# Google Drive

Move documents from Google Drive to OneDrive

Documents stored on your Google drive can be downloaded, then uploaded to your University (or personal) Microsoft OneDrive.

Download your Google Drive documents

1. Sign into your Gmail account.
   Go to **mail.study.beds.ac.uk**, using your usual username and password.

2. Click **Google apps** (located top right of the Gmail window) and click **Drive**. Your files will be listed.

3. Select the documents you wish to download (use the **Shift** or **Ctrl** key to select more than one file), then click **More actions** ⋮ and choose **Download**.
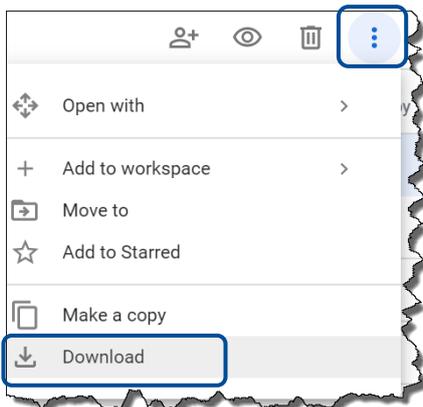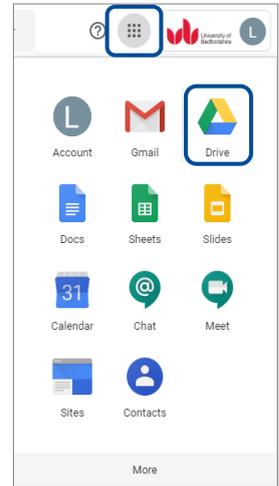
Note:
If you have selected multiple files, they are compressed into a downloadable **.zip** file. It may take a few minutes to prepare the download. This will depend on the number and type of files you have chosen to download.

You will now need to locate and extract the files before uploading to your OneDrive.

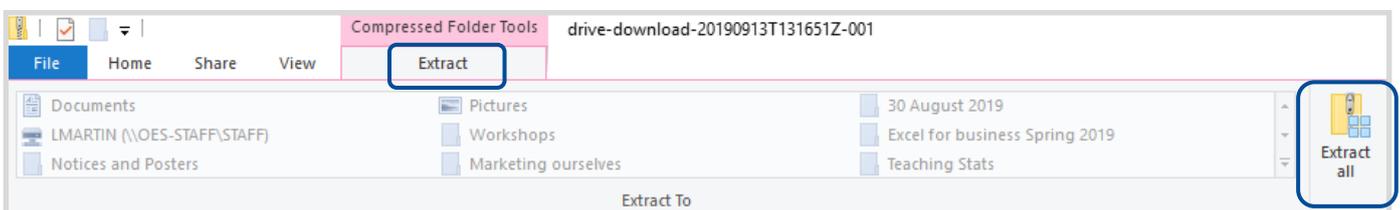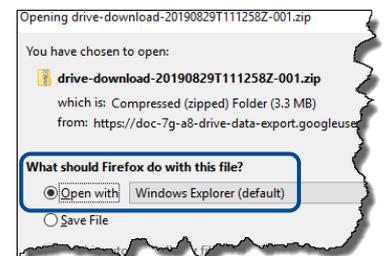### Extract your zipped Google Drive documents

Note: Instructions for extracting the downloaded **.zip** file depend on which browser you use. Below are instructions for Google Chrome and FireFox.

1. If using **Google Chrome** - single click the downloaded **.zip** file, located bottom left of screen.
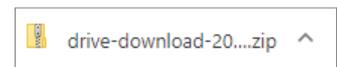
   If using **FireFox** - click **Open with** from the dialog box displayed, then **OK**.

2. Click **Extract**, then click **Extract All**. The **Select a Destination and Extract Files** box is displayed.
   Instructions continue on the next page.

Move documents from Google Drive to OneDrive

## Extract your zipped Google Drive documents continued...

3. Click **Browse...**, the **Select a destination** dialog box is displayed. Click the **Downloads** folder, then click **Select Folder**, the **Select a Destination and Extract Files dialogue box** is displayed, now click **Extract**.

The files are extracted to your **Downloads** folder and can now be uploaded to your university OneDrive. You will see the extracted files and the original **.zip** file.
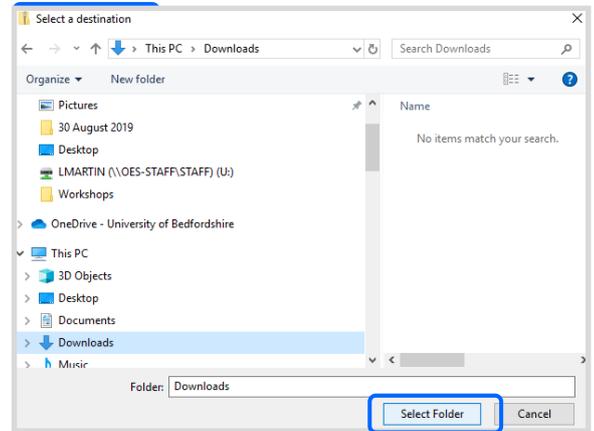
Uploading extracted documents to your OneDrive

1. Sign into your new Outlook account. Go to **outlook.beds.ac.uk**, using your usual username and password.

2. Click the **App launcher** button ⊞ then click **OneDrive**

3. Click **Upload** (located at the top of the OneDrive screen), then click **Files** or **Folders**. The **Open** dialog box is displayed for **files**. The **Select a Folder to Upload** dialog box is displayed for **folders**.
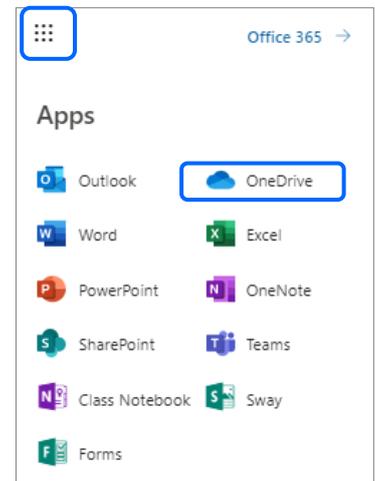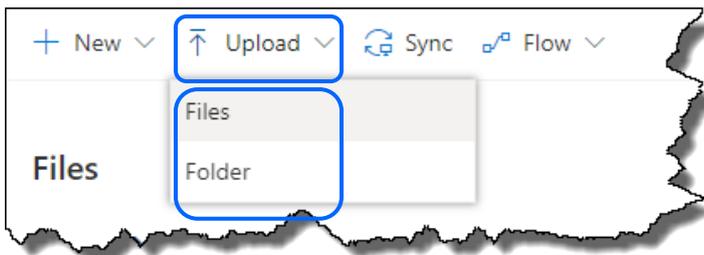
4. Locate your **Downloads** folder (or the folder you chose to extract the downloaded **.zip** file to). Select the files or folders you wish to upload and click **Open**.
Your files or folders will be uploaded to your university OneDrive.