

GUIDE: Completing Your Individual Box Files Migration

*This guide describes actions you **MUST** take to complete migration of your individual files from Box to OneDrive.*

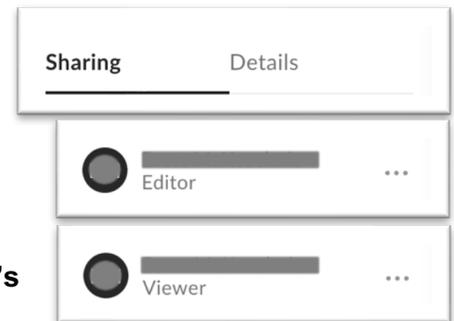
What Actions Are Required?

1. Verify and complete your individual files migration.
2. Submit your completion notification.

How Can I Verify If My Files Were Already Migrated?

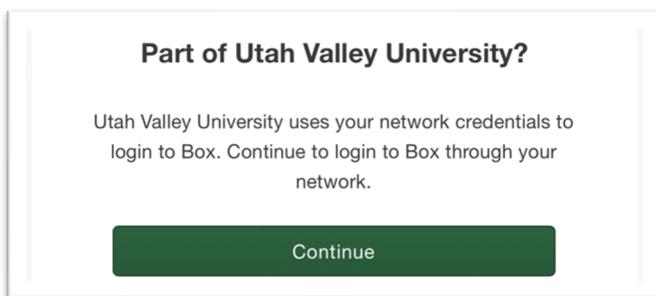
Sign in to Box and check your permissions on the **MyFiles** folder by clicking the folder, then view the right column **Sharing** tab.

- If you are listed as an **Editor**, you'll still need to complete your migration.
- If you are listed as a **Viewer**, you are done! See the **I'm Done! What's Next?** section below.



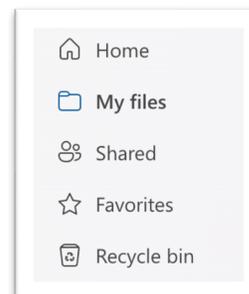
How Can I Sign In To Box?

Box uses UVU's single-sign-on authentication. When you are signed-in to myUVU in your web browser, just go to uvu.box.com and click **Continue** when prompted.



How Can I Sign In To OneDrive?

OneDrive uses UVU's single-sign-on authentication. When you are signed-in to myUVU in your web browser, just go to uvu365-my.sharepoint.com and click **My files** in the left menu.



What's Involved In Migrating My Files?

1. Download all Box files from "My Files" or "[Your Name] Student Files" to your computer.
2. Upload all UVU files to your UVU OneDrive and all personal files (not UVU-related) to your personal file storage platform.

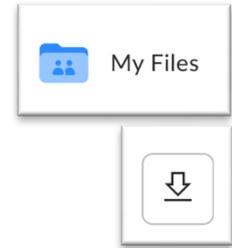
Note: Do not migrate any folders or files from any other Box folders. Notify Dx of any need to migrate files from your Internal Share or External Share folders by submitting a [ticket](#) with "Box Migration" in the description.

Where Can I Find More Information?

Please check the [Box Migration](#) webpage regularly for the latest plans, schedules, instructions, and other helpful information including how to contact support.

How Can I Download My Box Files?

1. Once signed-in to Box, click **My Files** or **[Your Name] Student Files** to open the folder.
2. Select all folders and files by checking the box for each one on the right side of the file list, then click the **download icon**.

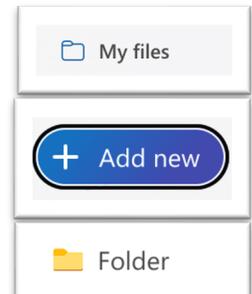


Note: If you have a large number of files, you may have to select groups of files to download, repeating this process until all have been downloaded.

3. It may take quite some time, but all files will be downloaded in a zip file to your **downloads** folder. **Take note of the filename** listed as the zip file downloads.

How Can I Upload My UVU Files to OneDrive?

1. Once signed-in to OneDrive, click **My Files** to open the location for your files to be uploaded.
2. Click **Add New**.
3. Click **Folder**.
4. Type the folder name into which you want to upload all the files from Box.
5. After clicking **Create**, the folder will be created.
6. Click that folder name to open it.
7. In File Explorer or Finder, open your downloads folder. Find the Zip file(s) you downloaded and open it(them). Select each folder and file, then click and drag them into the new folder you just created in your web browser.
8. It may take some time, but each folder and file will be uploaded into the folder on OneDrive.
9. See the **I'm Done! What's Next?** section below to complete your migration.

A screenshot of the 'Create a folder' dialog box in OneDrive. It has a title bar with 'Create a folder' and a close button (X). Below the title bar, there is a label 'Name' and a text input field with the placeholder text 'Enter your folder name'.

Note: After you have verified that everything has been uploaded to OneDrive or to your personal file storage platform, be sure to delete the Zip files and any folders or files you extracted from your downloads folder to save space and ensure you only work on the correct versions of your files.

I'm Done! What's Next?

Submit a completion notification by filling out [this form](#) with "Box Migration Completed" in the description. After you have submitted the completion notification, your access to your individual files on Box will be changed to "Viewer". You should use OneDrive for all your individual file needs from this point forward. If your department or shared files have not yet been migrated, you may need to use Box for those files until they have been migrated.

What If I Don't Submit My Completion Notification?

All Box access will be removed on or before April 30, 2025. You will lose access to your Box files permanently. Be sure to complete your migration and your completion notification well before that date. Seek help if needed.

Note: Migrating files without submitting the completion notification creates duplicate editable versions of files and could lead to loss of important documents or content.