

Instructions for moving data from the OneDrive FSV.CUNI.CZ to the CUNI.CZ drive

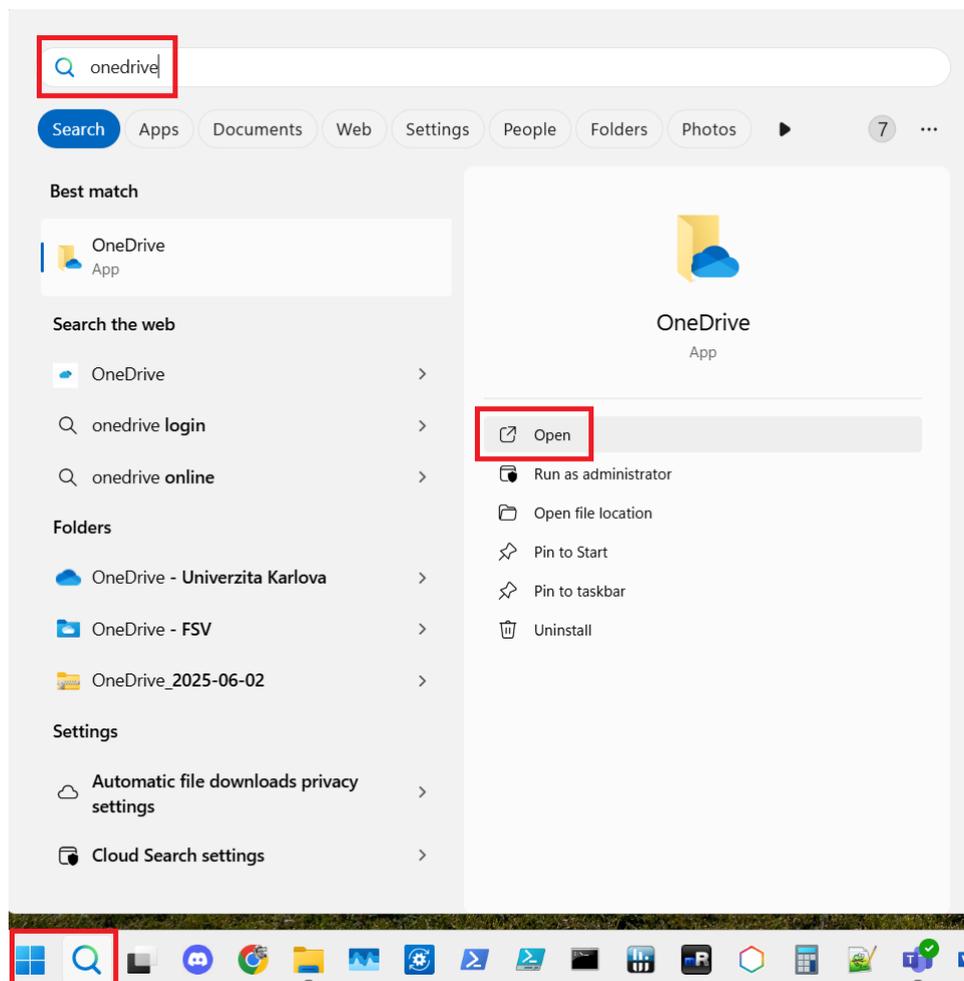
If you are using Faculty OneDrive (ukco@fsv.cuni.cz), a cloud storage that allows you to securely store, sync and share files online, you need to move your data to University OneDrive (ukco@cuni.cz) and stop using Faculty OneDrive.

We recommend following the procedure through the OneDrive app to move your data. Alternatively, files can be moved through the web interface.

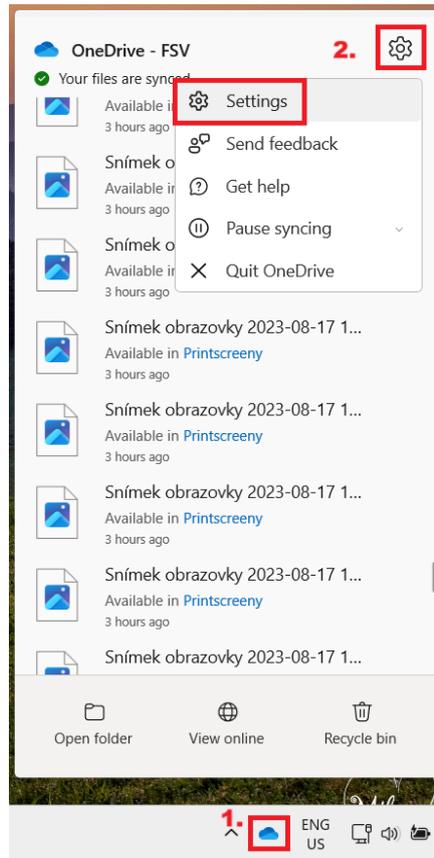
OneDrive app (recommended procedure)

We strongly recommend backing up all important files before you start moving data. For example, to the C: drive or to an external drive.

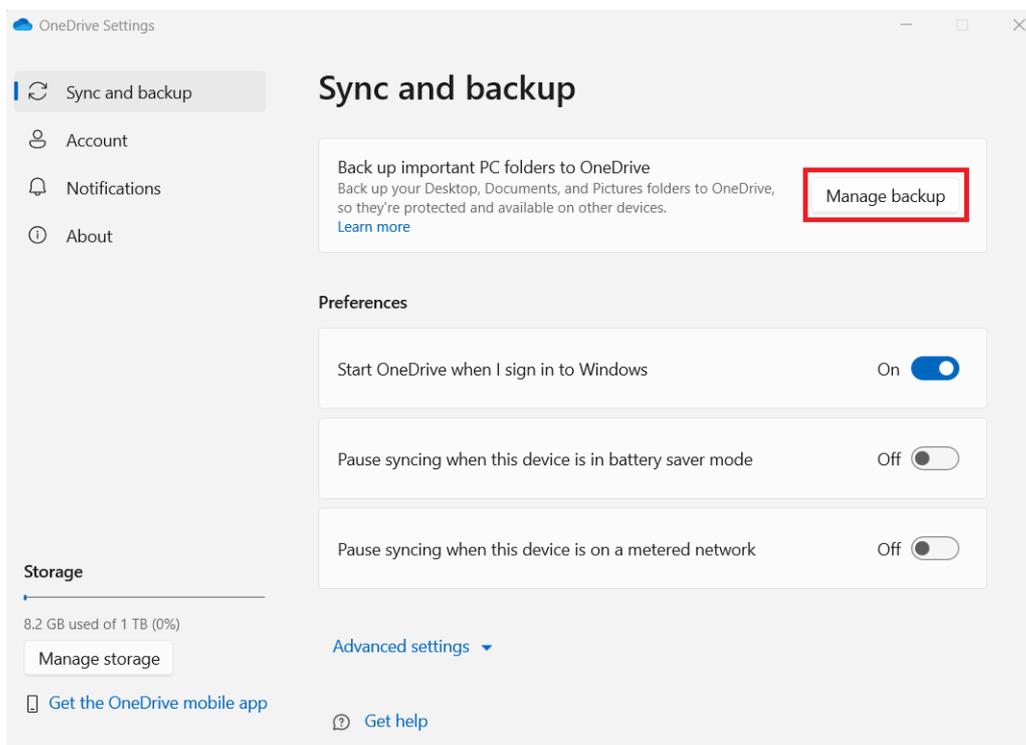
By default, in Windows, the OneDrive application is installed and running. If it isn't shown in the bottom right of the Taskbar (cloud icon), locate and launch the application. The OneDrive window will open and the blue/gray OneDrive icon will appear on the right side of the taskbar.



1. Click on the OneDrive app of the faculty where you are logged in as ukco@fsv.cuni.cz
2. Open Settings.

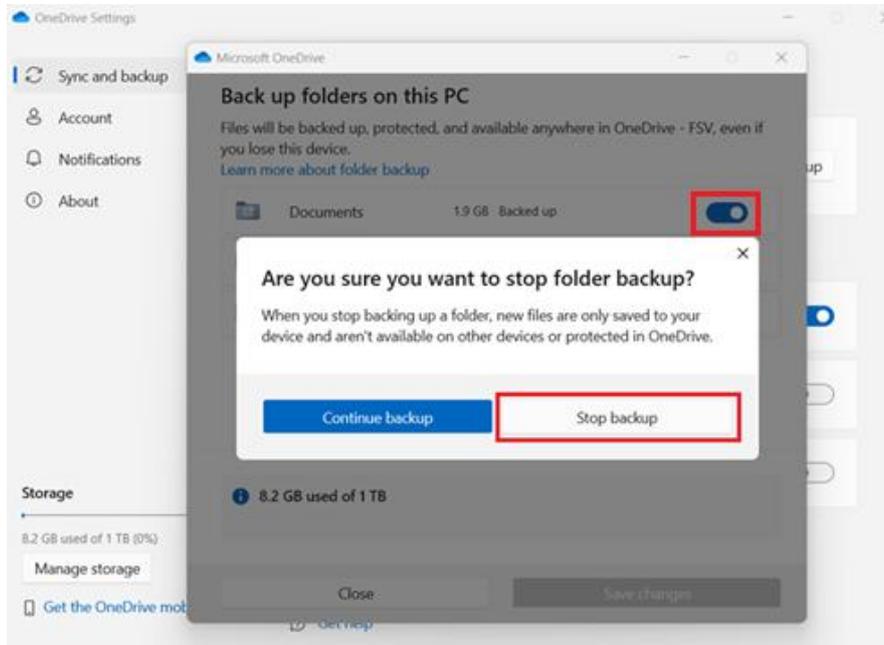


Select Manage backup.



Turn off backups of the Documents folder and your other folders, because you'll start backing them up to the University OneDrive later.

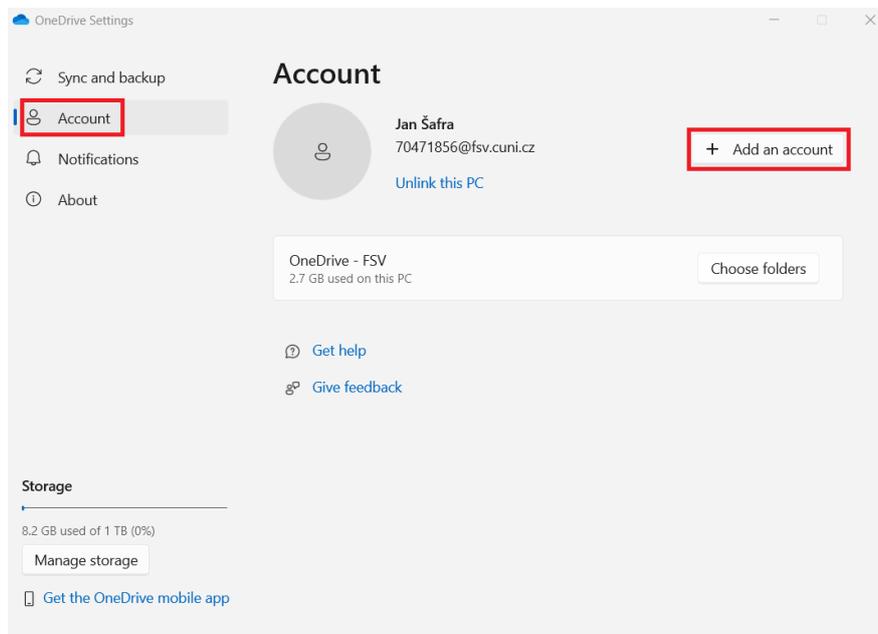
(You won't be able to turn on backups later if the folders remain linked to the Faculty OneDrive.)



It takes a while for the change to take effect, you need to wait and gradually turn off all switches.

Then close the window.

Click on Account and + Add an Account.



Log in with your university account (ukco@cuni.cz).

Microsoft OneDrive

Set up OneDrive

Put your files in OneDrive to get them from any device.



Email address

Create account Sign in

Single Sign-On
Central Authentication Service

IdP UK
Přihlášení ke službám federace eduID.cz/eduGAIN

Enter Username & Password

Username:*
70471856@cuni.cz

Password:*
•••••

LOGIN

[Forgot your password?](#) [Need help?](#)

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication!

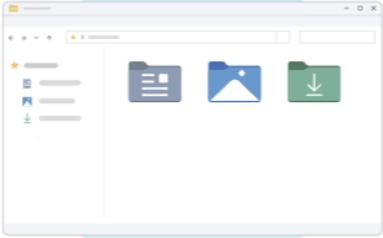
Five unsuccessful login attempts will lock your account for twenty minutes.

Here you can see the new location of your OneDrive drive, which you can optionally change.

Microsoft OneDrive

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here
C:\Users\70471856\OneDrive - Univerzita Karlova
[Change location](#)

Next

Start (automatic) backup of your Documents and other folders to OneDrive of the University.

Microsoft OneDrive

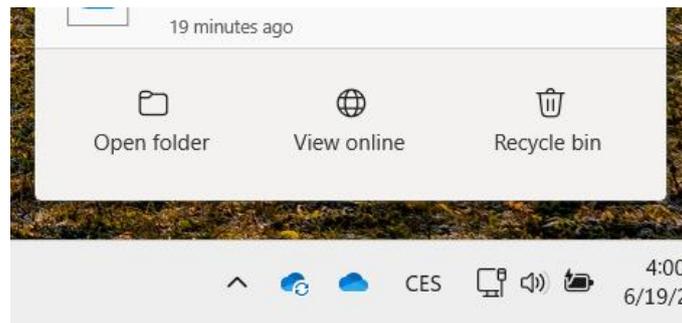
Back up folders on this PC

Files will be backed up, protected, and available anywhere in OneDrive - Univerzita Karlova, even if you lose this device.
[Learn more about folder backup](#)

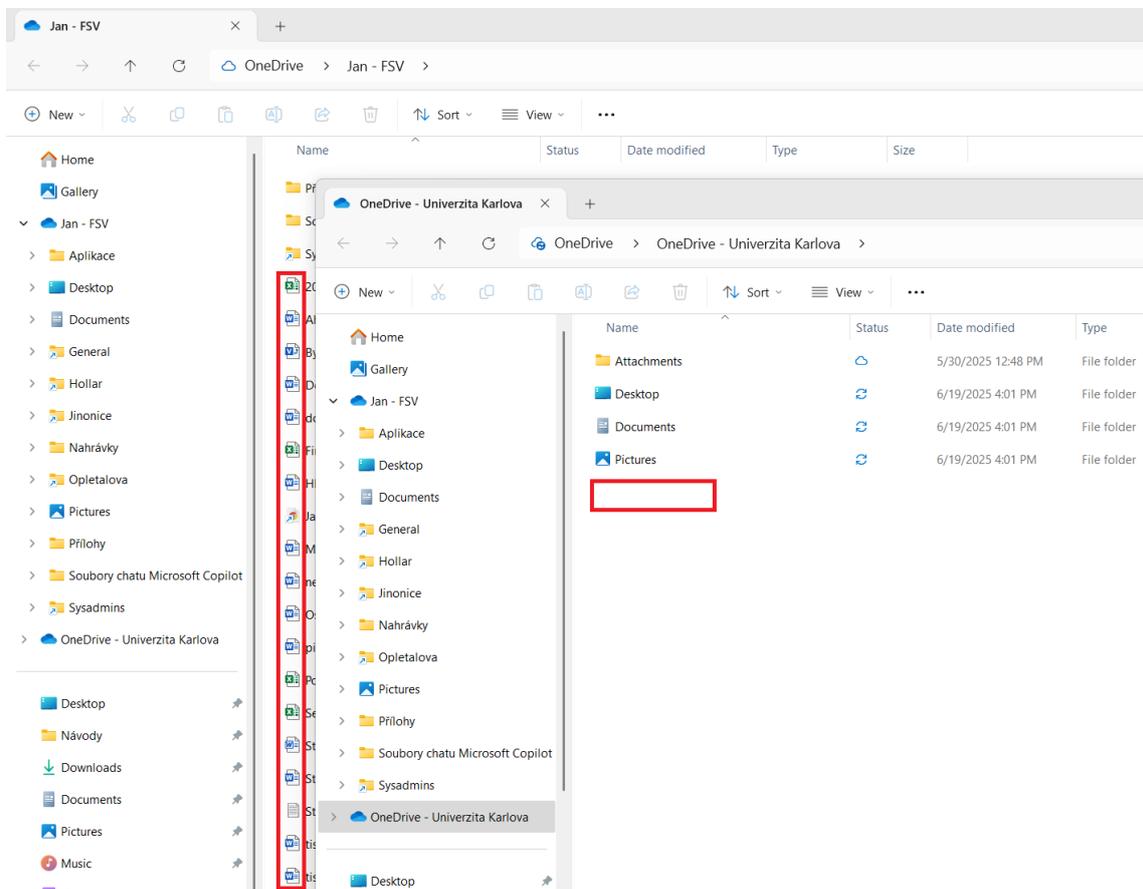
	Documents	2 KB	Ready to back up	<input checked="" type="checkbox"/>
	Pictures	137 KB	Ready to back up	<input checked="" type="checkbox"/>
	Desktop	2 KB	Ready to back up	<input checked="" type="checkbox"/>

i 4.0 GB of 100 GB will be used after backup

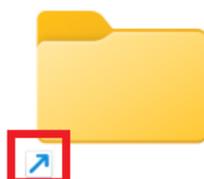
You'll now see two OneDrive icons in the Taskbar. Left-click and select Open folder to open both drives.



You can open the drives side by side. Drag and drop or copy and paste to **copy files from the FSV drive to the Charles University drive.**



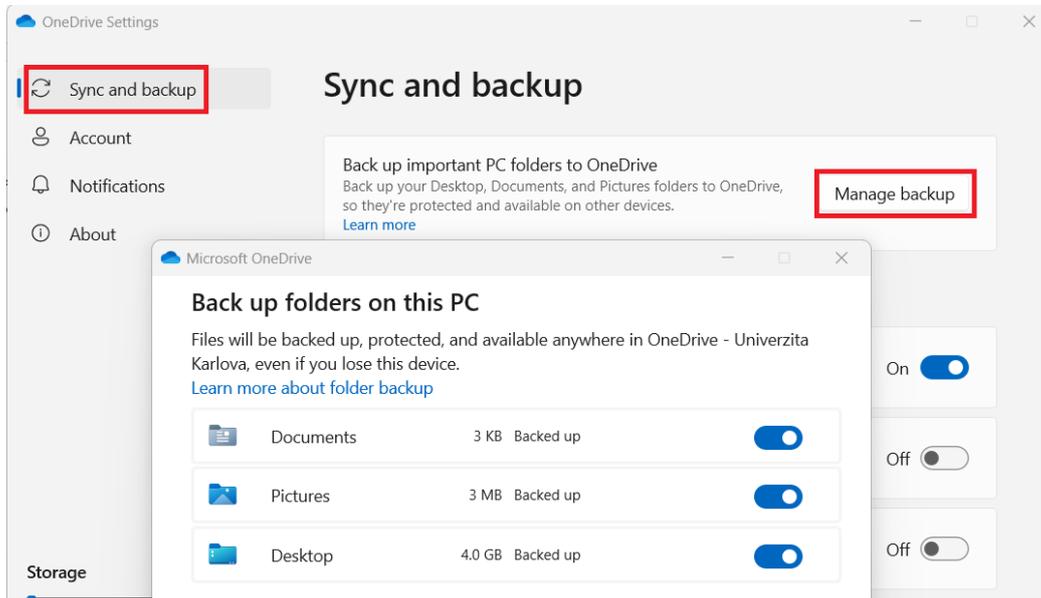
Be careful about moving shared folders, or files and shortcuts that someone else has shared with you. (Marked with a blue arrow.) Do not copy these folders and files. After the owner moves them to their university OneDrive, they need to be re-shared to your ukco@cuni.cz.



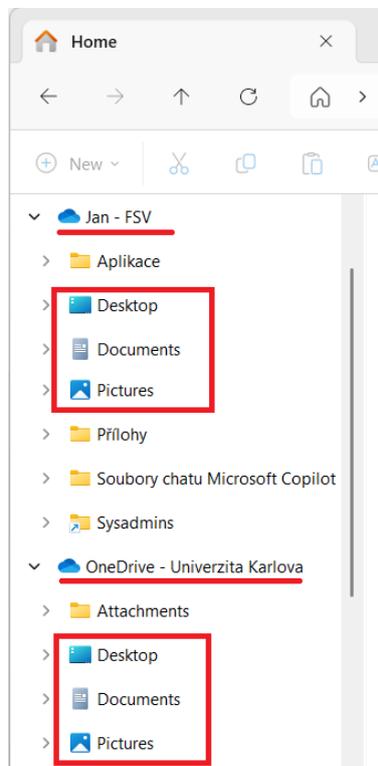
Only copy files and folders that you have created.

Except for the folders you have selected for backup. These will be uploaded to the University's OneDrive automatically.

You can check which folders are backed up automatically in your OneDrive University settings.

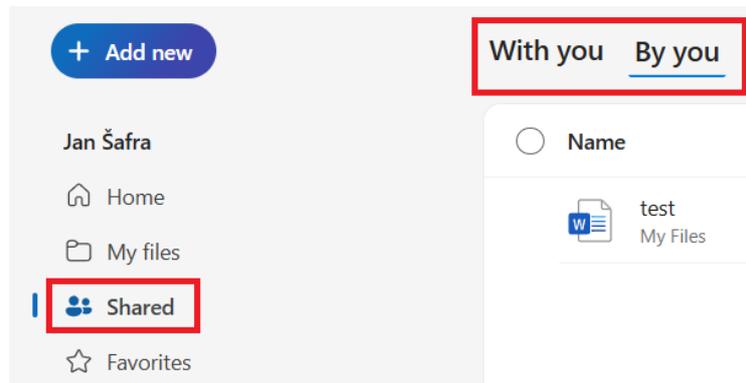


Check the automatic data transfer. In case the data does not sync automatically, move the data from the FSV disk folders to the University disk manually.



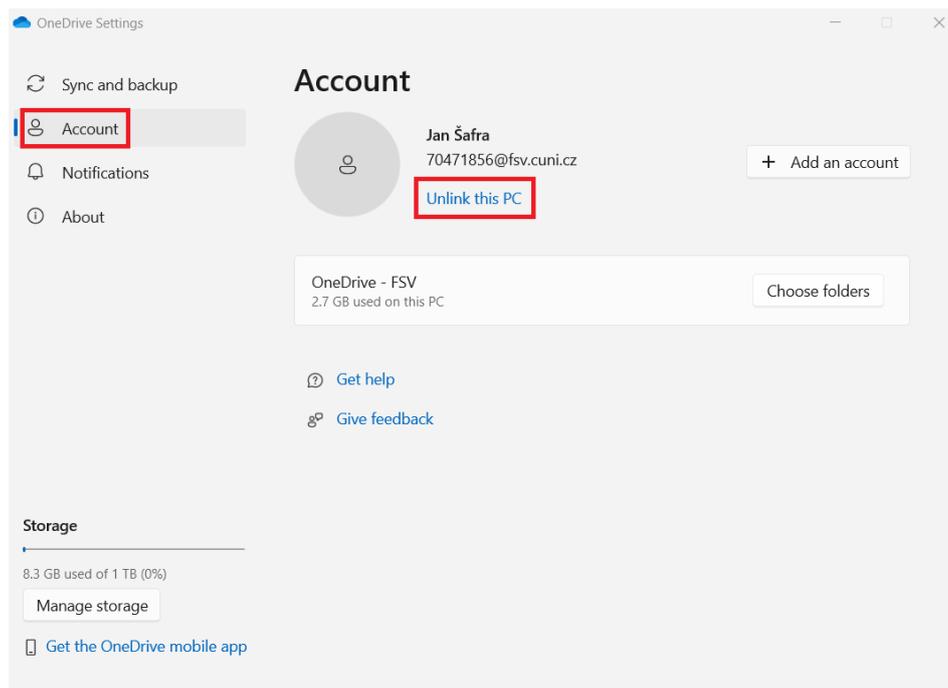
If you've shared files or folders from your OneDrive drive with someone, **you'll need to set up sharing again with ukco@cuni.cz accounts.**

You can use the web interface to check shared folders and files, where the shares are clearly displayed.
At: <https://fsvuk-my.sharepoint.com/>



We have now created a OneDrive - Charles University folder in which (along with the Documents folder and other folders you have selected in the backup settings) the files are automatically backed up to the cloud.

Once you've checked that you've moved all the files you need and have them stored correctly on the University's OneDrive, remove the ukco@fsv.cuni.cz account (in Settings and Account)



Remove your faculty account and log in to your university account on all your devices (home/work desktop/laptop, tablet, mobile, etc.) where you use OneDrive. Do not move any more data, folders will automatically sync.

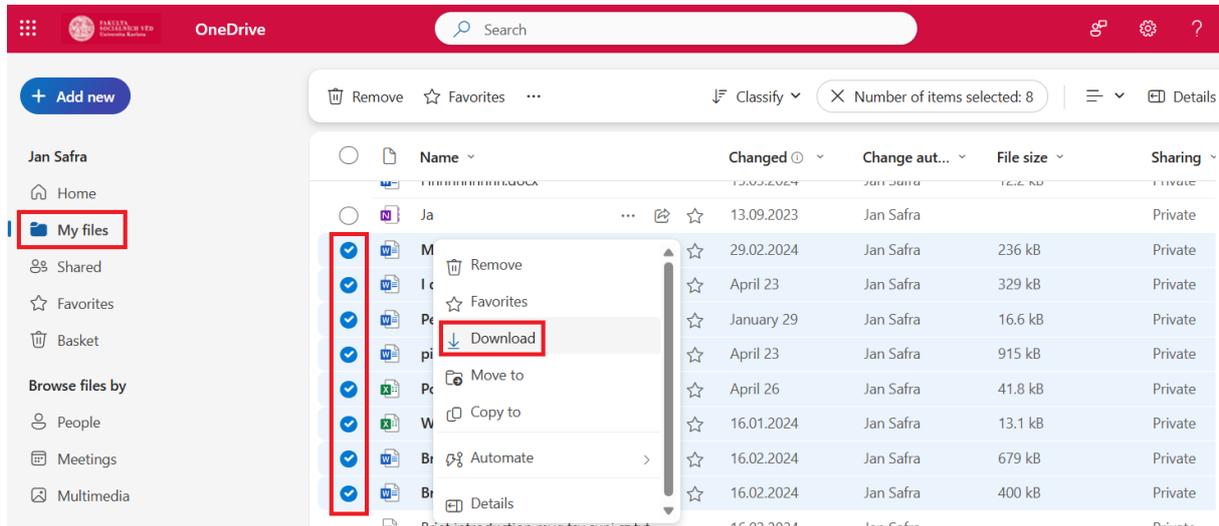
Once you've checked that everything works and all your data has been moved and synced, you can delete the faculty folder from your devices (or better yet, save it as a backup).

Web interface (alternative procedure)

Log in to the faculty OneDrive at <https://fsvuk-my.sharepoint.com/> (ukco@fsv.cuni.cz)

You select your files, right-click on them, and select Download. The files will download to your computer's drive as a zip archive.

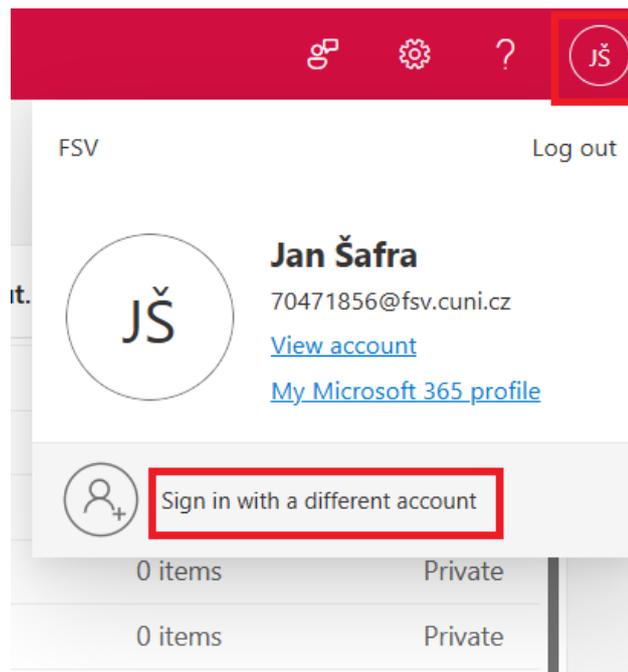
(They are not yet backed up in any way until you move them to the University's OneDrive.)



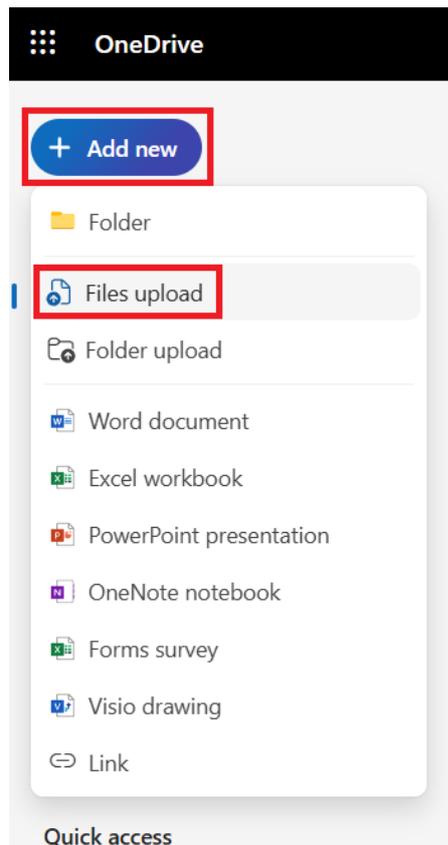
Only copy files and folders that you have created.

You will need to unzip the files on your computer.

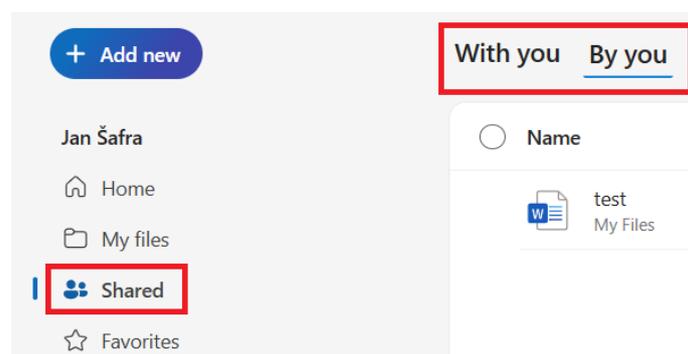
Log in to the University's OneDrive (ukco@cuni.cz)



Upload unzipped files from your computer to the University's OneDrive.



Be careful about moving shared folders, or files and shortcuts that someone else has shared with you. (Marked with a blue arrow.) Do not copy these folders and files. **After the owner moves them to their university OneDrive, they need to be re-shared to your ukco@cuni.cz.**



If you've shared files or folders from your OneDrive drive with someone, **you'll need to set up sharing again with ukco@cuni.cz accounts.**

You have now moved the files from FSV.CUNI.CZ to CUNI.CZ and can start using only OneDrive CUNI.CZ

In case of any uncertainties or technical difficulties, please contact the It department at migrace365@fsv.cuni.cz.