Moving Files from Box Sync to OneDrive

*Before you begin, you must have Box Sync installed. If you do not have it, you can install it here: [https://yale.app.box.com/settings-sync](https://yale.app.box.com/settings-sync)

*Be sure that you are logged into Box Sync and all folders are up to date before beginning this process (Launch Box Sync from Applications).

1. Open Finder
2. Click on the Box Sync folder
3. Select all items in your Box Sync folder by clicking on the first item then pressing CMD + C
4. Click on OneDrive – Yale University
5. Press CMD + V to paste all items into OneDrive
6. Once you are confident that all your files have been transferred to OneDrive, you can uninstall Box Sync to prevent any further documents from being saved to that folder.