



## WINDOWS 11 UPGRADES - SUMMER 2024

Starting Summer Break 2024, we'll begin upgrading Windows 10 Student computer stations to Windows 11, ongoing until all stations are upgraded. 'Faculty-prioritized' & Staff upgrades can be requested from the HelpDesk.

### Switch from U:Drive to OneDrive File Storage

#### File Storage & Access Changes

Please be sure to copy your important U:Drive files to OneDrive or other reliable storage, as U:Drive will no longer be accessible after all computer stations have been upgraded from Win 10 to Win 11.

#### What is OneDrive?

The OneDrive app will replace U:Drive for your file storage & accessibility. OneDrive stores files online in the cloud & files are accessible from any internet enabled device from your Seattle Colleges MS 365 account.

#### Win 11 Computers – to continue file accessibility from any Win 11 computers

IF you'll need to access your files from different Win 11 computers, your existing U:Drive files need to be copied to OneDrive & going forward, new files saved to OneDrive. You can simply drag files from the U:Drive window to the OneDrive window. For large numbers of files please contact the HelpDesk for needed assistance. (Win 10 computers will not change for U:Drive file storage & access.)

#### Viewing U:Drive from Win 11 Computers

On Win 11 computers, users with an existing U:Drive can click the 'U Drive' desktop shortcut to view their U:Drive files. To avoid problems, you should start saving files to OneDrive which is available from any location on & off campus.

#### Accessing OneDrive

When logging onto a Win11 computer you will be automatically signed in to OneDrive.

To login manually, click the OneDrive cloud icon in your taskbar (lower right) & sign in. Or login to your Seattle Colleges [MS 365 account](#), choose OneDrive from the Application menu & sign in.

Click to view these OneDrive Instructions:

★ [OneDrive Video Training](#) ★ [Get Started](#) ★ [Manage Your Files](#) ★ [Sync Files](#) ★ [Share Files](#)

**Auto-Sync Saving Files** - The easiest way to save & store your files for across Win 11 or both Win 10 & 11 computer stations is to simply login to your OneDrive to activate Syncing. Or if needed, you can activate Syncing from the OneDrive Settings menu. When you open files from OneDrive or save new files to OneDrive, they will automatically be saved "as you work" in their most current version to OneDrive.

**Documents, Desktop & Pictures** files on Win11 computers will be synced automatically to OneDrive as these folders are redirected.

*Please be sure to copy your important U:Drive files to OneDrive or other reliable storage, as U:Drive will no longer be accessible after all computer stations have been upgraded from Win 10 to Win 11.*

For assistance contact the IT Help Desk - [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu) More information - <https://itservices.seattlecolleges.edu/it-help-desk>

North 206.934.3630 ◆ Central 206.934.6333 ◆ South 206.934.5844 ◆ LiveChat line <https://direct.lc.chat/11900901/3>



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