

OneDrive Migration Expectations

Questions and Answers

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of Central Services

The document below answers common questions about the implementation of OneDrive.

1. What files will be migrated from the H: Drive to OneDrive on launch day?

When OneDrive is implemented, most of the files saved in your individual H: Drive will be migrated to your OneDrive folder. On launch day, your working files from the following folders will be migrated from your H: Drive to your new OneDrive:

- the “Documents” folder
- the “Pictures” folder
- the “Desktop” folder
- all other subfolders and files (minus the exceptions below)

There are a few exceptions of file types that will not be migrated to OneDrive and will remain only in your H: Drive:

- .ascx
- .asp
- .htc
- .master
- .swf
- .xsf
- .asmx
- .exe
- .jar
- .pst
- .xap
- .one

OneNote Files Note: For technical reasons, these (*.one) files are not automatically migrated. Go to [Taskroom](#) for more information on how to migrate them yourself.

There are no immediate plans to remove the H: Drive or lock it down so you can't save to it going forward (as the file types above will remain in H: Drives until upcoming phases of Office 365 are implemented in coming years).

2. Why should I use OneDrive if I still have access to my H: Drive?

OneDrive is the bridge from how we work today, to how we will work in the new digital workplace. Becoming familiar with accessing, sharing and editing in OneDrive today, will make your transition to upcoming Office 365 launches (that will impact other network drives) easier for you in the future.

By working in OneDrive, you will also have access to enhanced collaboration features to share files easily and securely. You can get to OneDrive from anywhere you have an internet connection, on your desktop, laptop, tablet or phone.

If you choose to work in your old H: Drive, your files will not sync with OneDrive going forward and you won't have access to all the benefits.

3. Will other network drives be migrated to OneDrive?

Microsoft has set a clear path to move all customers onto the Microsoft Office 365 platform. As a result, implementation of other Office 365 components (including SharePoint Online) is a question of when and how it will happen, and not “if” it should happen.

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The first step in the Microsoft Office 365 journey was completed in 2018, with the transition of email to the Exchange Online platform.

- Microsoft Teams was implemented in April 2020 to meet increased video conferencing needs as many government employees moved to work remotely due to the impact of COVID-19.
- The next phase is the implementation of OneDrive to replace H: Drives in 2020.
- Planning is underway for further implementations through 2022, including:
 - SharePoint Online — moving to the cloud, and replacing G: Drives. Becoming familiar with accessing, sharing and editing in OneDrive today, will make your transition to SharePoint Online easier in the future.
 - Other products such as Office Pro Plus, InTune and Yammer.

Central Services is taking a phased approach to introducing new software, because we don't want to change your entire work world in a day. We want this change to be as smooth as possible and as positive an experience as possible for you. We will work with ministries on the timing of implementations in the months and years ahead.

4. Can I merge my personal and work OneDrives?

The Government of Saskatchewan OneDrive for Business Online has unique security requirements. To maintain the security of the government environment, you will not be able to merge your work OneDrive with your personal OneDrive.

5. My Pictures folder is empty. Where did my photos go?

In some cases, users may experience their pictures folder being migrated to a location inside the documents folder. If your pictures folder is empty, try navigating into your documents folder to locate your pictures folder. If so, feel free to move the contents of that folder into the main pictures folder, or leave them as they are – whatever works best for you.

6. I have links to other documents that are no longer working, what do I do?

Any links you had in your documents that refer to the storage of another document on the H: drive will be broken. These links will have to be manually updated.

7. When I “save as” in some programs (ie: Time Track), why does it still try to save to my H: Drive?

Most applications will default to your “Documents” folder, which is now your OneDrive. There may be a few exceptions (such as Time Track) that will still attempt to save to your H: Drive. In these cases, manually select “save as” to your OneDrive when possible.