

# OneDrive Individual Migration

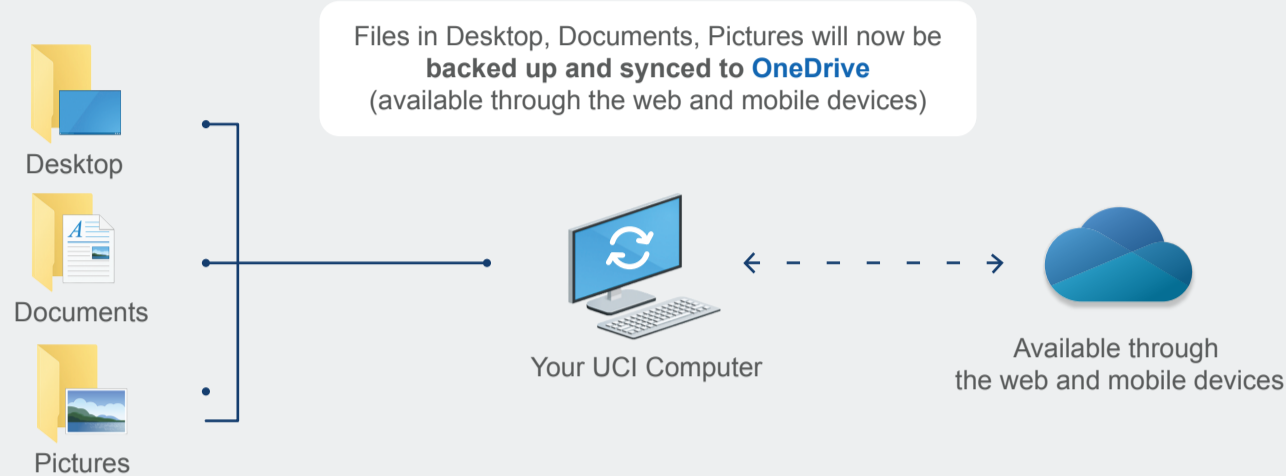
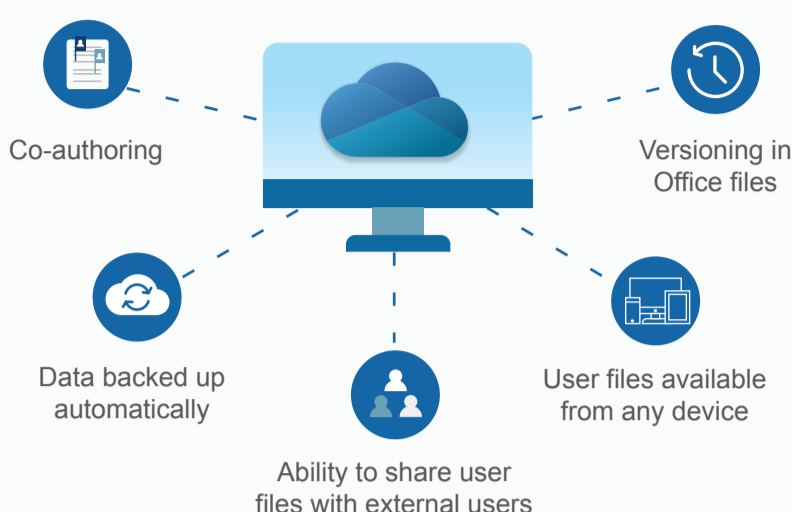
Changes to your Desktop, Documents and Pictures Folders

## What is Microsoft OneDrive?

Microsoft OneDrive for work and school accounts is online storage space in the cloud and has been approved for use for UCI data by UCOP and the UCI Information Security team when appropriate file sharing protections are used. All UCI Microsoft Office 365 users have access to 5tb of storage in Microsoft OneDrive.



## OneDrive Benefits



## Guidance for Users with P3/P4 Data



### Store P3/P4 Data in Shared Unit Folder

P3/P4 UCI business related files currently stored in your OneDrive Individual should ideally be moved to your shared Unit folder.

Consult with your Unit manager on where to place these P3/P4 files to ensure they stay protected.

OR



### Unsync UCI P3/P4 Folders

P3/P4 files in your OneDrive Individual that will not be moved to your shared unit folder should have this content moved into a folder, and have this folder set to not sync to your local computer. This will minimize P3/P4 content stored on your computer.

Remember that data security is a shared responsibility amongst you, your unit, your IT organization, and UCI.

## What is P3/P4 Data?

### Protection Level 3 (P3)

Data whose unauthorized disclosure or modification could result in fines, penalties or civil actions, or moderate damage to the UCI community.

### Protection Level 4 (P4)

Data whose unauthorized disclosure or modification could result in significant fines, penalties, regulatory or civil actions, or significant damage to the UCI community.



## OneDrive Sync Icons

### Explorer Icons

When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access.

Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons.

If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.

A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer. You can't open online-only files when your device isn't connected to the Internet.

### Notification Area Icons

The OneDrive icon signifies that everything is fine.

Click the blue OneDrive icon in the notification area to learn more about the problem and steps to fix it.

The circular arrows over the OneDrive or OneDrive for work or school notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.

OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue.

The paused symbol over the OneDrive icon means your files are not currently syncing.

To resume syncing, select the OneDrive icon in the notification or menu bar area, select "More" and then "Resume syncing."

If you see a yellow warning triangle over your OneDrive or or OneDrive for work or school icon, it means your account needs attention. Select the icon to see the warning message displayed in the activity center.