

## Transferring Your CVS OneDrive Files to a Personal Account

### **Attention Seniors:**

After graduation, your CVS user account will be deleted, which means your CVS Office365 account will become inactive. Any files saved in your OneDrive will become Read Only and eventually you will lose access to them. We would recommend you copy or move your files so that you can easily access and edit those files after high school. Your CVS Office365 account will be active for 60 days after graduation.

### **There are several ways you can save and keep your OneDrive files:**

#### Option #1

Download your files to a flash drive.

#### Option #2

Attach and forward your files to a personal email account.

#### Option #3

Create a personal Microsoft account which has 5 GB of free OneDrive storage.

1. Go to [login.live.com](https://login.live.com) and click “No Account? Create One” (See below)
2. Follow the prompts to set up your personal account using an existing or new personal email address.
3. NOTE: If you have an Xbox, Hotmail, Microsoft Store, or other type of Microsoft Account you can use that login to access a personal OneDrive.

