

# Moving Staff Files to OneDrive



## Personal Drive (H:) Files Moving to OneDrive

As part of an upcoming transition to modern cloud-based storage services, files currently stored on individual work drives (H Drives) will be moved to OneDrive, Microsoft's cloud storage platform. This change is intended to improve file accessibility, collaboration, and data security.

Your individual work files currently in the H: drive will be moved to OneDrive.

**What's happening? Your main work folders: Desktop, Documents and Pictures will now save automatically to OneDrive (cloud storage) instead of the old H: Drive.**

### Advantages:

- Files are accessible from anywhere with an internet connection.
- Documents, Desktop, and Pictures folders will be automatically redirected to OneDrive.
- Deleted files can be restored from the Recycle Bin for up to 30 days.
- Previous file versions can be recovered using version history.
- Each user receives 1 TB of OneDrive storage.
- Built-in sharing and collaboration with colleagues.
- Reduced risk of data loss due to device failure.
- Easier access to files when working remotely or from multiple devices.

### Best Practices when saving files to OneDrive:

- Keep folder and file names short by using abbreviations.  
Example: Use "File01012026" instead of "File from January 01 2026".
- Do not use spaces in the names of files or folders.  
Example: Use "MinuteSchoolXXJan2026" instead of "Minute School XX January 2026".
- Review sharing/permissions at the beginning of each school year.
- You can share files with other members of the organization, but in a more secure way.  
**Right-click a file --> Share, then send a secure link instead of attachments.**

Please be aware that you will receive an email regarding moving your information to OneDrive 10 days before your move date

## Resources

- [Introduction to OneDrive](#)
- [One Drive Quick Start Video Guide](#)
- [What is OneDrive for work or School?](#)
- [OneDrive How-To Video Series](#)



## FAQS

### Why are we doing this?

- This transition offers greater protection for your files
- Access your files anywhere (home, school, phone)
- Work offline when needed
- Never lose work (files are automatically backed up)
- Restore older versions if something gets overwritten
- Share files easily without email attachments

### How do I find my files?

- They're in the same place as before. Files will appear in the same folder structure. [Open File Explorer -> Click Desktop, Documents, or Pictures.](#) Everything will look the same, but now it's backed up to OneDrive.

### What happened to the H: Drive?

- The H: drive is being retired. If you no longer see it, your data is already in OneDrive. If not, you will receive instructions about this change by email soon.

### What do the icons next to my files mean?

Most files will look the same as before after the migration. In some cases, you may see small symbols beside your files. These can indicate things like:

- A file being synced
- A file being locked or protected
- A file managed by OneDrive

### Why do I see duplicates?

You might see files with your computer name added. This is normal; it prevents anything from being overwritten. You can review and delete duplicates later.

#### Original file in OneDrive

C:\Users\user\OneDrive - School District 61 - Greater Victoria\Documents\file.txt

#### Duplicated file in local folder, when uploaded to OneDrive

C:\Users\user\OneDrive - School District 61 - Greater Victoria\Documents\file\_l01tea0001.txt

### Why aren't all my folders syncing?

Only the Desktop, Documents, and Pictures folders are included. Folders like Downloads, Music, and Videos are not synced. Move important files from Downloads into Documents to keep them safe.

### What happens if I delete a file?

If you delete a file, it's removed from both your computer and OneDrive. You can recover it from your Recycle Bin or the OneDrive Recycle Bin (online).



## Common Issues

### **Why do I see a red "X" file?**

This usually means the file is open somewhere or the name has unsupported characters (like \ / : \* ? " < > |). Try closing the file or renaming it.

### **What if I got an Office error (Auto Recovery Path)?**

Restart your computer; this will usually resolve the error.

**Need help?** If anything looks wrong or you're unsure please, submit a ticket by emailing [helpdesk@sd61.bc.ca](mailto:helpdesk@sd61.bc.ca)

