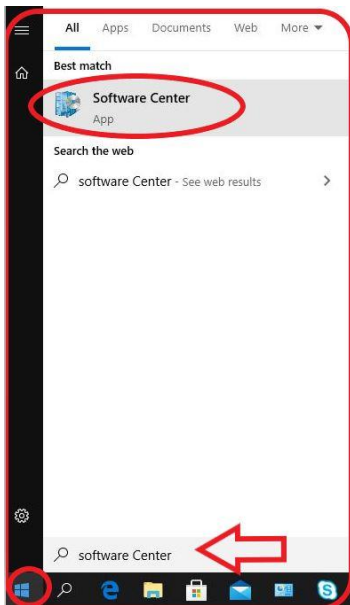


Migration Process

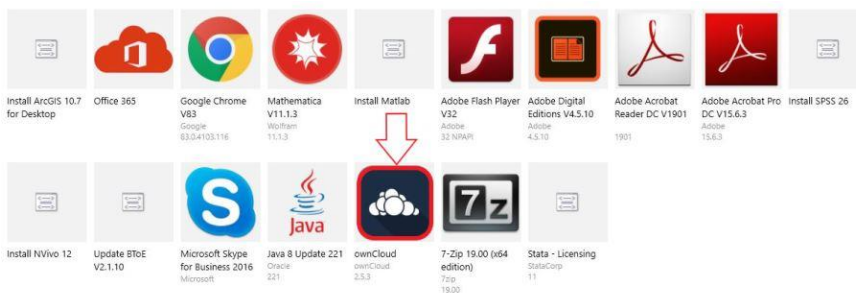
Prerequisites

1. **Scenario 1: OwnCloud not installed. Follow the steps below to install it from the Software Center.**

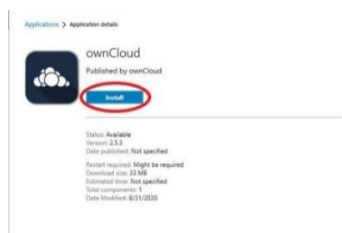
- 1.1 **Click on "Start", then type "Software Center" and click on the Software Center icon.**



- 1.2 **Click on the "ownCloud" icon in the software list.**



- 1.3 **Click on "Install" and proceed to Step 1.**



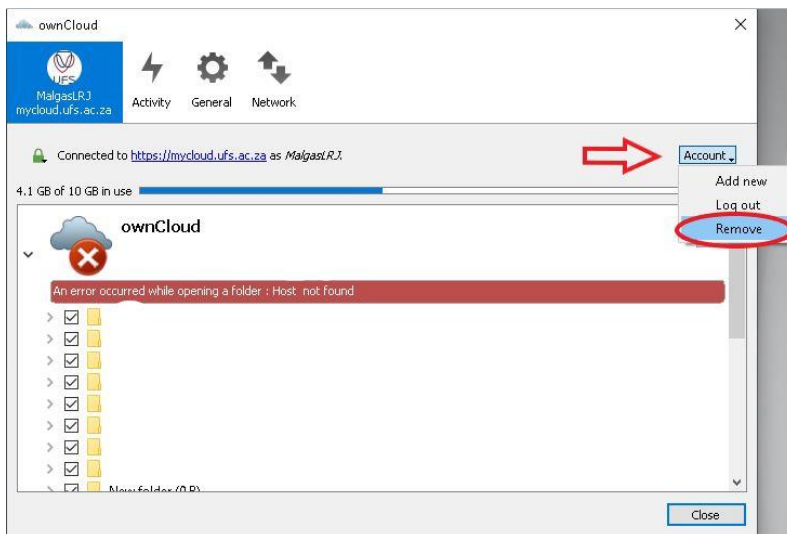
Migration Process

2. Scenario 2: OwnCloud is already installed. Follow the steps below to sign out of your account.

2.1 Open ownCloud from the notification area.

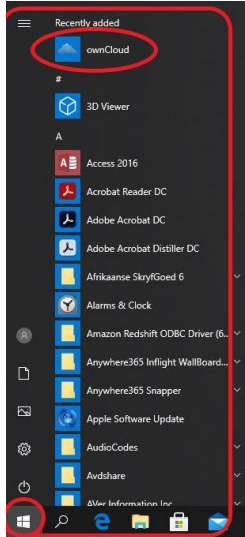


2.2 Click on "Account", then select "Remove" and proceed to Step 2.



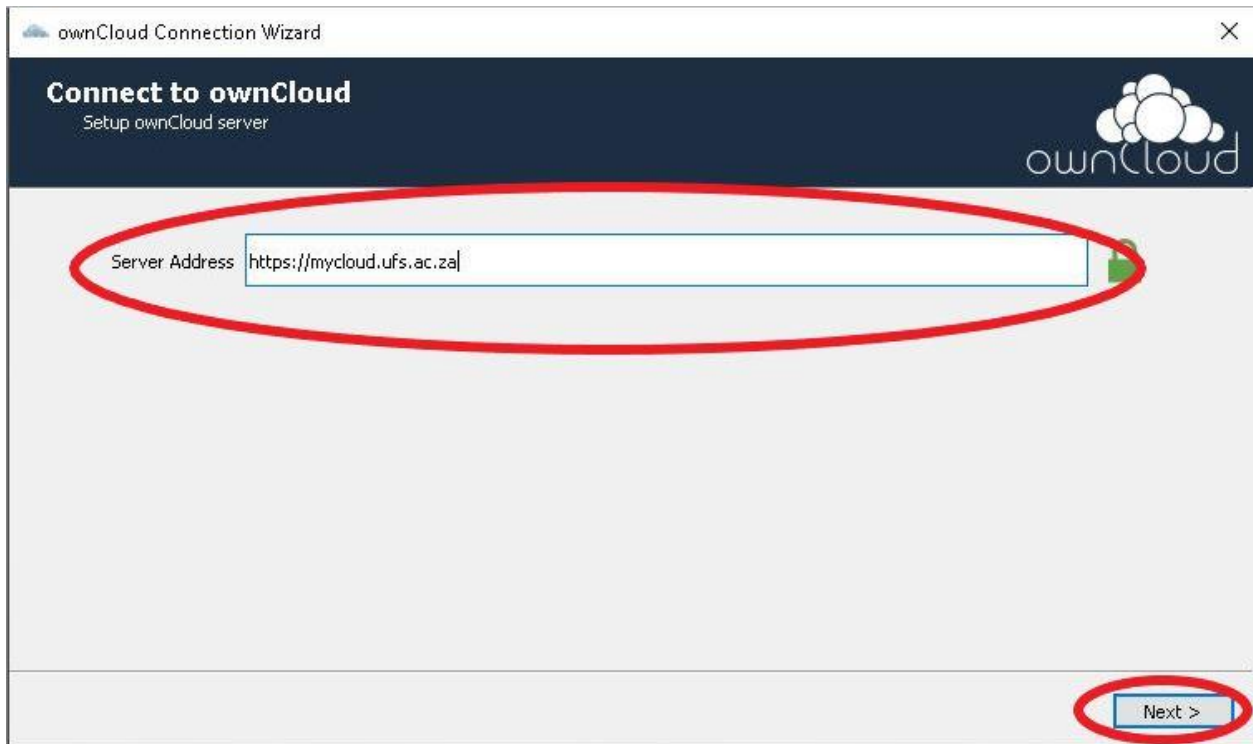
Migration Process

Step 1: Left double-click on "ownCloud" (list item) in "Pro".



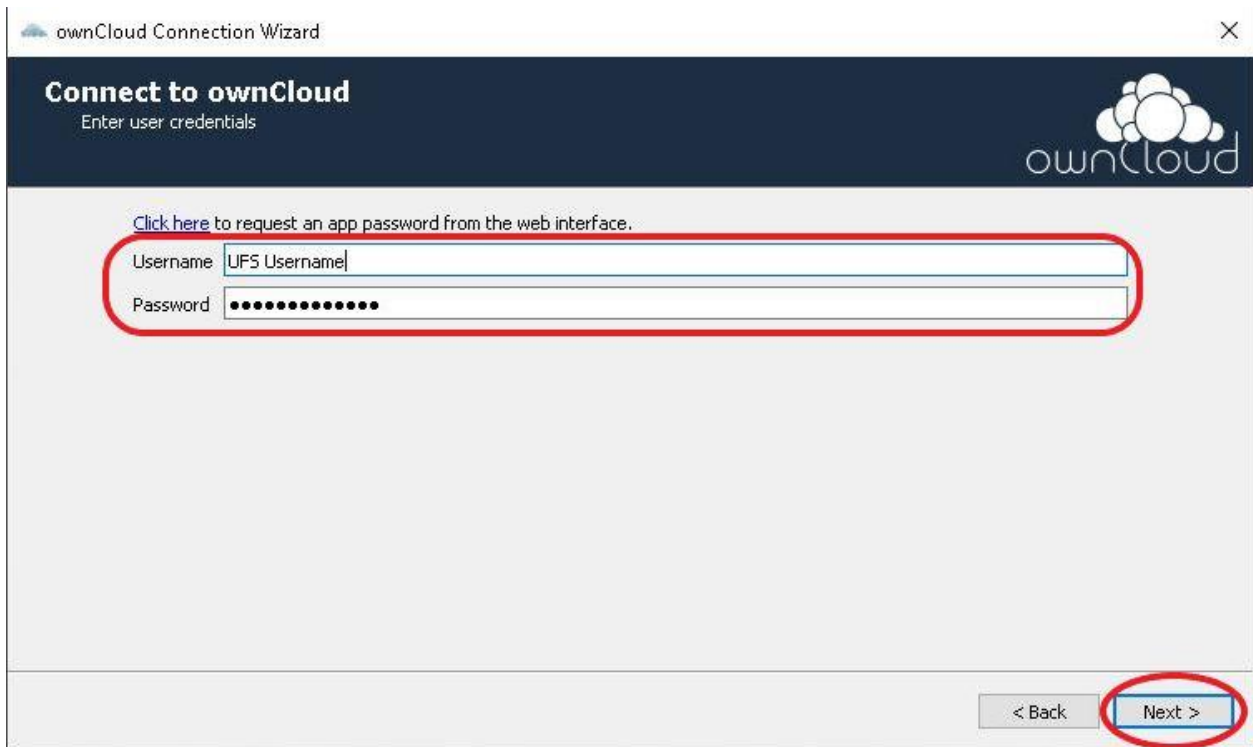
Migration Process

Step 2: Type <https://mycloud.ufs.ac.za> in "Server Address" on "ownCloud Connection Wizard" (window) and left click on "Next" (button).



Migration Process

Step 3: Enter UFS username and password on "ownCloud Connection Wizard" (window) and left click on "Next" (button).



ownCloud Connection Wizard

Connect to ownCloud
Enter user credentials

[Click here to request an app password from the web interface.](#)

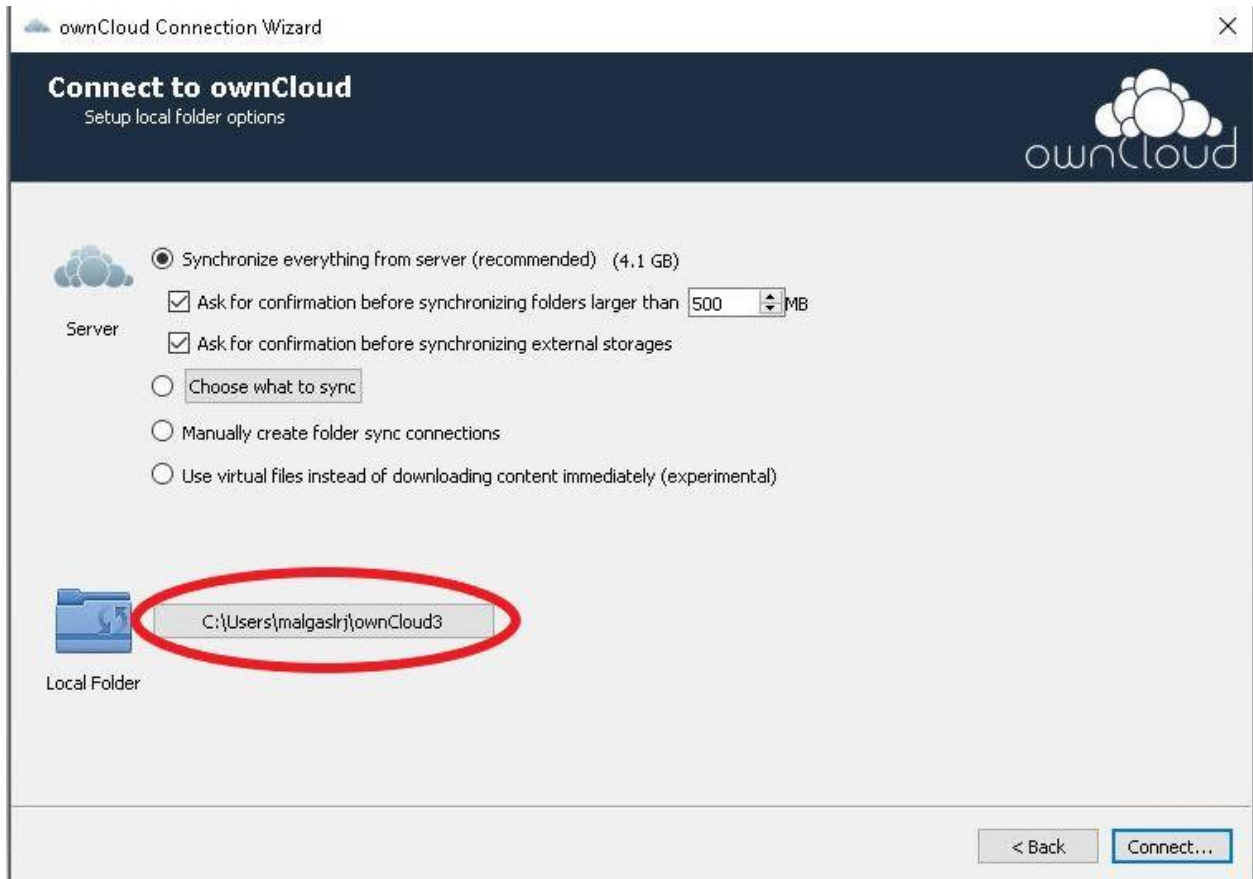
Username

Password

< Back **Next >**

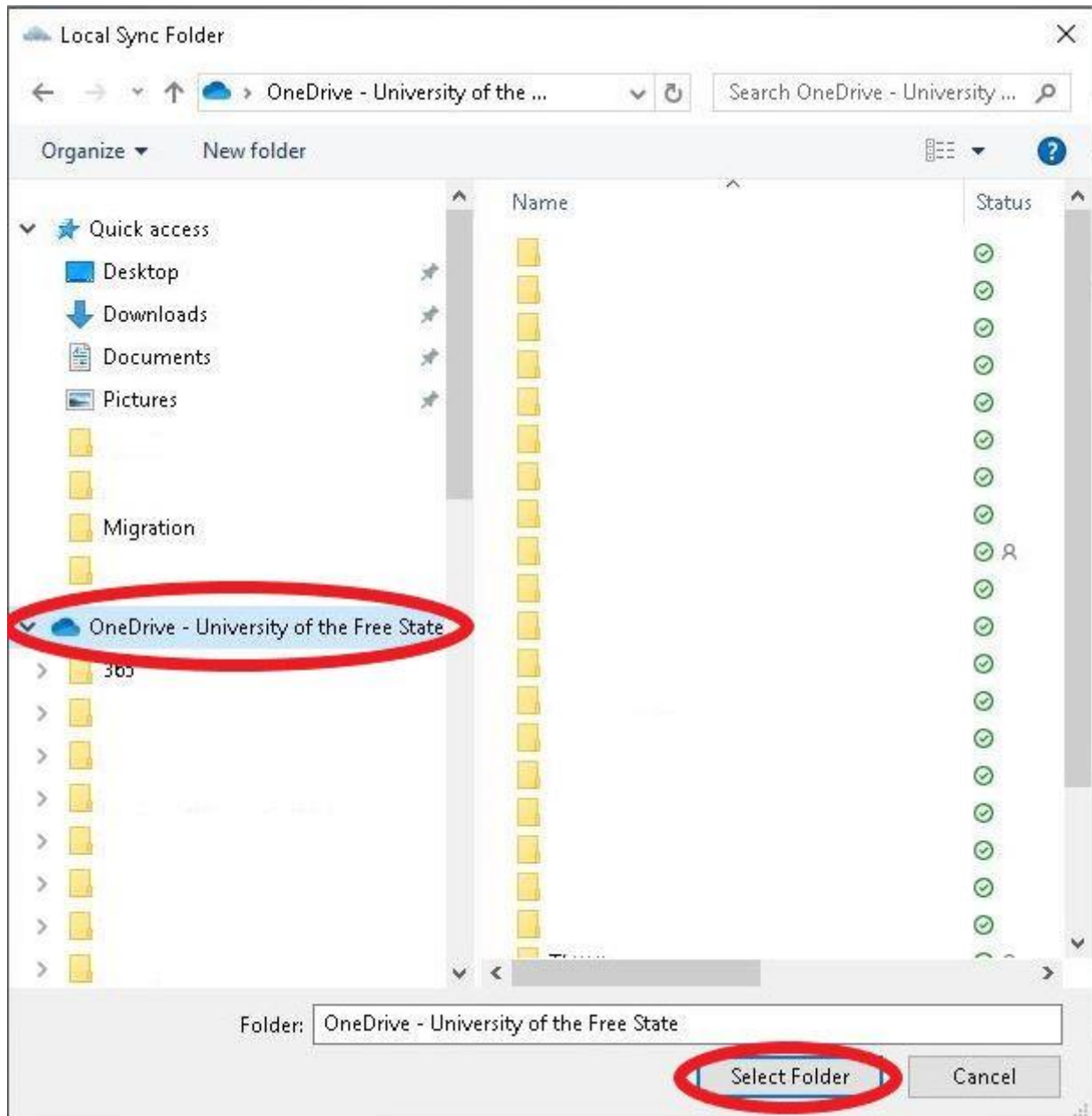
Migration Process

Step 4: Left click on local folder location "C:\Users\user\ownCloud3" (button) in "ownCloud".



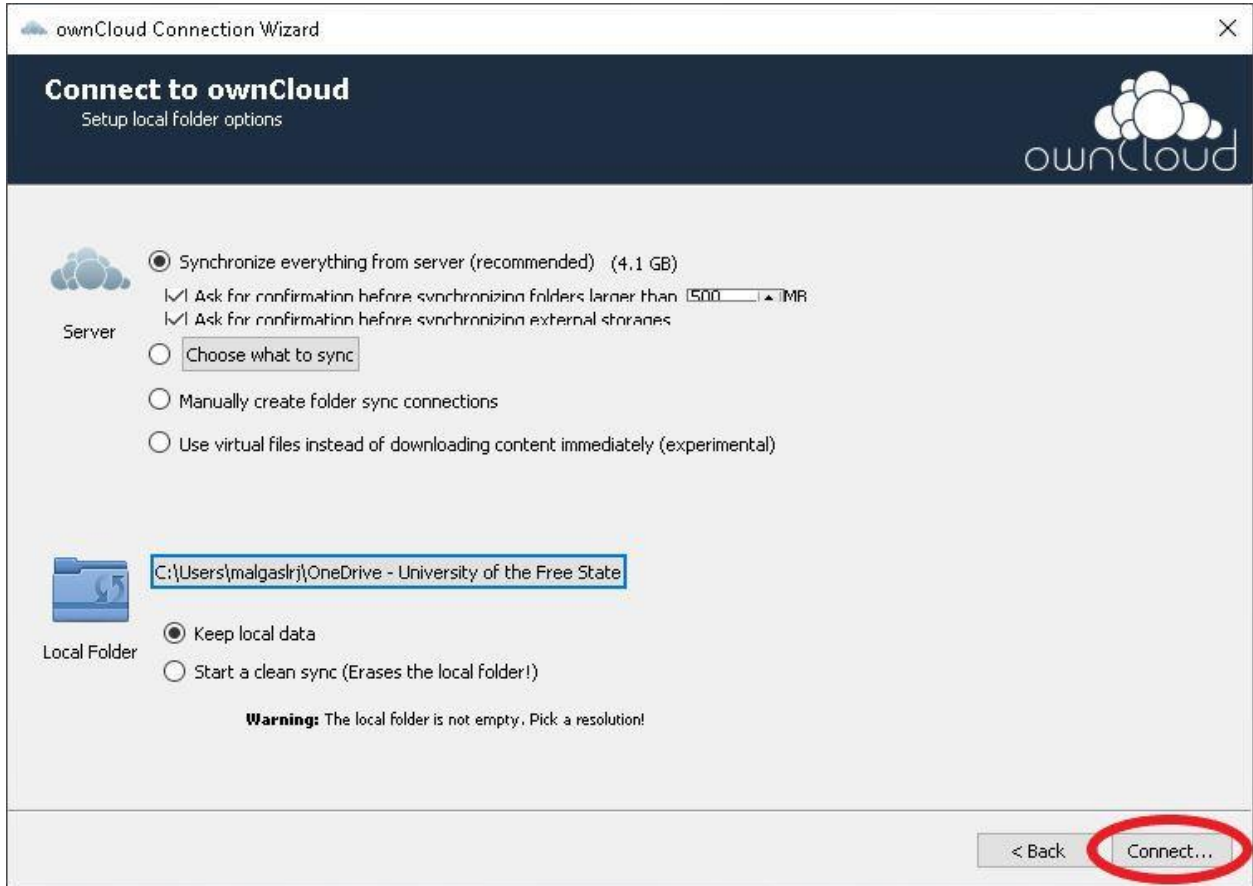
Migration Process

Step 5: Locate and select "OneDrive - University of the Free State" (tree item) and left click on "Select Folder" (button).



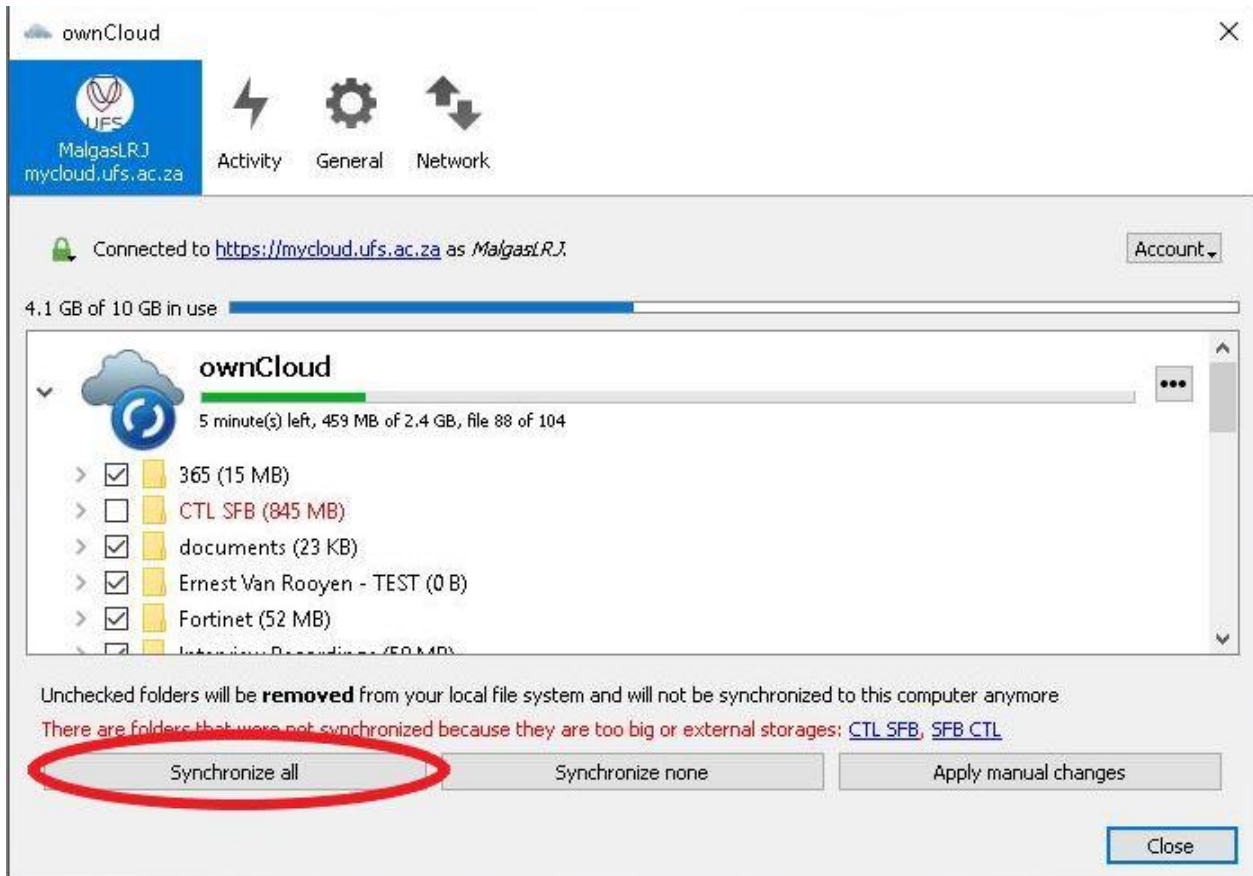
Migration Process

Step 6: Left click on "Connect" (button) in "ownCloud".



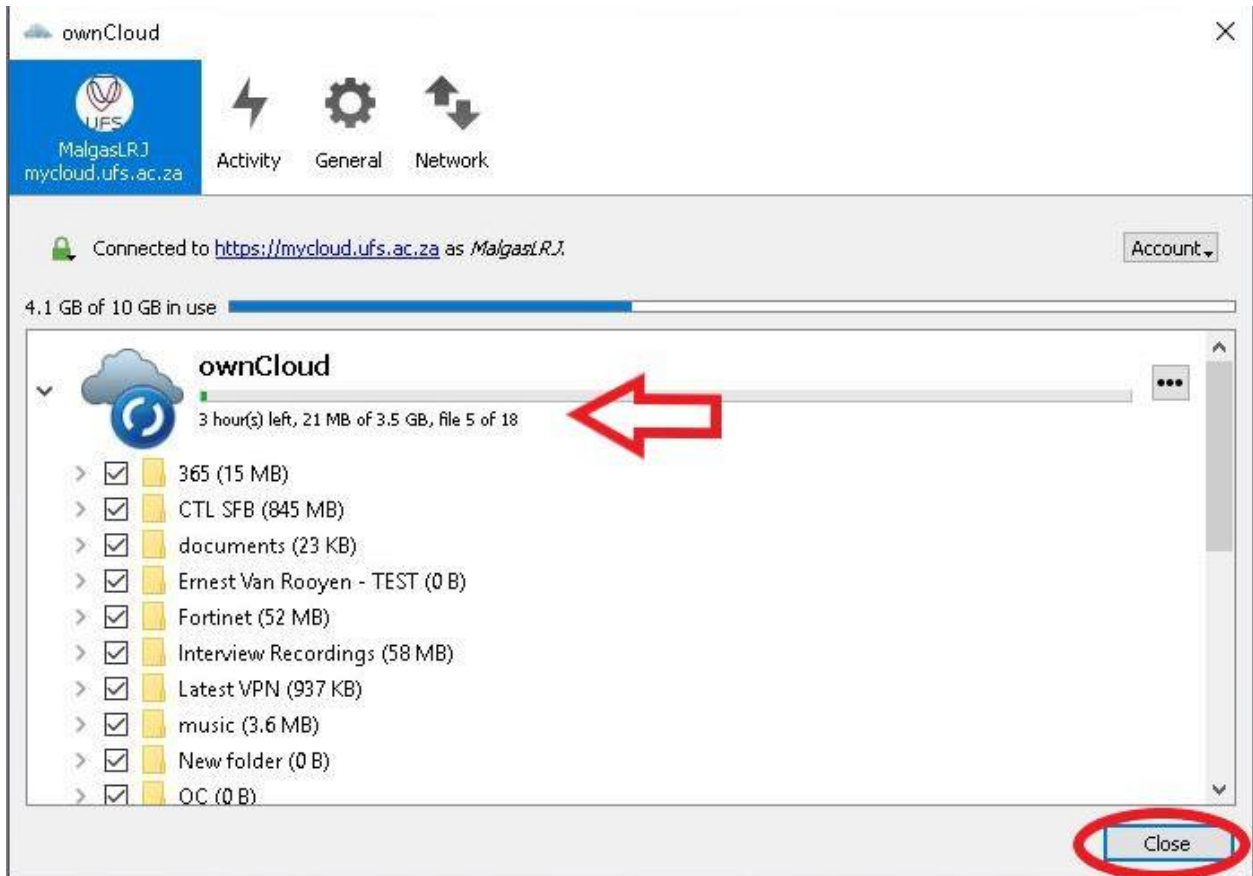
Migration Process

Step 7: Left click on "Synchronize all" (button) in "ownCloud".



Migration Process

Step 8: Click on "Close" (button) after the sync progress bar has reached 100%.



Steps completed

All files have been successfully migrated from Mycloud to OneDrive.