



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

On Win 11 computers, the OneDrive application replaces 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. *U:Drive will no longer be accessible after all computer stations have been upgraded from Win 10 to Win 11.*

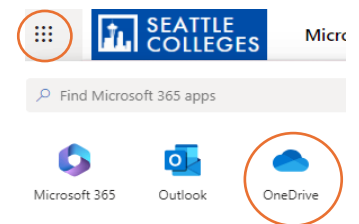
Win 11 Computers – continuing your file accessibility from any Win 11 computers

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. Until upgraded, existing Win 10 computers will not change for U:Drive file storage & access.

Accessing OneDrive

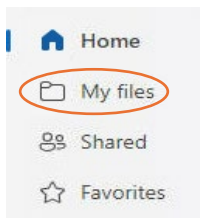
When logging onto a Win11 computer you will be automatically signed in to OneDrive.

- To login manually, click the OneDrive cloud icon in your taskbar (lower right) & sign in.
- Or login to your [MS 365 account](#) & select OneDrive from the App menu. (shown right)

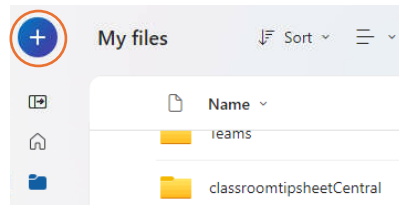


To Quick Copy a single or just a few files from U:Drive to OneDrive

1. From OneDrive select **My Files**. (upper left)

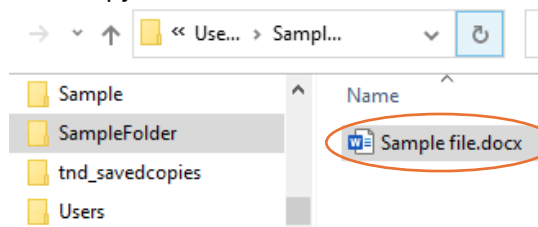


2. From the **My Files** window, click the Plus symbol to create a new destination folder, if needed.



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

3. Open **U:Drive** & locate file(s) or folder(s) to copy.



4. Drag U:Drive file(s) or folder(s) to the **One Drive** window or a folder.

When copying files, dates are modified to the date copied to OneDrive.

For assistance moving large numbers of files please contact the IT Help Desk - ITHelp@seattlecolleges.edu

More IT HelpDesk information at - <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>



← SCAN to visit us
itservices.seattlecolleges.edu

REQUEST help
helpdesk.seattlecolleges.edu