# N-Drive Migration "How-To" Guide for BCSS Staff

General considerations

1. Before you begin the transfer of your N:drive it would be a good idea to clean out the old files that you no longer need or want. You could sort your N:drive files and folders by date and take a look at whether you need the files you haven't used in over a year. If you don't need them, just delete them straight from the N:drive. This is entirely up to you, but it could drastically reduce the amount of files that you really need to hold on to in the transfer process.

2. **Preparing the Transfer Location:** Before you transfer all of your N:drive folders and files, let's make a good landing location for them. It will make it easier to locate your transferred N:drive files and folders. In the following steps you will create a new folder in your "My Drive" called "N Drive Folder" so that we can place all of your transferred files there.

   ○ Click on your "My Drive " location in Google Drive and then select the "New" button.
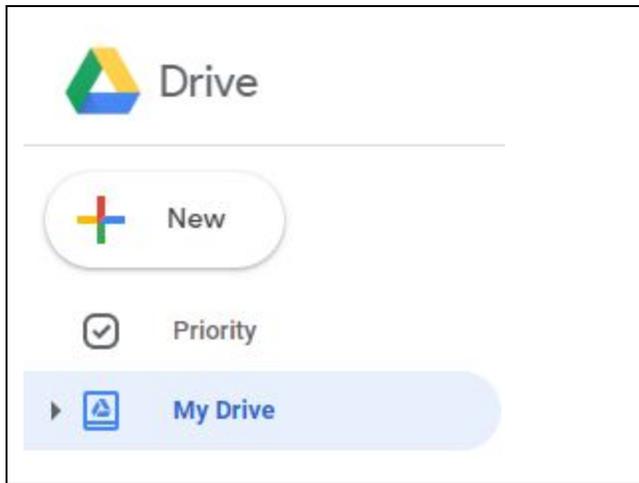
   ○ Select the "Folder" option and title it "N drive folder", then click the blue "create" button.
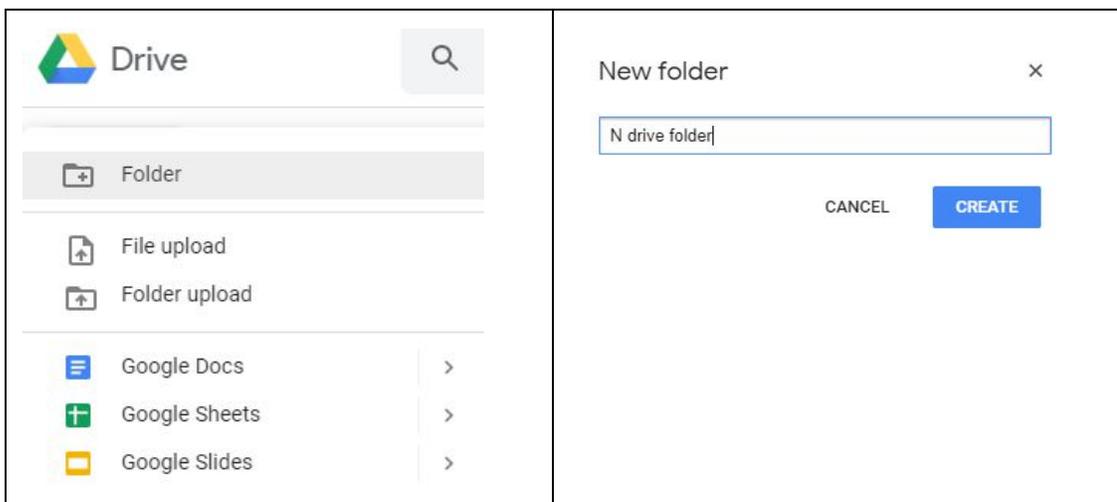
3. **Transfer Methods (Pick one method only):** There are two equally simple methods for transferring your documents and files and either will work great. It is really up to you to decide which one you prefer.
   - ○ **Method 1: Drag and Drop**
     - ■ To drag and drop you will open your newly created "N drive folder" in Google Drive in one window, then navigate to your N:drive in another window. Drag the entire N:drive folder into the new Google Drive folder and drop it in. The transfer should begin automatically and will vary in time based on the amount of items in your N:drive.
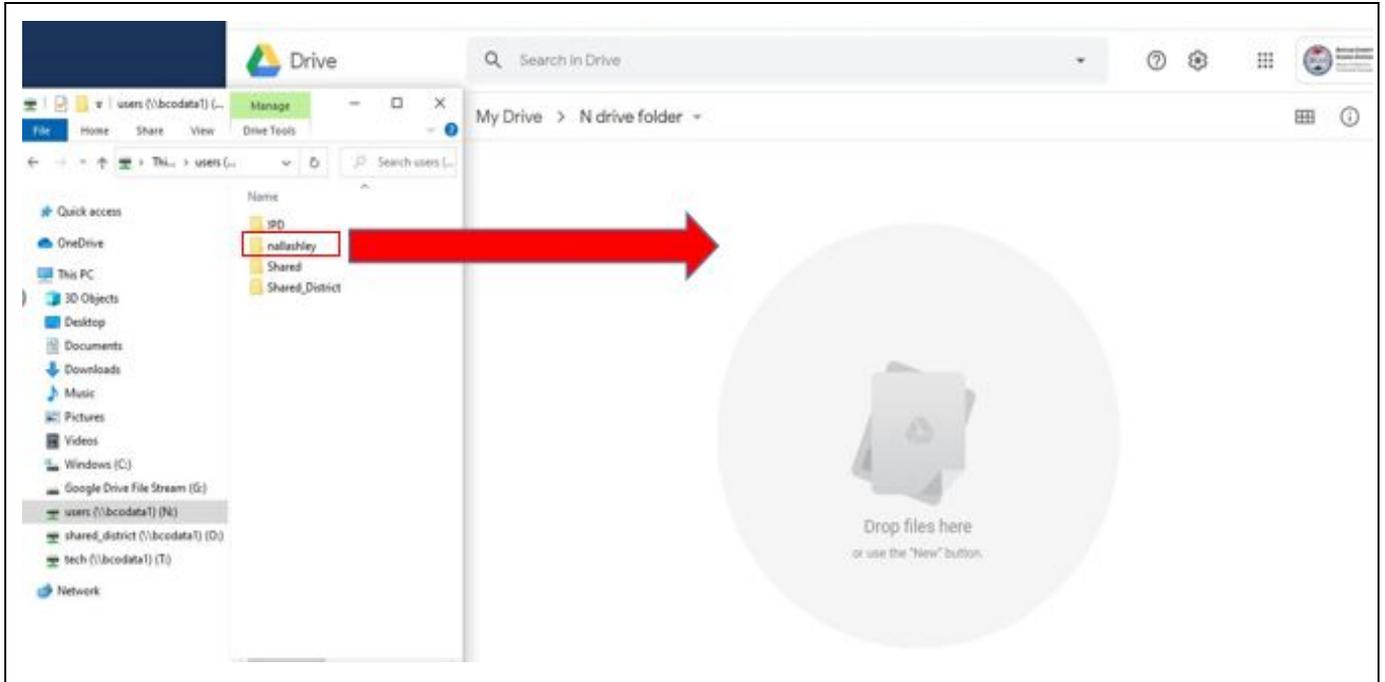

   - ○ **Method 2: Folder Upload**
     - ■ To use the folder upload method you will **open your newly created "N drive Folder" in Google Drive in one window,** then click the"New" button in Google Drive. Next, click on the "Folder upload" option.
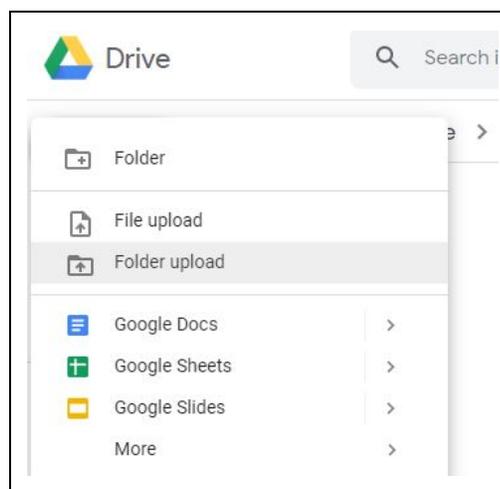
■ This action should open an explorer window where you can navigate to your N:drive.   Select your N:drive and click on the "OK" button. The transfer should begin automatically and will vary in time based on the amount of items in your N:drive.
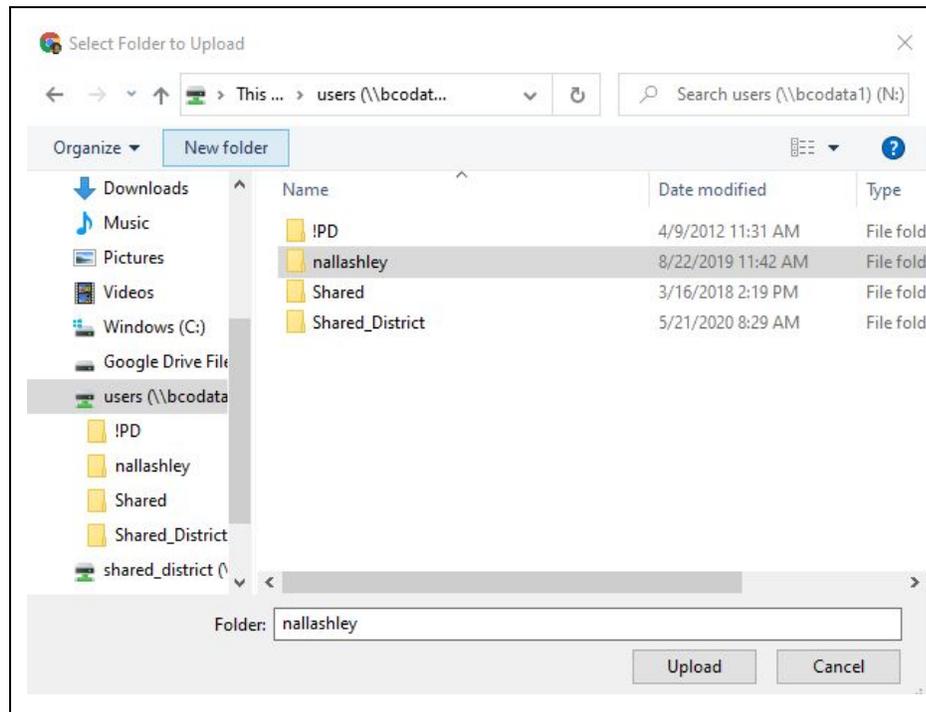
4. **The transfer is now complete**:

   ○ **Note:** The time it takes to make the transfer can vary significantly from one user to the next. Most users should see the transfer complete within a matter of minutes / hours. Once the process completes, check to verify your documents.

   ○ **If you have issues, please submit a technology request.**