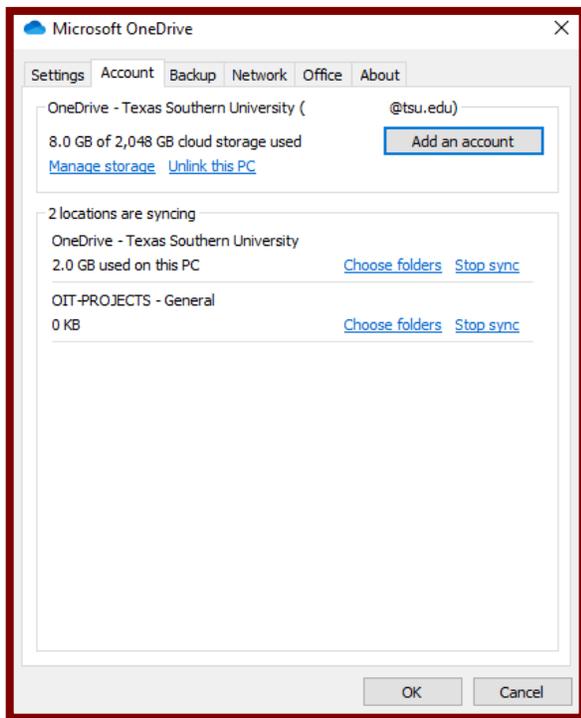


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Step 4: On your Windows desktop, right click the OneDrive cloud icon in the System Tray (located in the Windows Task Bar), and choose **Settings** on the menu.

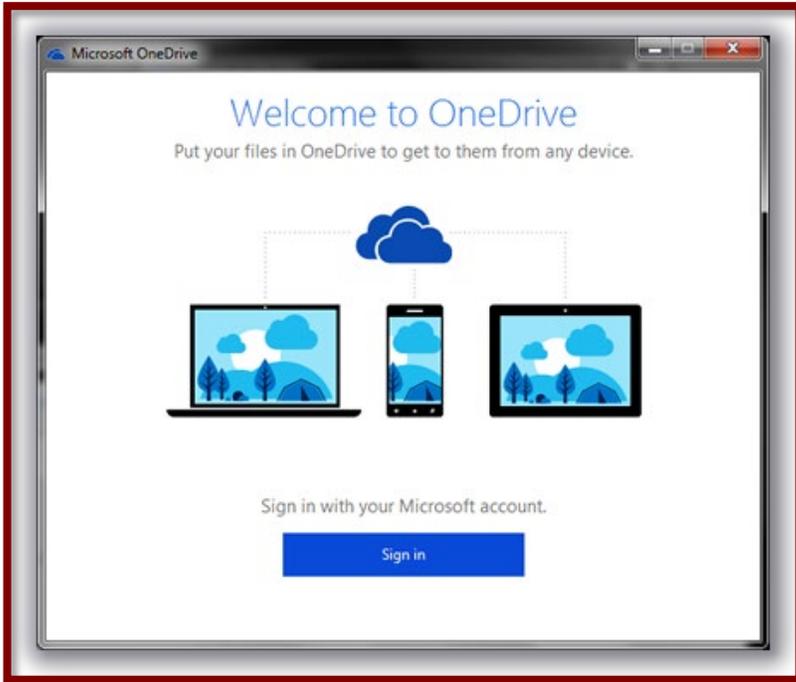


Step 5: In the **Microsoft OneDrive** dialog box, choose **Add an account**, and then sign in with your Microsoft 365 email address and password.

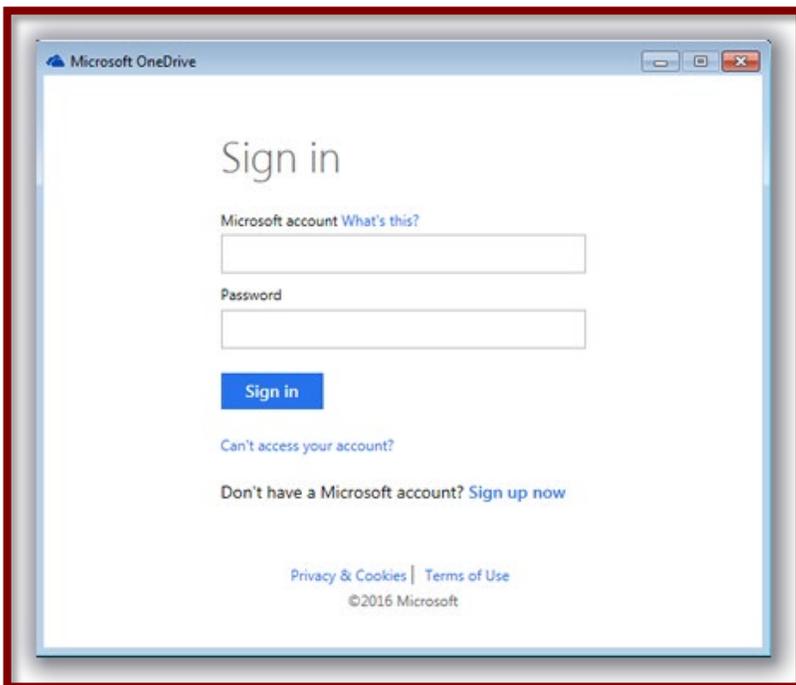


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Step 6: On the *Welcome to OneDrive* window, click **Sign in** to continue:

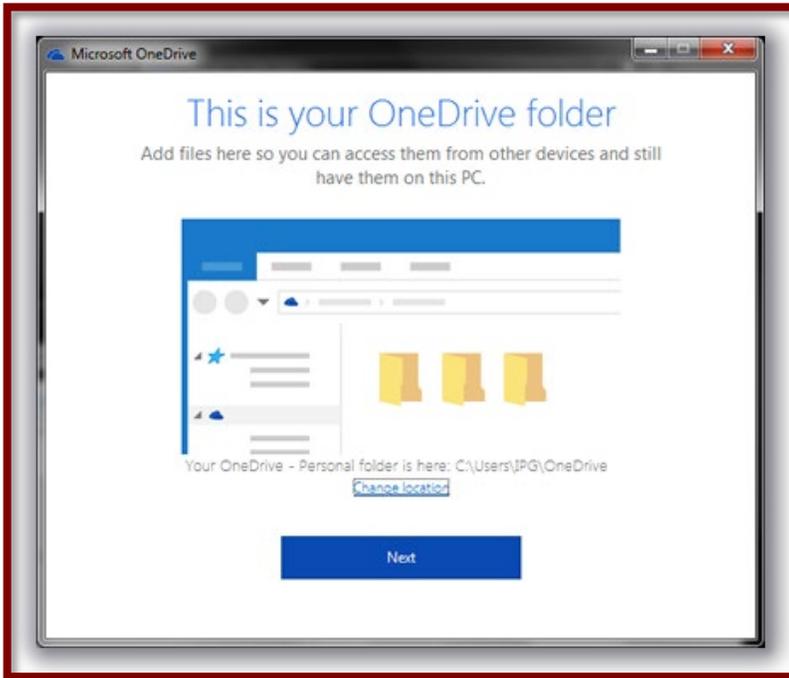


Step 7: Sign in with your Personal Microsoft account:

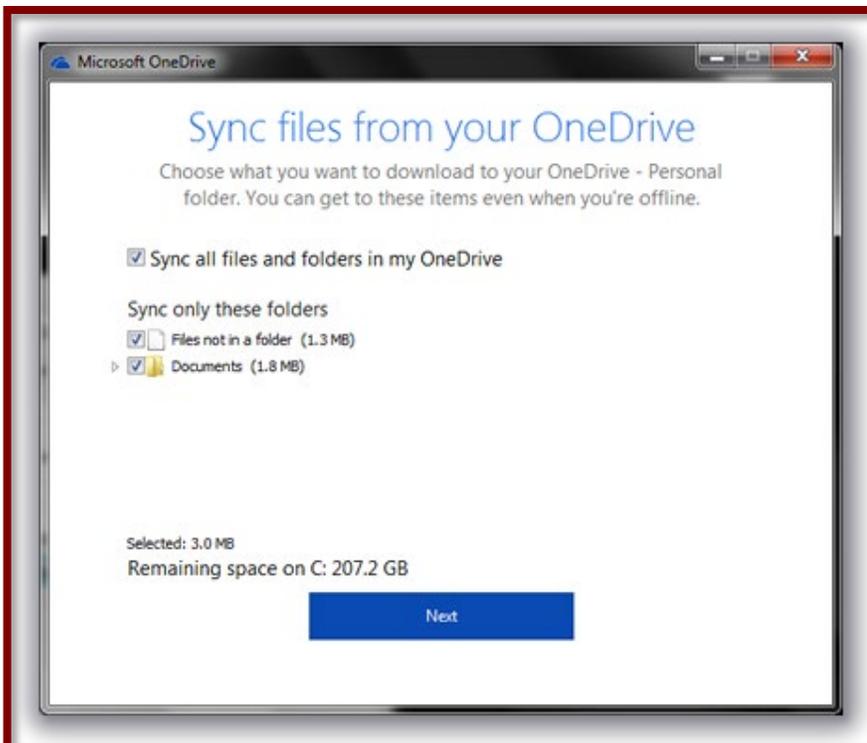


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Step 8: The OneDrive set-up wizard will now start. You will see the *This is your OneDrive folder* screen, where you can change the location of your personal '**OneDrive**' folder, or click **Next** to continue:

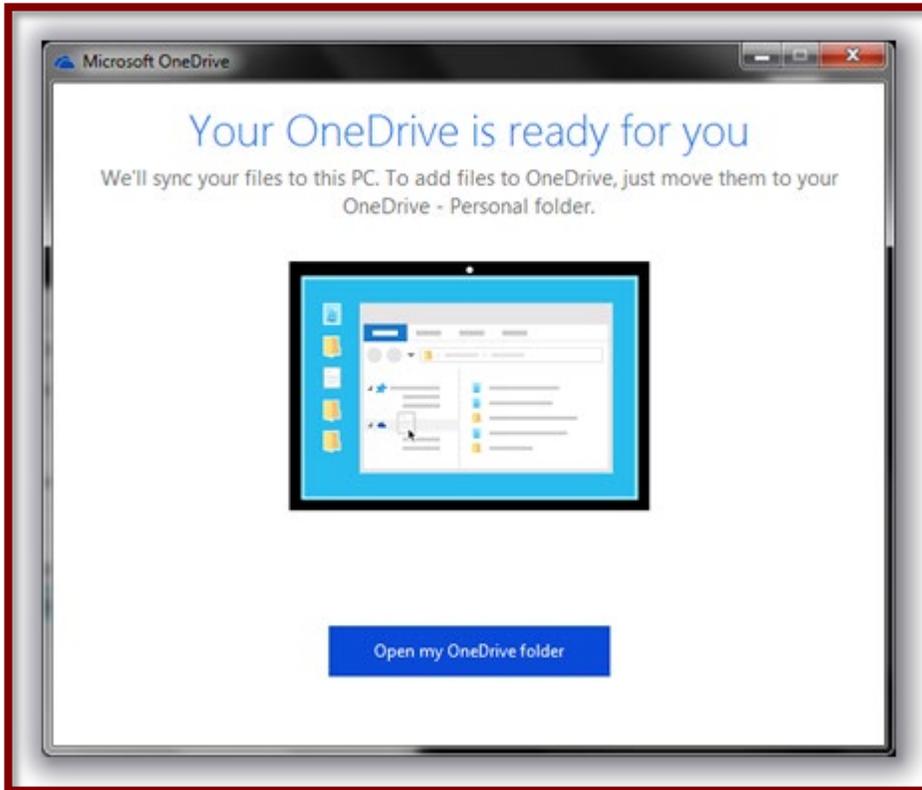


Step 9: You can choose which of your cloud-based files to sync with this machine:

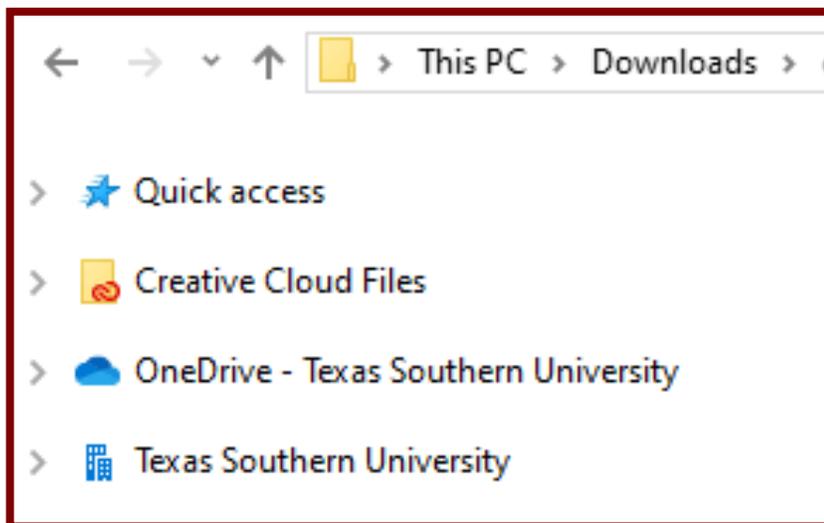


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Step 10: Your account set-up is now complete, and your *'OneDrive'* folder is now ready:



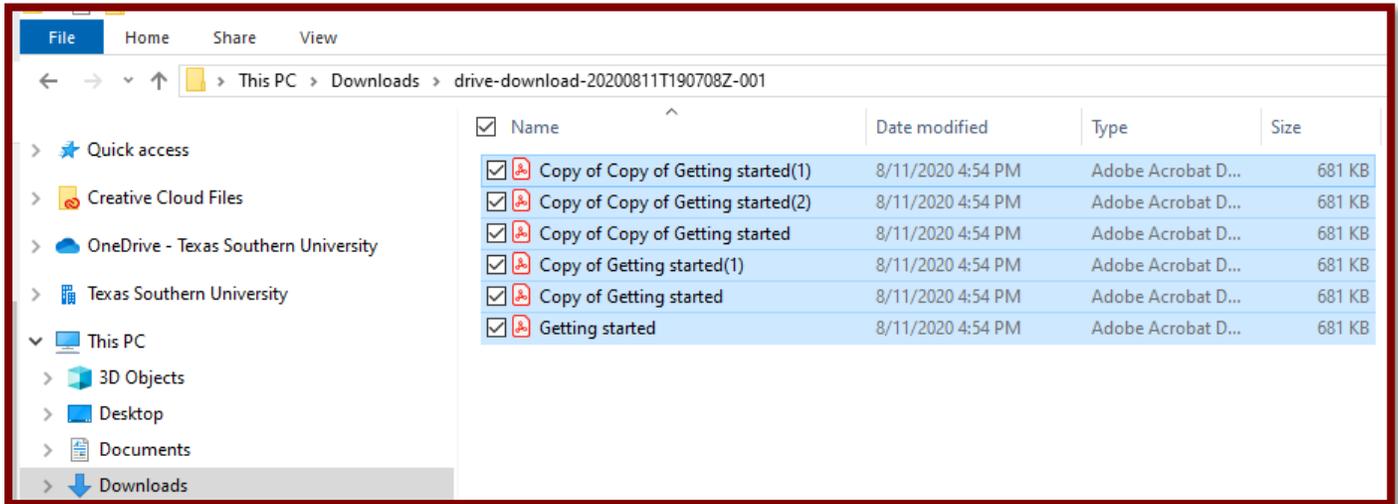
Step 11: When you click the **Open my OneDrive folder** button, you will see your *Texas Southern University* folder listed on the left hand side in the *File Explorer* window...





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Step 12: From your desktop, open the .zip file that you downloaded earlier from Google Drive, select all of the files, and drag them to your OneDrive folder.



Step 13: The files will start uploading and syncing to OneDrive for Business, as indicated by green check marks.

