O365: Create Personal O365 Account for Business to Personal File Transfer

Summary

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 create a personal O365 account if you do not already have one and how to transfer your Yale files to your newly created O365 account.

Step-by-step guide

If you do not have an Office 365 personal account:

1. Create an Office 365 personal account by navigating to www.office.com/myaccount

   ![Sign in to Office 365](image)

   No account? Create one!

2. Click Create one!
3. You can then choose to get a new email address, or use an existing one you have.

4. If you choose Get a new email address, you will be prompted to enter an email address of your choice.
5. Once entered, click Next.
6. You will then be prompted to add details for your new account.
7. Once you are set up, you will be asked about Product Keys and activation. Skip this, and proceed to the application center at the top left of the screen.

8. There are several ways you can move your O365 OneDrive files:
   a. Select the OneDrive option to begin moving files from your Yale business account to your personal account.
   **Keep in mind a personal account that is not signed up with the premium account can only hold 5 GB of space.
   b. Transfer the files to a USB FlashDrive.
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