Job Aid: Migrate Documents from xythos to One Drive for Mac

Important Note for OneDrive – Be sure your OneDrive for mac is installed and sync is setup before you start moving documents from xythos to OneDrive – Link below which explains about how to install OneDrive for Mac and configure sync.

How to install OneDrive for Mac and configure Sync

1. Please be sure your Xythos Drive Volume is connected first. After connection Xythos share will appear in the sidebar of Finder windows & possibly on the desktop (depending on finding preferences)

2. After Step1 you should see Xythos Drive connection on your Desktop. Double click that folder to open up that folder.
3. After Step2 you can Double click to open up xythos user share or departmental share where your folders & files are stored.

4. Open up your OneDrive – University of Massachusetts Boston folder where your OneDrive documents are stored - where you will be moving files from Xythos Users or Departmental share.
5. Now you can just Drag & Drop your folders/files from your xythos Users or Departmental share to your OneDrive folder.

**NOTE:** it could take some time to copy files from Xythos to OneDrive.

**Warning:** OneDrive sync might stop syncing – so, in that case rebooting your computer or manually logging out will restart the syncing process. & you may encounter sync errors due to invalid filenames and characters in OneDrive.
6. Here is information on how you can share one drive File and Folders with other users (Giving Permission)

https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07#OS_Type=OneDrive - Business

**Here is a link which explains about invalid filenames and characters in OneDrive:

Invalid Filenames and Characters in OneDrive