Step 1: Set Up Your GC Drive

1. Login to a GC networked Windows computer.
2. Right click “Start Menu” on your computer, and then click on File Explorer.

3. Copy and paste your GC Drive URL (up to Documents) in the address bar, for example: https://gcdrive.gc.cuny.edu/personal/yourGCusername/Documents

For Example:
https://gcdrive.gc.cuny.edu/personal/tsmith8/Documents for Tom Smith whose GC username is tsmith8. It should be exactly the one you use to login to GC networked computers.

4. Press Enter in your keyboard, input your GC credentials, and then click “OK.”
5. You should see all your personal files and folders (see screenshot below).

Before you proceed with Step 2, ensure you know your CUNY Login credentials (your login for CUNYfirst), if you do not remember it or you never had one please refer to these instructions on how to register or reset your CUNY Login before continuing.

**Step 2: Sync Office 365 OneDrive-CUNY to Your Windows PCs**

1. Click on “Search” on Taskbar, type in OneDrive; and then click on “OneDrive Desktop app.”
Tip: To access your OneDrive-CUNY folder quicker, search for the app, right click on the app and select **Pin to taskbar**. Each time you login, the OneDrive App icon will display on the taskbar.

2. You will see the screen below. Please enter your CUNY Login credentials, and click the **Sign in** button. If you do not see this screen, please contact IT Services for assistance at itservices@gc.cuny.edu.

![Set up OneDrive](image)

Note: Use your CUNY Login account (your login for CUNYfirst): **firstname.lastname+last2 digits of your employee ID@login.cuny.edu**. (e.g. Jane.doe58@login.cuny.edu). If your CUNY Login account does not work and you get an error message, please contact IT Services for assistance at itservices@gc.cuny.edu.

Please refer to these instructions on [how to register or reset your CUNY Login](#) if needed.

6. You will be prompted for username and password. Please sign in with your CUNY Login credentials, your GC credentials **will not** work with this login.
3. Click **Next** (Use default location).

4. You will see the following setup, please click the right arrow key 4 times.
Welcome to OneDrive

To add items, drag them into the OneDrive folder.

5. When you get to the screen below, click on “Open my OneDrive folder.”

You're good to go!

6. After you click the “Open my OneDrive folder”, you will see the following screen.
Before storing, synching, and/or sharing data, please review CUNY [Acceptable Use of Microsoft Office 365 for Education Policy](http://www.cuny.edu/offic365ed) and the data classification table at [www.cuny.edu/office365ed](http://www.cuny.edu/offic365ed) for more information on the type of data that can be stored and protected from unauthorized access.

### Step 3: Transfer files from GC Drive Folder to OneDrive-CUNY folder

Select multiple files/folders from File Explorer by holding down either Shift or Ctrl key; drag from A to B (See screenshot below).

![Figure A](image1.png) ![Figure B](image2.png)

To access your files in OneDrive-CUNY remotely, go to the [GC Portal](http://www.cuny.edu/offic365ed) and click on the Microsoft Office for Education (for faculty and Staff) link or via the [CUNY Web Applications Login](http://www.cuny.edu/offic365ed) page. Please use your CUNY Login credentials. Other resources are available at [Video Tutorials](http://www.cuny.edu/offic365ed), [CUNY FAQs](http://www.cuny.edu/offic365ed) and the [Microsoft OneDrive help center](http://www.cuny.edu/offic365ed).
How to Register or Reset Your CUNYfirst Login

If you do not remember your CUNY Login information or you have never had one, go to https://home.cunyfirst.cuny.edu to claim your account.

1. Click on New User.

2. Enter your First Name, Last Name, Date of Birth and the Last 4 digits of your Social Security Number.

Back to Step 2