

Transfer Files from your CIX OneDrive Account to your CUNY OneDrive Account

Option 1: Download files from your CIX OneDrive and upload the files to your CUNY OneDrive.

- Sign in to your CIX OneDrive account using your CIX email credentials.
- Download all the files and folders to your local computer.
- Sign in to your CUNY OneDrive account using your CUNYfirst credentials.
- Upload the downloaded files to your new account.

Option 2: Use the OneDrive Sync Client to sync the files between the accounts.

- Download and install the [OneDrive desktop app for Windows](#).
- Sync your CIX account to a local folder on your computer.
- After syncing the account, unlink the CIX account and link the CUNY account.
- Move the synced files into the CUNY OneDrive folder.

Option 3: Share the files from the CIX account and copy them to the CUNY account.

- Share folders from the CIX account with the CUNYfirst account.
- Log in to your CUNY account and copy the shared files into OneDrive.