




Tutorial on how to migrate L Drives to OneDrive:

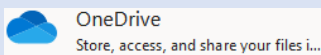
Microsoft OneDrive is a storage program that allows users to share files and media with others and is available to all members of ENMU. To migrate your L: Drive to OneDrive, follow the below set of steps.

To Access OneDrive:

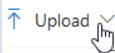
- Log in to my.enmu.edu
- Click  **LaunchPad**
- Click  **Office 365 AD**
- If the OneDrive icon is not visible to the left-hand side as show below, click  'All Apps', located at the bottom left corner, to display all Microsoft apps available to you and locate OneDrive in that list.

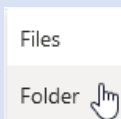


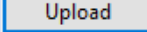
- Click OneDrive



To Upload a File or Folder to OneDrive:

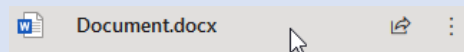
- From your OneDrive, click  (located near the top)
- You now have the option to upload files or folders, select 'Folder':


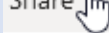


- Select the L: Drive item and click 

To share a file or folder:

- Click next to the item's name to highlight the line



- Click  to share via left clicking 'Share' 

To see additional tech tips, or download this week's tech tip, visit

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If you need any assistance or have questions, please contact the Help Desk

via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer