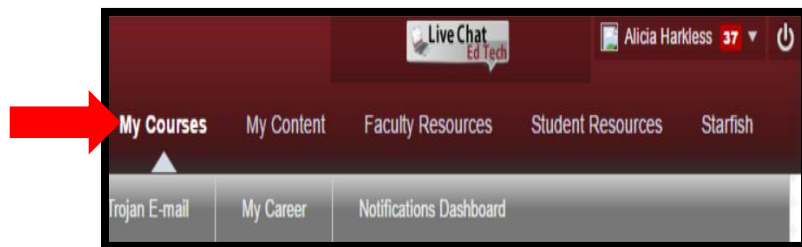
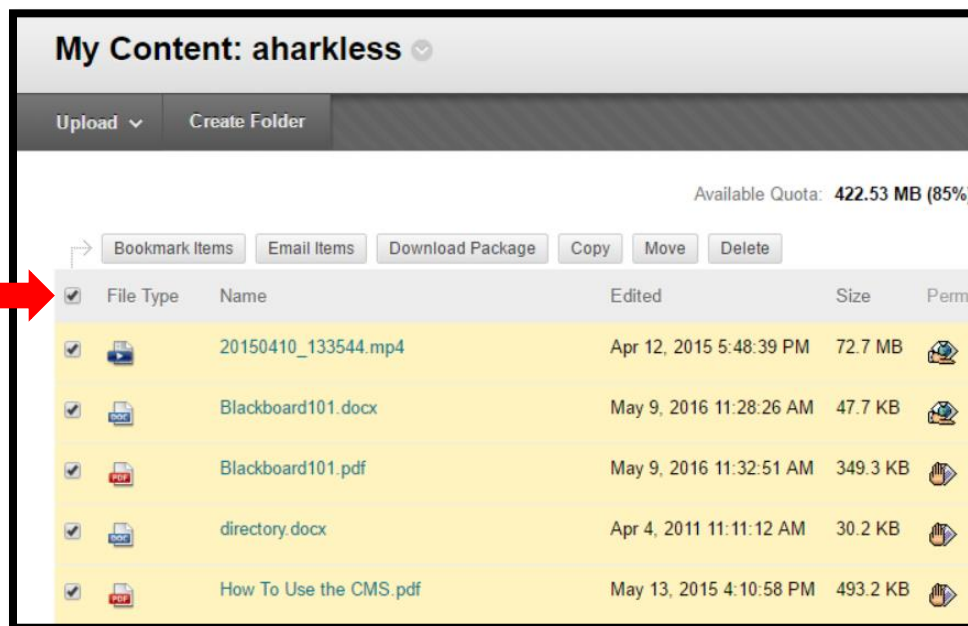


Moving Content from Content Management System to Office 365

1. Login to Blackboard and select “My Content.”



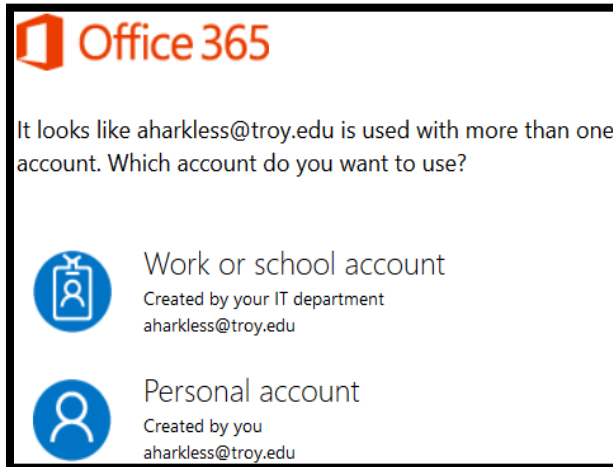
2. Place a checkmark in the box next to “File Type” or place a check mark next to the files you wish to bring over. (***NOTE: Placing a checkmark next to file type brings over ALL the content in your CMS***)



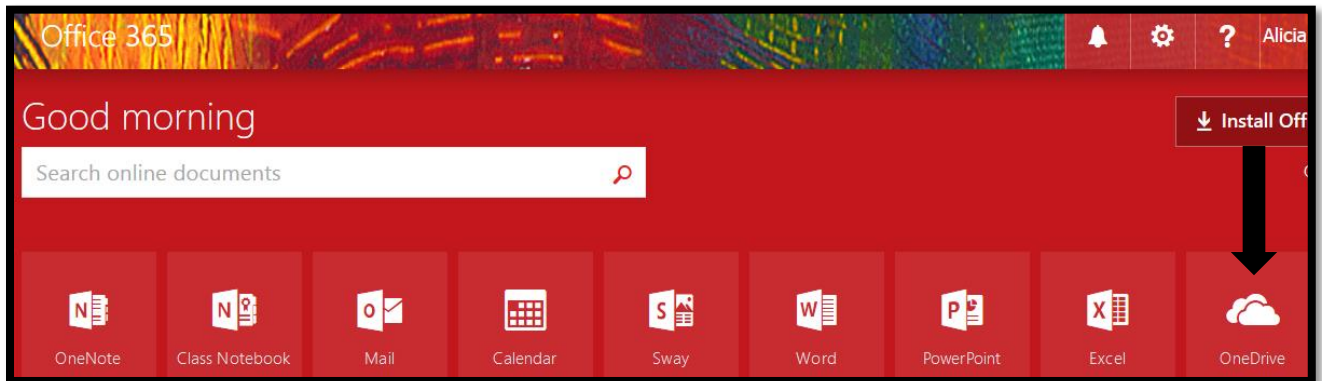
3. Select “Download Package.”



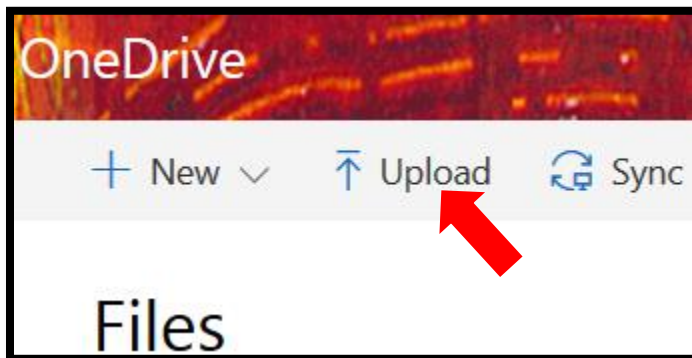
4. Login to Office 365



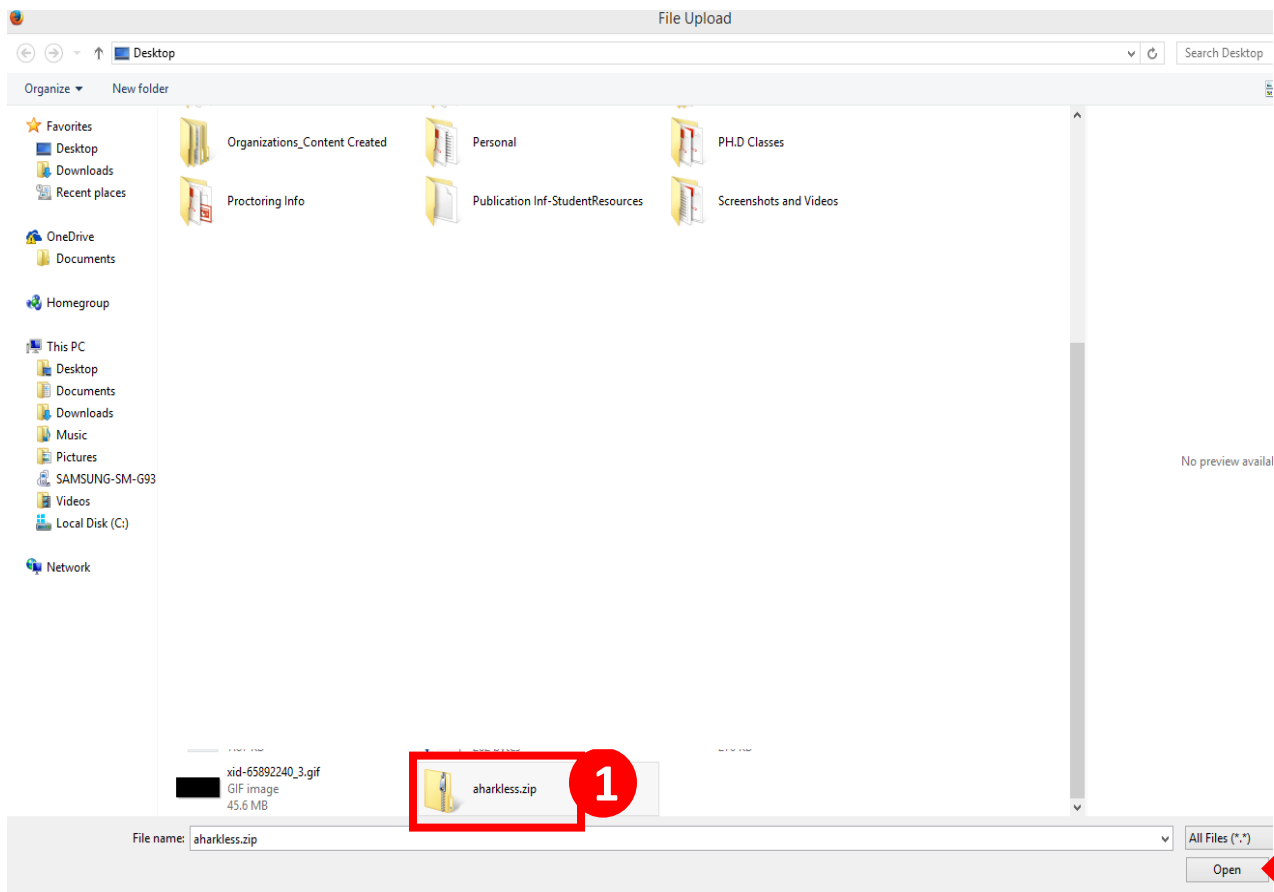
5. Select "OneDrive"



6. Click on "Upload."



7. Locate your CMS Zip file, select the zip file, and click open. (HINT: File name should be your username)



8. One drive will read “**uploading,**” and the document should appear under “**Files.**”

