

OneDrive data recovery for those students who did not back up their data

This only applies to students using OneDrive on their school email who didn't back up their data before Easter.

If you did not back up your data - as instructed on numerous occasions - you can still retrieve your data from your old OneDrive account for a short time only.

Please follow my guide below...

Please log on using the credentials as per example below after logging out of your current email - including phone accounts.

You will need to sign out of the current Office 365 and log back in using your username in the format of **U19M1NAME@studentccnac.onmicrosoft.com** (for example) and your password.

So, U19M1NAME@studentccnac.onmicrosoft.com.

To Download your OneDrive Data

1. Open **U19M1NAME@studentccnac.onmicrosoft.com** OneDrive in **Chrome**
2. Navigate so you can see the folder you wish to migrate (Do not go into the folder)
3. Select the folder
4. Click Download
5. This will download a Zip file that contains the folder structure and the files in them
6. Extract the files to a temporary folder
7. **Using Google Chrome** Open the new OneDrive on your "**U19M1NAME@student.utcn.org.uk**" account and.....
8. Drag the extracted folder into the new OneDrive in **Chrome**

Any problems, please contact me on **simon.addinall@utc.norfolk.gov.uk**

Regards
Mr Addinall
IT Technician

Social Media

Please follow us on Twitter @utcnorfolk for quick information about the whole school and @UTCNKS4 for Key Stage 4 information.

Also, follow us on Instagram @utc_norfolk for UTCN updates.

Dates for your Diary

Please look on the UTCN webpage for the Parents Calendar which is updated regularly. <https://utc.norfolk.gov.uk/calendar>

May 8 - Bank Holiday
May 25 to 29 - Half Term

UTCN
Old Hall Road
Norwich
NR4 6FF



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