Go to https://app.mover.io and click on **Sign in with Microsoft**.

Type in your full university email account and click on **Next**

Select **Work or school account**
Type in your password and click on **Sign In**

You will be required to use MFA. In the below example, we have the Microsoft Authenticator app setup. However, if you have a different method setup for MFA, you will be prompted to use that.
After you authenticate and get logged in, you will select the source for the files and then a destination. To select the source, click on the **Authorize New Connector** under the **Step 1: Select Source**.

Click on the **Authorize** box next to **Google Drive (Single User)**.
Give the source a Display name

Next, Mover.io will want you to specify what GDrive account. In this case, you will want to type **your full Google @zips.uakron.edu account name**. It has to have the @zips.uakron.edu account at this screen or it will not work.
You will then receive a window to allow Mover to access your Google account. Click on **Allow**.

You will now see your Google Drive connected under source. Next, click on **Authorize New Connector** under Step 2: **Select destination**.
On the Destination Connector Screen, click on **Authorize** next to **OneDrive for Business (Single User)**.

![Authorize Destination Connector](image1)

Type in a name for this new destination connection and click on **Authorize**.

![Authorize](image2)
You will then need to sign into your @uakron.edu account again. Be sure to select **Work or school account** and MFA again if you are prompted to.

![Sign in to Microsoft account](image)

On the next screen you will see your Google Drive as a the source and your OneDrive account as the destination. In the third pane, click on **Start Copy**.

![Select source, destination, and start copy](image)
You will then be presented with the status of your move. The time that it takes to transfer your data will vary. The more data that you have, the longer the transfer will take.

Your screen will show when the transfer completes. Additionally, you will receive an email from no-reply@mg.mover.io.