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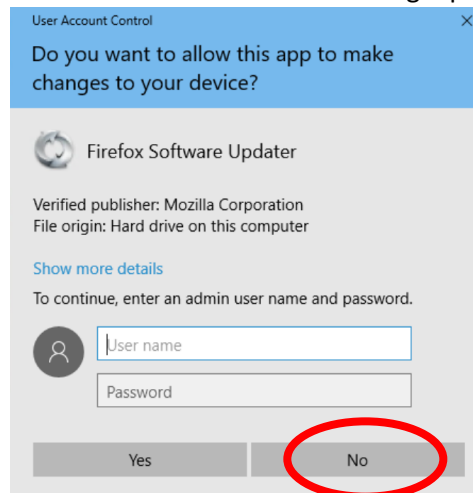
## Migrating Your Files Using OneDrive

(in preparation for domain migration off DETMA to MSD)

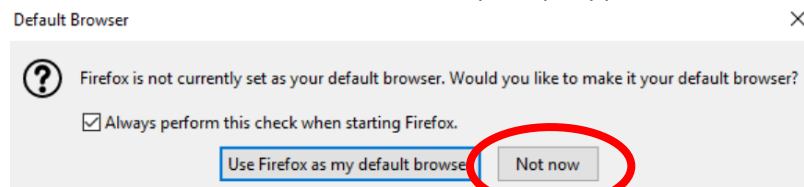
As part of the migration from DETMA to MSD (mass.gov) domain, you will lose access your current DETMA Amazon WorkSpaces and WorkDocs Drive content, and have a NEW, blank Amazon WorkSpace and new, empty WorkDocs Drive on the MSD domain.

### Moving Your Files OFF Your Current Amazon WorkSpaces and ON to OneDrive

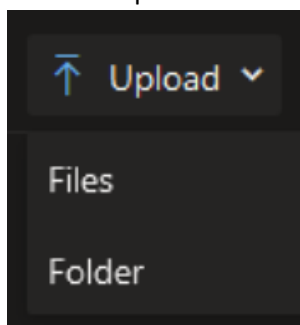
1. Log in to Amazon WorkSpaces
2. Open Firefox web browser
  - a. Click “No” if the administrative login prompt appears



- b. Click “Not Now” if the Default Browser prompt appears



3. In the top address bar, type or copy/paste this address: <https://onedrive.live.com/about/en-us/signin/>
4. Enter your state (detma.org) email address in the “Email, phone, or Skype” box and click Next
5. Enter your email account password and click “Sign in”
6. Click the Upload button at the top of this webpage, then click Files



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7. Use the browse window that opens to find and select the files that you'd like to preserve from your AWS and click the "Open" button in the bottom-right (you may need to do this several times to get all your needed files; you can only select from one origin folder at one time)
  - a. You can also click-and-drag the files from your File Explorer inside AWS into the OneDrive internet window to upload them
8. You can now close AWS – see below for instructions on taking your files OFF from OneDrive

### Taking Your Files OFF of OneDrive and ON to your New MSD WorkSpace

State employees will either be issued a new MSD Amazon WorkSpaces account OR a new AppStream 2.0 account. See below for users who are being issued an MSD Amazon WorkSpaces. For users migration to AppStream 2.0, see Non-State Employees migration guide for moving files on to AppStream 2.0, and also see AppStream 2 General Guide for how to use AppStream.

1. Log in to your new MSD Amazon WorkSpaces account
2. Open Firefox web browser, dismiss any error/alert messages
3. In the top address bar, type or copy/paste this address: <https://onedrive.live.com/about/en-us/signin/>
4. Enter your state (detma.org) email address in the "Email, phone, or Skype" box and click Next
5. Enter your email account password and click "Sign in"
6. Use the circular check boxes on the left of each file to select the files you wish to download
7. Click the large "Download" button at the top of the screen
  - a. Note: if you are on a smaller screen or have the window in a smaller size, click the "..." button to see the "Download" option
  - b. If you are given the option to Open With versus Save File, select "Save File"
8. Once the file is downloaded, open the folder (i.e. Downloads) that it was saved to in your Windows File Explorer
  - a. Tip: The downloaded file is likely called "OneDrive\_[today's date].zip"
9. Right-click the .zip file and select "Extract All..."
10. Click "Extract" in the bottom-right of the new window that opens
11. Delete the .zip file – there will now be a normal folder with the same "OneDrive\_[date]" name with all your AWS/OneDrive files inside
12. Move these files to your new W: drive:
  - a. Minimize your open windows to see your AWS desktop
  - b. Double-click the WorkDocs Drive icon (blue piece of paper icon)
  - c. Click-and-drag or copy/paste your unzipped files into the "My Documents" folder in the W: drive
13. You're done!