

Migrating Your Data After Graduation: A Student's Guide

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When you graduate, your university Microsoft 365 account will be deactivated after a period of non-enrollment. To retain access to your files, emails, and other data, follow these steps to migrate your content to a personal Microsoft account.

Step 1: Prepare Your Personal Microsoft Account

- Sign up for a free [Microsoft account](#).

“ **Important:** If your account ends in @outlook.com, @hotmail.com, or @live.com, you automatically have a personal Microsoft account.

- Ensure you have access to OneDrive (5GB free storage) and Outlook.com.

Step 2: Transfer Your OneDrive Files

1. **Sync your school OneDrive locally** using the OneDrive desktop app.
2. **Sign in to your personal OneDrive** and sync it to your device.
3. Use File Explorer to **drag and drop files** from your school OneDrive folder to your personal OneDrive folder.
4. Wait for the sync to complete.

“ **Note:** The Mover tool previously used for this task has been retired.

Step 3: Export Your Emails and Contacts

- In Outlook:

- Go to **File > Open & Export > Import/Export**.
- Choose **Export to a file > Outlook Data File (.pst)**.
- Select your mailbox and save the file.
- In your personal Outlook account:
 - Use the same Import/Export wizard to **import the .pst file**.

Step 4: Export Your Calendar

- In Outlook:
 - Go to **File > Save Calendar**.
 - Choose the date range and save as an `.ics` file.
- Import the `.ics` file into your personal Outlook calendar.

Step 5: Save Your OneNote Notebooks

- Open each notebook in OneNote.
- Use **File > Export** to save as a OneNote package or PDF.
- Re-upload to your personal OneDrive or OneNote.

“ **Note:** Learn how you can sign into multiple accounts on OneNote [here](#).

Step 6: Sync Microsoft Edge Data (Optional)

- Sign in to Edge with your personal account.
- Use **Sync settings** to transfer bookmarks, passwords, and preferences.

Tips for a Smooth Transition

- **Start early:** Begin the migration before your account is disabled.
- **Use a wired connection** for large file transfers.
- **Backup sensitive files** to an external drive or cloud service.