SOM IT provides Microsoft Outlook to faculty, staff, and students. Hosted on Microsoft Office 365, Outlook is a fully integrated email and calendaring solution with automatic mobile synchronization of email and calendar to handheld devices. Upon graduating, you may consider transferring your resources from your Yale Office 365 OneDrive account, to a personal account. There are several ways you can move your O365 account to a personal account. Use this article to learn how to transfer your files from Business to Personal accounts using OneDrive installed on your computer. Keep in mind a personal account that is not signed up with the premium account can only hold 5 GB of space.

Step-by-step guide

To transfer files from Business to Personal using the OneDrive application installed on your computer:

1. Login to your personal O365 account and open OneDrive
2. Click Upload:

   ![OneDrive interface](image)

   1. To upload files individually, select Files:
1. Navigate to OneDrive in File Explorer

2. You can then select individual files from your OneDrive Yale account to upload

To upload files in bulk, select **Folder**: 
1. Navigate to your Yale Business OneDrive folder on your computer, select it, and click OK.

2. Your files will begin to transfer into your personal account.
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