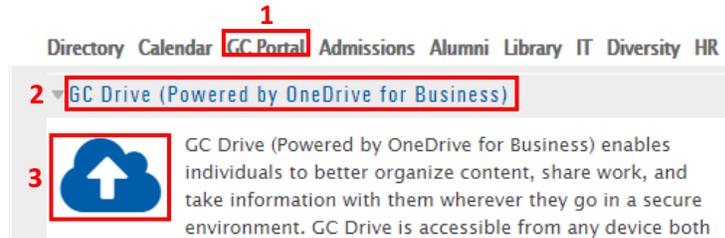# CUNY Graduate Center
Information Technology
How to move files from mywork (u:\drive) to the GC Drive (powered by OneDrive for Business)

**Effective: April 4, 2018**
Last Updated: April 9, 2018

1. Go to the Graduate Center website and click on the GC Portal
2. Click 'GC Drive' (Powered by OneDrive for Business).
3. Click the Cloud Icon or go to https://gcdrive.gc.cuny.edu/

4. When prompted, enter your GC network username and password and click **OK.**
   a. On the Mac you get prompted a browser plug in, when prompted click the **Trust** button.
5. Once signed on. You are ready to drag and drop files from your desktop to the web interface for OneDrive.
6. In the navigation pane, click on **Documents, New** and create a **New Folder** if it is necessary, otherwise just drag and drop your files.
7. Name your folder and click **Create.**

Note: Please be aware that you **CANNOT** drag and drop folders. You have to create the folders and then drag and drop the files.
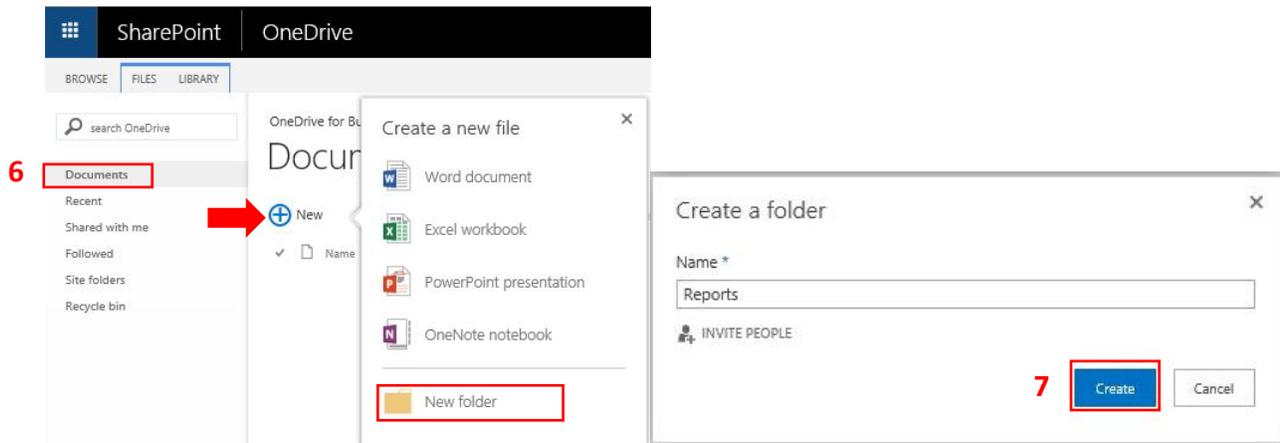

8. Click on the folder you want your files to be uploaded to and start uploading your files by clicking on the **Upload button** (for a single file) or by **dragging and dropping** (for single and multiple files).
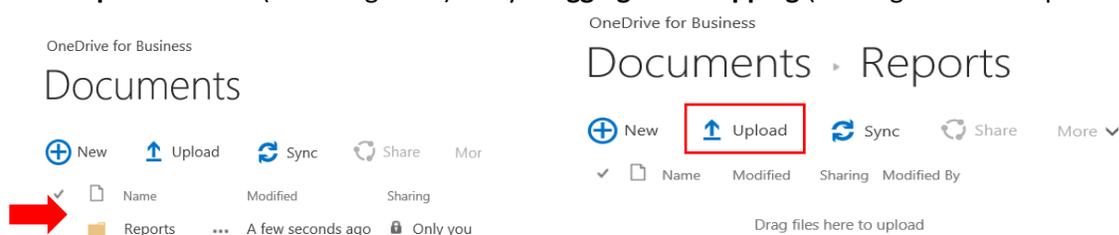
How to self –restore deleted files or folders in your GC Drive?

Note: In case you accidentally delete a file or folder in your GC Drive, you will be able to recover it later from the GC Drive (OneDrive) Recycle bin. **Items in the recycle bin will be automatically deleted and sent to the second-stage recycle bin after 30 days.**

1. In the navigation pane, select **Recycle bin.**
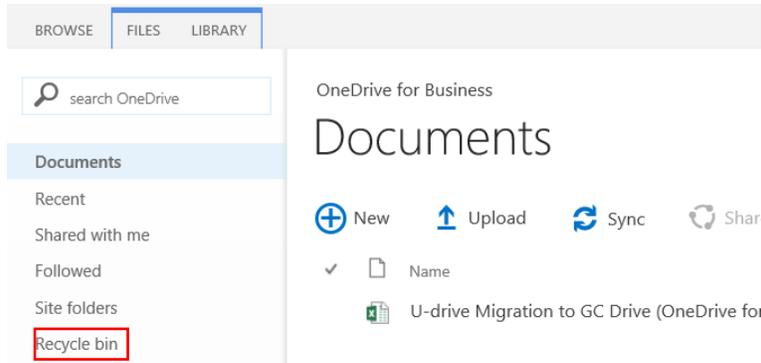
2. Select the files or folders you want to restore and then click **Restore Selection.**
3. In the navigation pane, select **Documents** to confirm that your documents have been successfully restored.
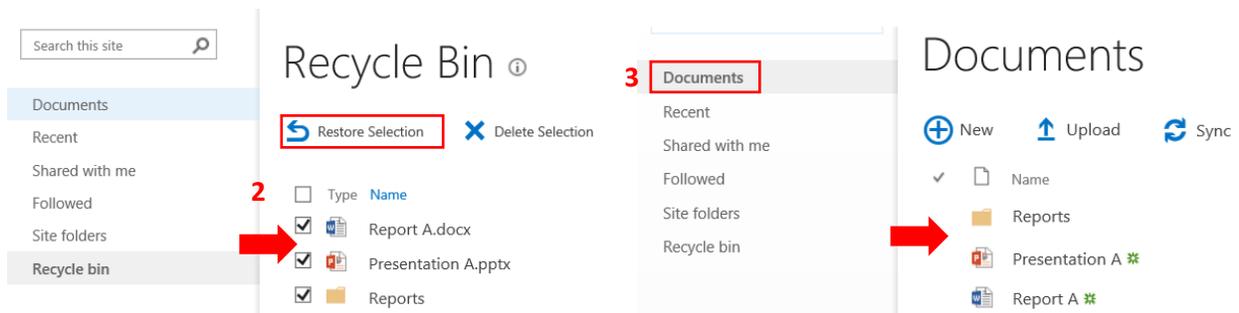
Note: You can still restore files or folders deleted from your **Recycle bin,** by going to the **second-stage recycle bin. Items in the second-stage recycle bin will be permanently deleted after 50 days.**

1. Click on the **second-stage recycle bin** link at the bottom of the recycle bin page.
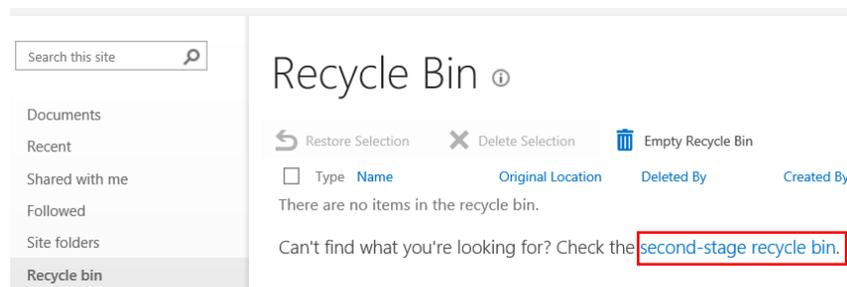
2. Select the files or folders you want to restore and then click **Restore Selection.** Your files will be automatically restored in your document library.