Transfer VolShare documents to SharePoint

These are step-by-step instructions on how to transfer VolShare documents to OneDrive

Volshare

1. Connect to UTHSC network and go to Volshare
2. Review your folders on Volshare and delete obsolete documents.
3. Be sure to delete empty folders

Log onto OneDrive

1. Open or Select an **Internet Browser** such as Internet Explorer, Google Chrome, Mozilla Firefox, or Safari to access Outlook Office365

2. Type the url **http://O365.uthsc.edu** into the internet browser address bar

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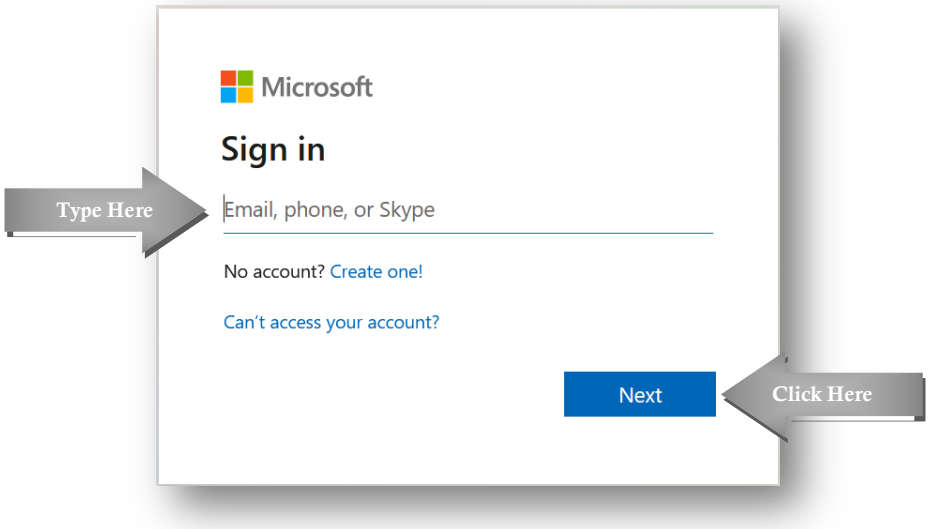
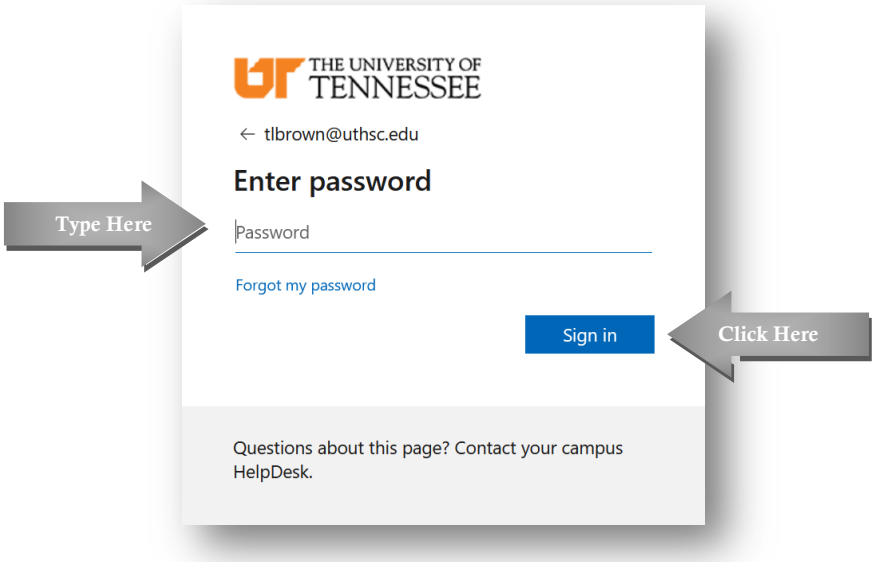
3. Click **Webmail/Office 365**



4. Type your **UTHSC email** > Click **Next**



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5. Type your **UTHSC NetID password** > Click **Sign in**

6. Click **No**

7. Click **SharePoint**

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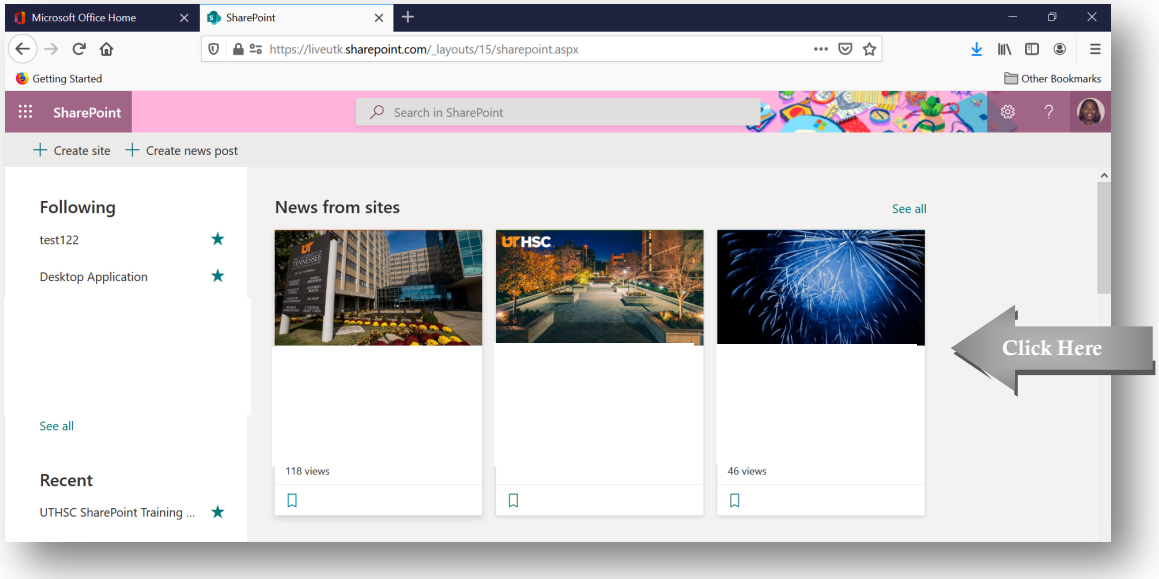
Create a folder for Volshare documents in SharePoint



1. Click on your **SharePoint site Name** under following or Recent or Icon

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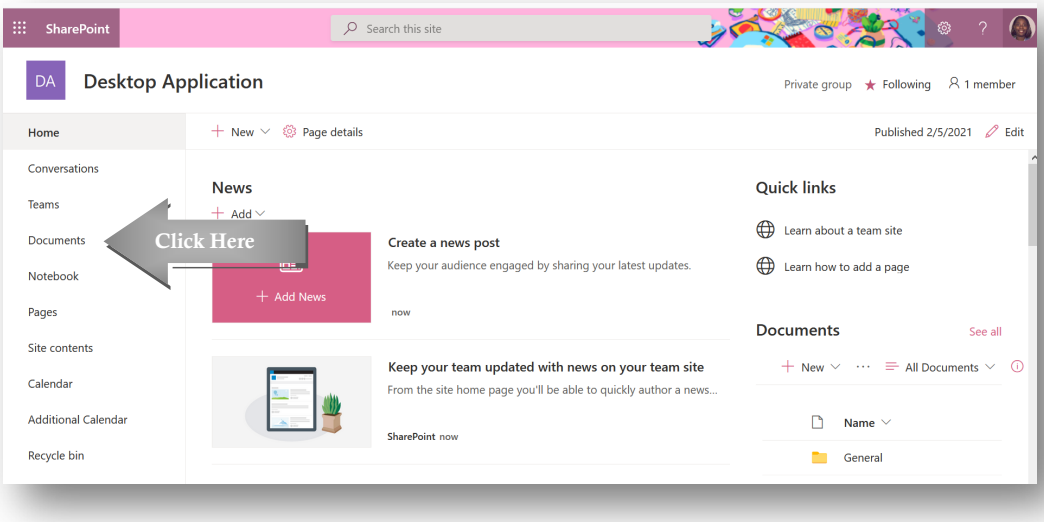
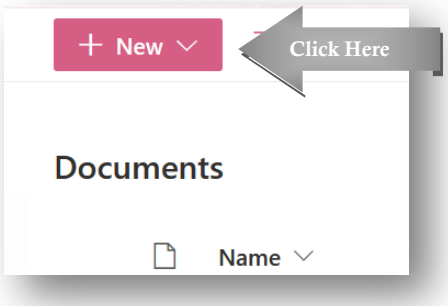


2. Click **Documents**



3. Click **New**

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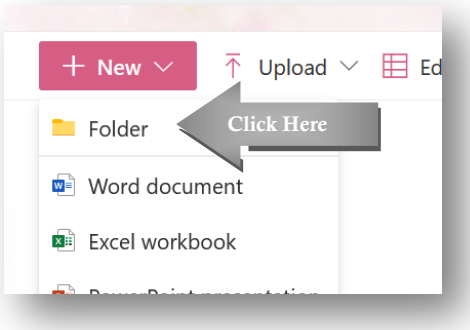
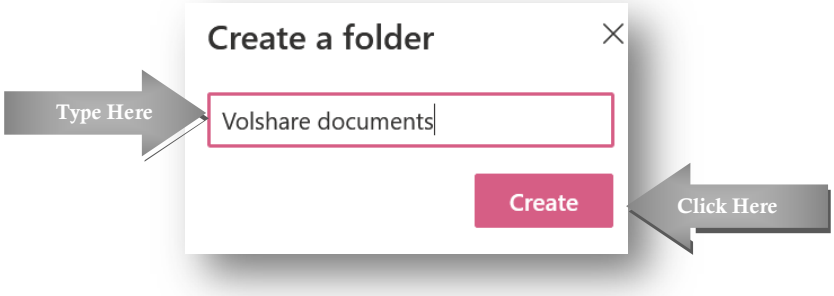


4. Click **Folder**



5. Type **VolShare docs** > Click **Create**

Back on VolShare to Select documents

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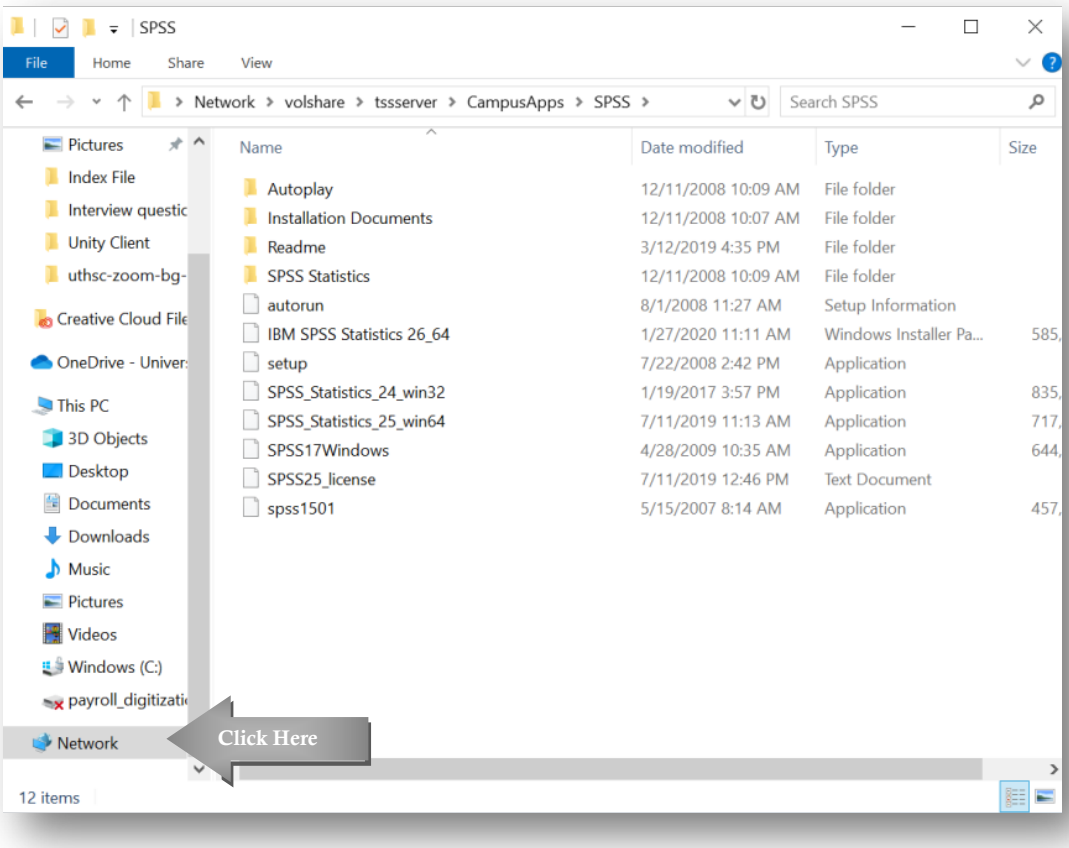

1. Click **Network** > Click **Volshare**

Back to SharePoint, to open document

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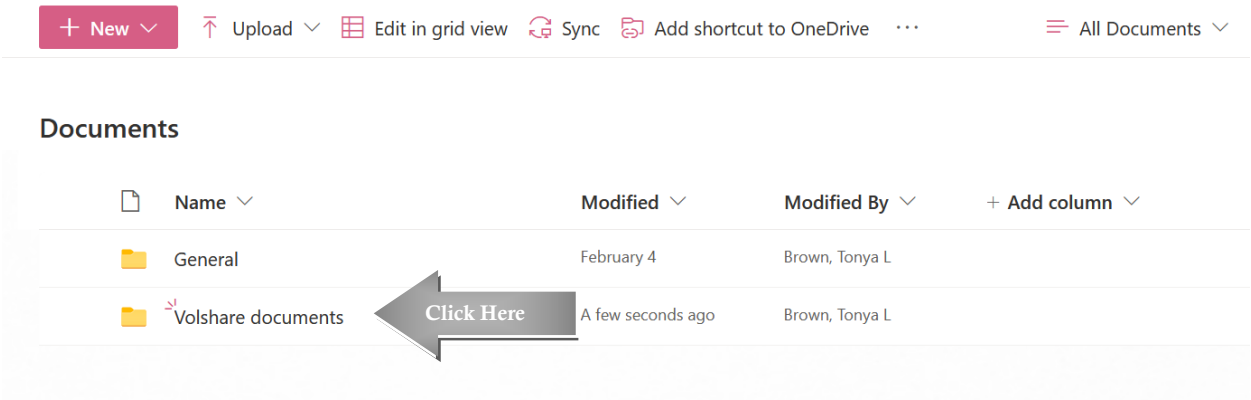
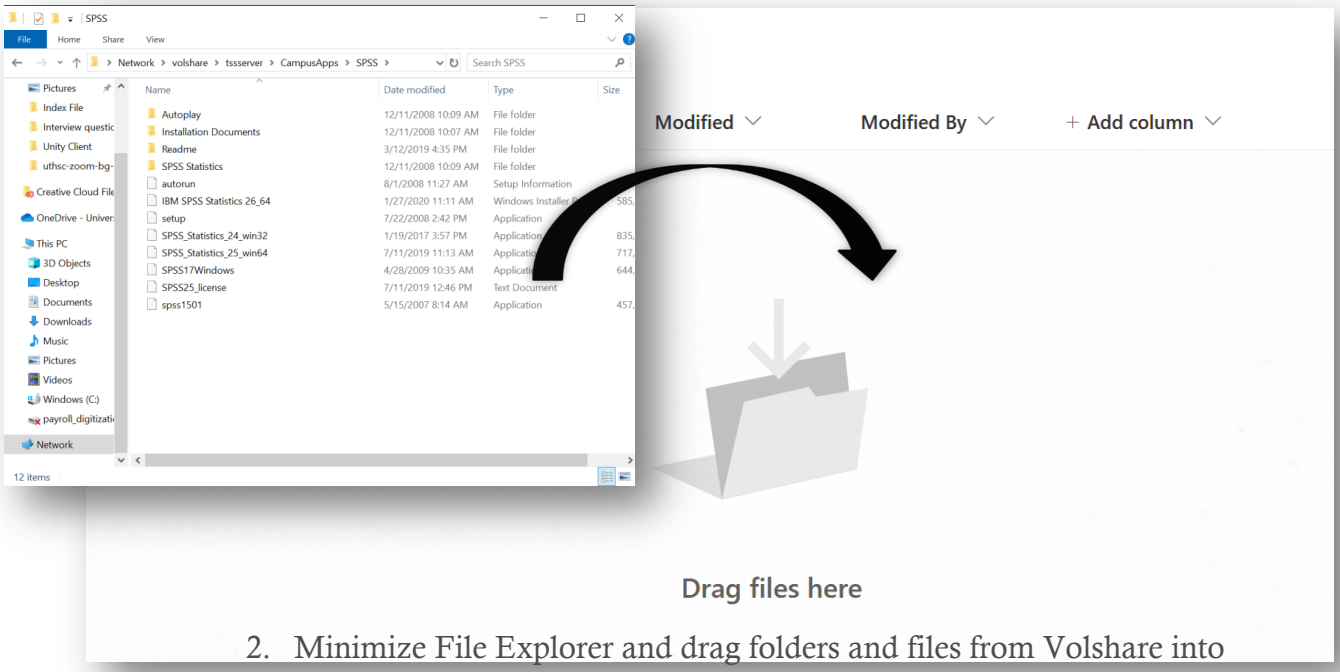


1. Click on **Volshare documents** folder



2. Minimize File Explorer and drag folders and files from Volshare into SharePoint

    a. It will show you the number of documents uploading

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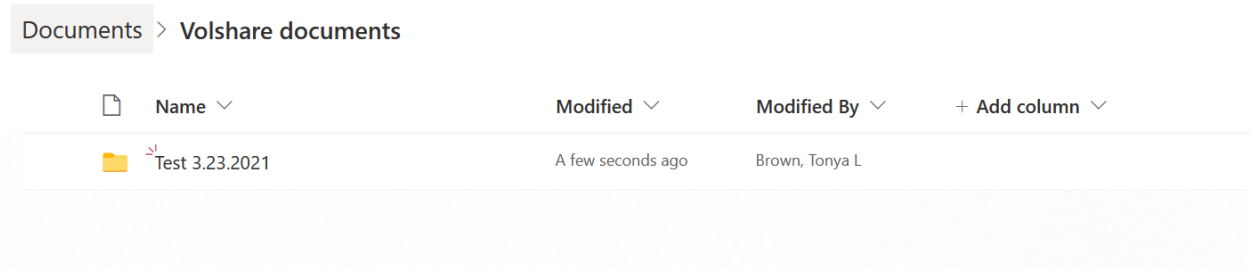
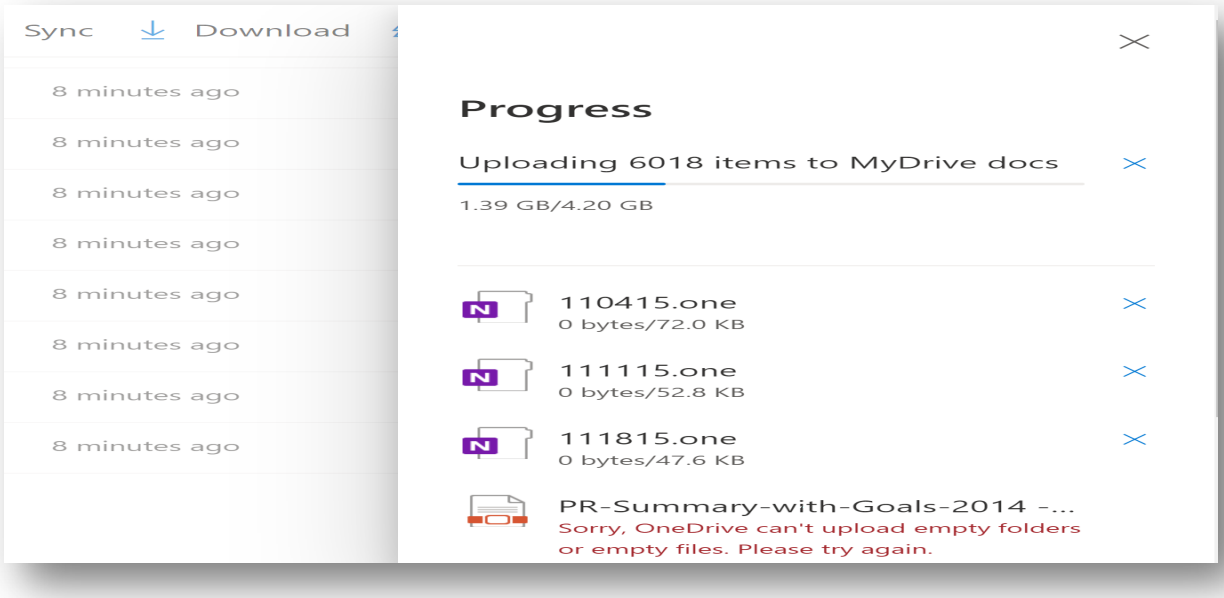
b. Also shows Modified as “a few seconds” or “About a minute ago” instead of your original date



3. This may take a while



4. Click on Uploading to see progress on copy – could take 30-45 minutes, depending upon the number and size of documents

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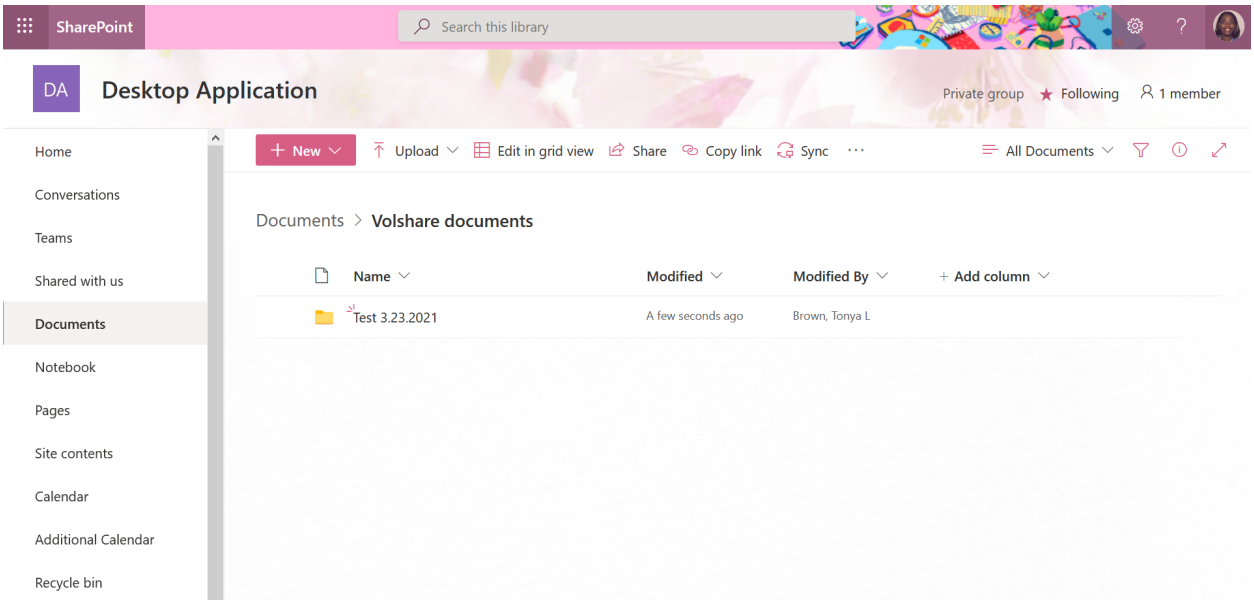

5. Scan your folders and compare to the VolShare folders to ensure documents were copied and can be opened.

    a. When you feel comfortable that the documents were successfully copied, delete the documents on your VolShare, Give it a week or so.

    b. Don't know if there is a way to compare the VolShare folder size to the SharePoint folder size to make sure all copied…

You are now have transferred your VolShare documents to SharePoint!