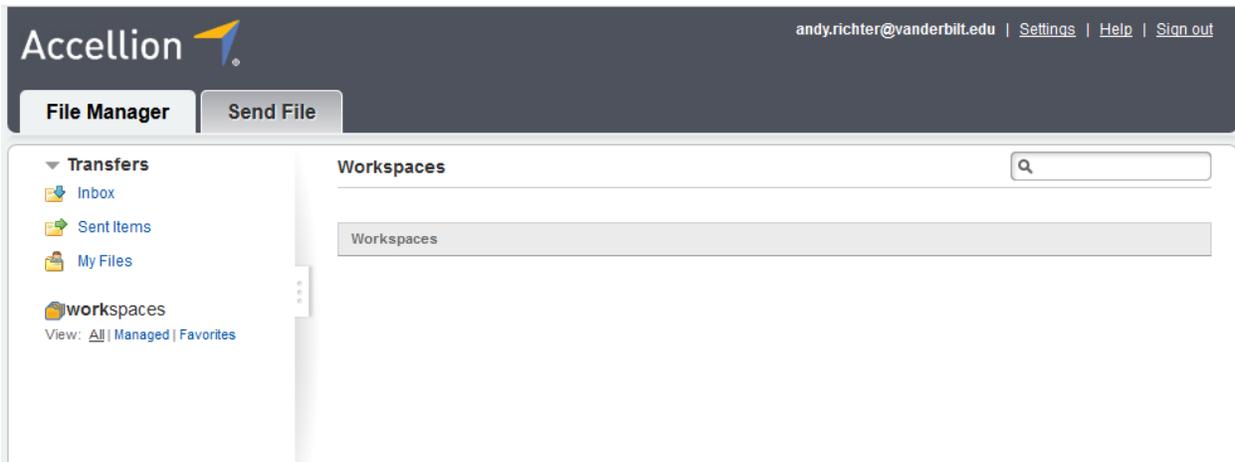


# User Guide for Migrating from Accellion to Microsoft Office 365 OneDrive for Business

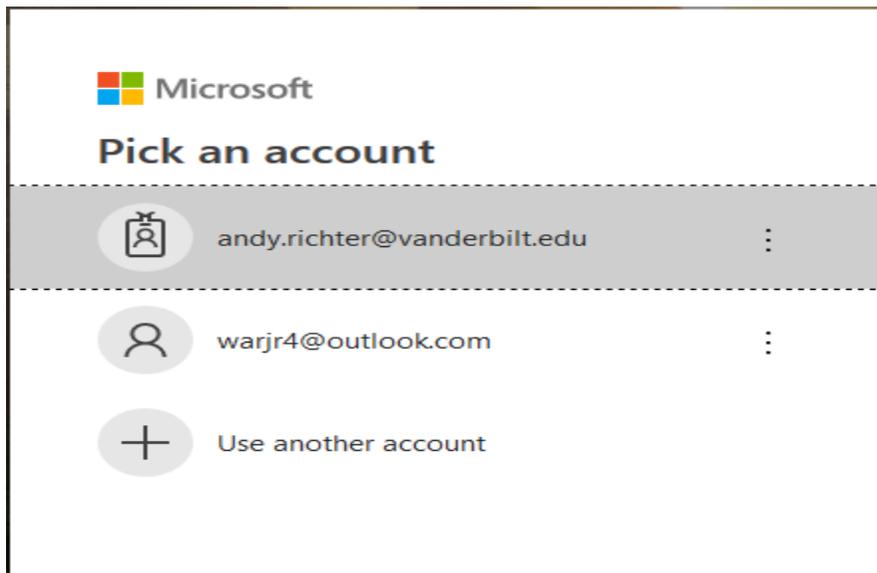
This guide demonstrates how to use Accellion to share a file securely with a colleague along with the equivalent steps in Microsoft Office 365 OneDrive for Business. The intended audience is for those who are migrating away from Accellion and need a viable alternative like OneDrive for Business. Both approaches are demonstrated for comparison purposes.

1) Connect to service and login using your Vanderbilt email address and password.

a) Connect to Accellion: <https://accellion1r.mc.vanderbilt.edu/>



b) Connect to OneDrive for Business: <https://vanderbilt365-my.sharepoint.com/>. Login using your Vanderbilt primary email (SMTP) address or user principal name (UPN), which should be the same. Upload a file, if necessary, by clicking 'Upload,' then 'Files.' Select the file of interest and click 'Open.' Another method is to drag and drop files into a browser window.



OneDrive

Search everything | Open | Share | Copy link | Download | Delete | Move to | Copy to | Rename | Flow | Version history

Richter, Andy

- Files
- Recent
- Shared
- Recycle bin

Vanderbilt

- Collaboration

### Files

Name	Modified	Modified By	File Size	Sharing
Attachments	June 22, 2017	Richter, Andy		Private
text document to share.txt	A few seconds ago	Richter, Andy	165 bytes	Private
William @ Vanderbilt	April 3	Richter, Andy		Private

OneDrive

Search everything | New | Upload | Flow | Sync

Richter, Andy

- Files

Files

- Files
- Folder

File Upload

This PC > richtea (\\vu1file.it.vanderbilt.edu\vuse\webpub) (V:) > work > vuit > collaboration > onedrive

Search onedrive

Organize | New folder

Name	Date modified	Type	Size
notes	4/10/2019 2:06 PM	File	1 KB
third text document to share	5/1/2019 2:37 PM	Text Document	1 KB
User Guide for Migrating from Accelli...	5/1/2019 2:33 PM	Microsoft Word D...	514 KB
User Guide for Migrating from Accelli...	4/12/2019 4:50 PM	Microsoft Word D...	514 KB

bin  
cis-swe  
core  
DeadLetters  
Desktop  
Documents  
Downloads  
etc  
lib  
mail  
Music  
News  
perl5  
Pictures  
pkgs  
Public  
Templates  
tmp  
trash  
Videos  
work

File name: third text document to share | All Files

Open | Cancel

- 2) Share the file securely with your colleague.
- a) In Accellion, select the 'Send File' tab, complete the necessary fields, click 'Choose File' and click 'Send.'

Accellion [andy.richter@vanderbilt.edu](#) | [Settings](#) | [Help](#) | [Sign out](#)

**File Manager** **Send File**

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

Files:  or [Use the Java applet to upload a folder](#)

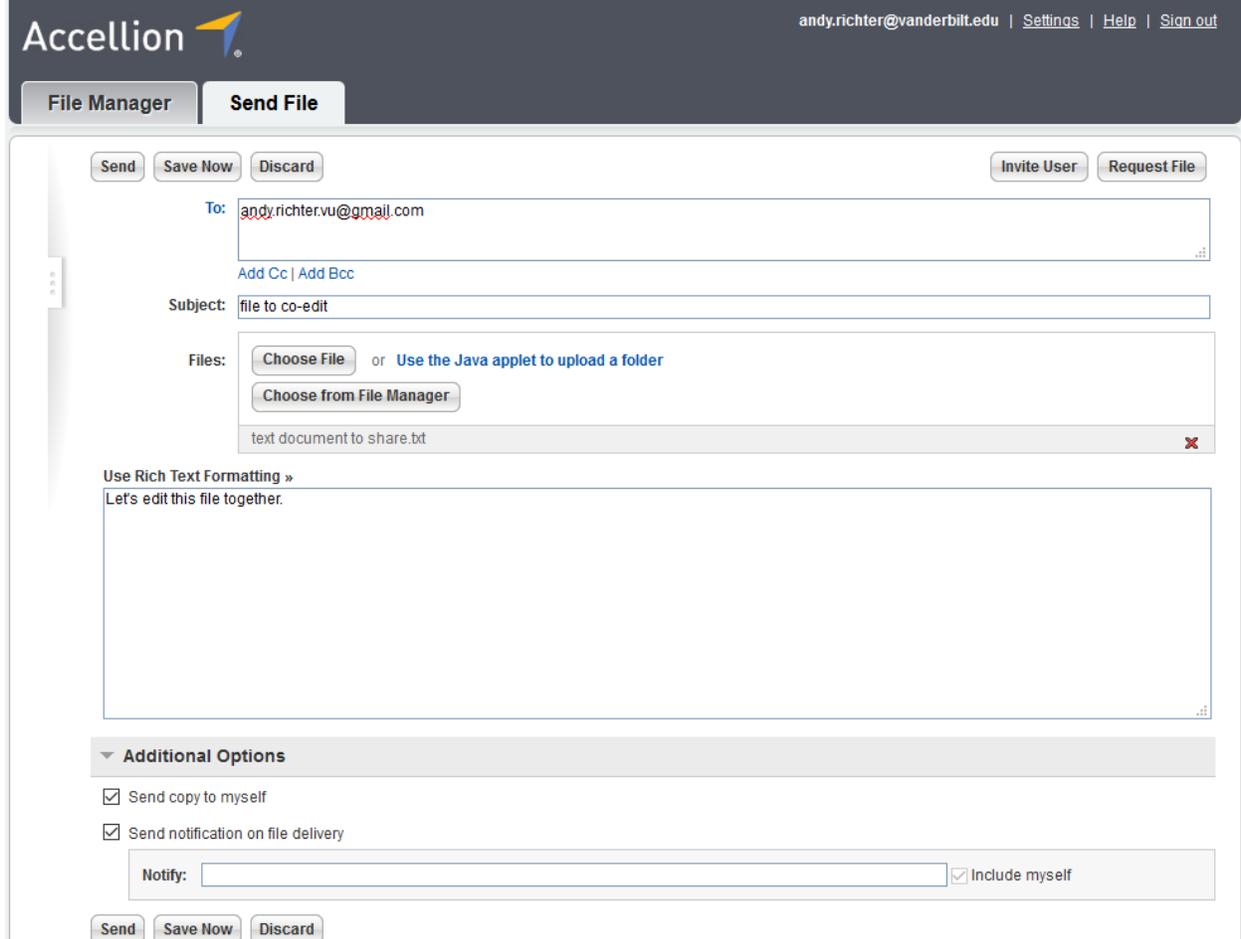
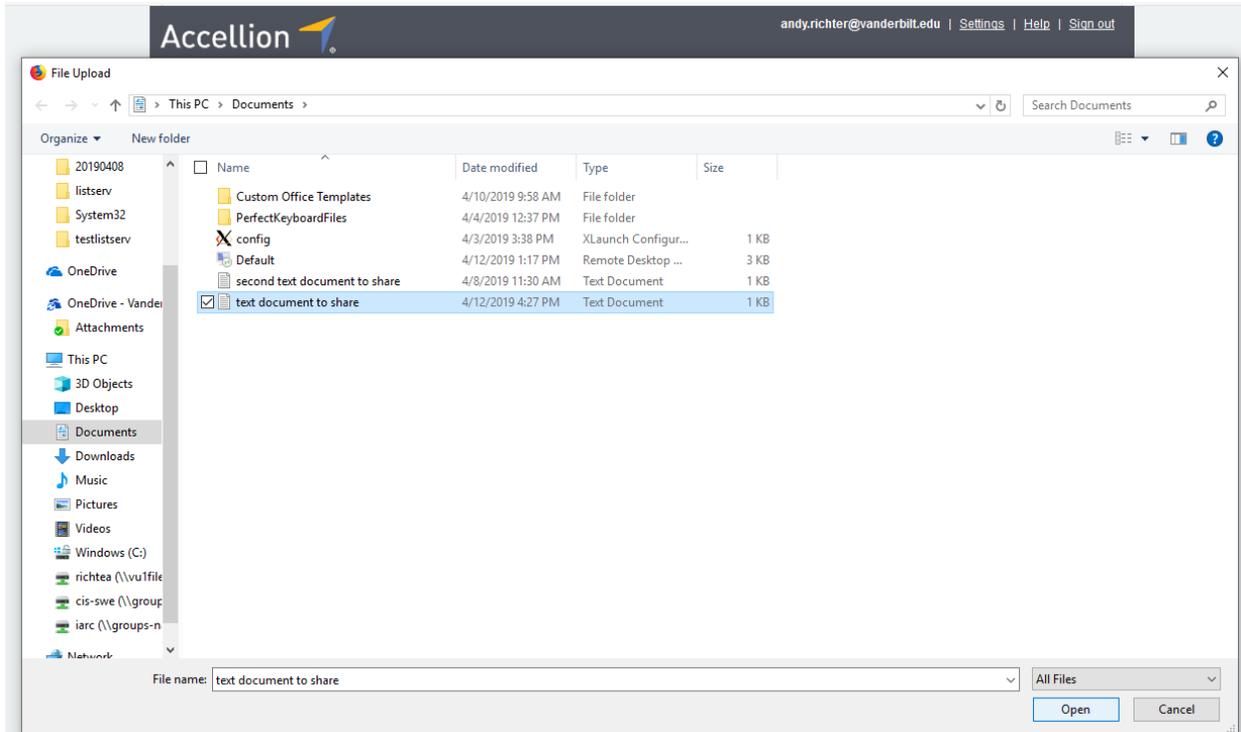
Use Rich Text Formatting »  
Let's edit this file together.

▼ **Additional Options**

Send copy to myself

Send notification on file delivery

Notify:   Include myself



File Manager

Send File

### Send File

Your e-mail has been sent to [andy.richter.vu@gmail.com](mailto:andy.richter.vu@gmail.com) with the following files:

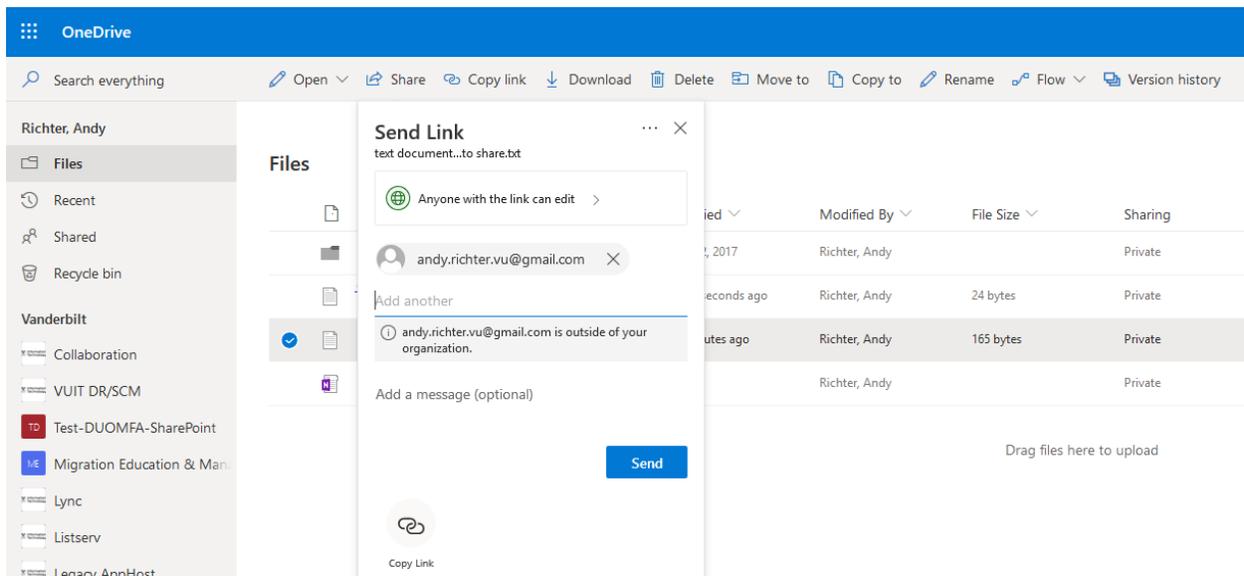
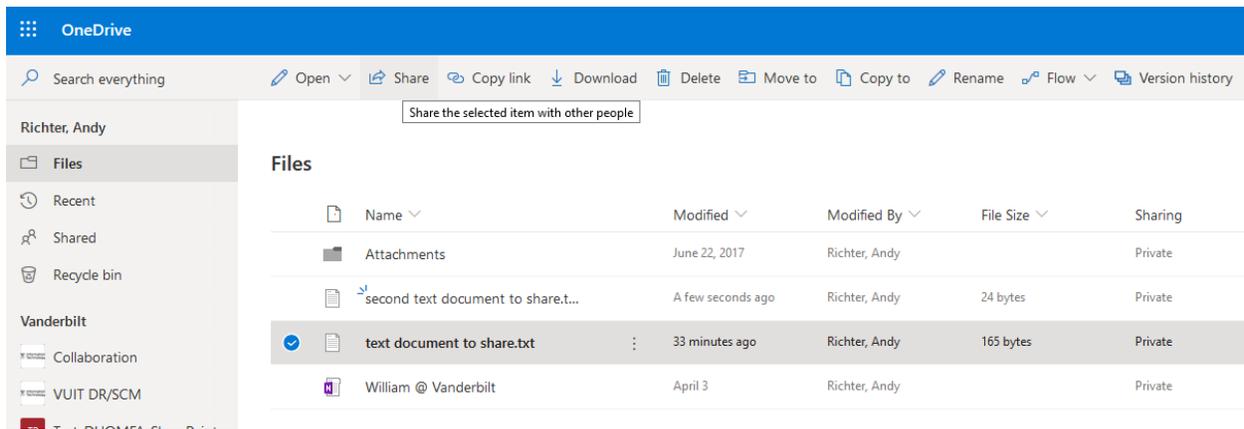
- text document to share.txt (0.16 KB)

*\* You will receive a copy of this e-mail and get an e-mail notification when your file is downloaded.*

OK

- b) In OneDrive for Business, note the maximum file size is 100GB. Click the box beside the file to share, click 'Share.' In the pop-up window input complete the necessary fields. Two secure approaches are described as follows.
- Click the 'Anyone with the link' option to change the default link access to 'Specific people.' If you do not want the recipient(s) to edit the file(s) you are sharing, uncheck the 'Allow editing' box, highlighted below.
  - The shared links do not expire by default. If you want to set an expiration, click 'Anyone with the link' and set the expiration date. If you use this approach, also set a password on the link and provide it separately to the recipients.
- After choosing option "a" or "b" above, click 'Apply,' then click 'Send.'

**NOTE:** if you ever change your Vanderbilt University email address (i.e., primary SMTP address) must share all of your links again with all recipients.



OneDrive

Search everything | Open | Share | Copy link | Download | Delete | Move to | Copy to | Rename | Flow | Version history

Richter, Andy

- Files
- Recent
- Shared
- Recycle bin

Vanderbilt

- Collaboration
- VUIT DR/SCM
- Test-DUOMFA-SharePoint
- Migration Education & Man

### Link settings

text document...to share.txt

Who would you like this link to work for?

- Anyone with the link
- People in Vanderbilt with the link
- People with existing access
- Specific people

Other settings

- Allow editing

Apply Cancel

Modified	Modified By	File Size	Sharing
2017	Richter, Andy		Private
seconds ago	Richter, Andy	24 bytes	Private
utes ago	Richter, Andy	165 bytes	Private
	Richter, Andy		Private

Drag files here to upload

OneDrive

Search everything | Open | Share | Copy link | Download | Delete | Move to | Copy to | Rename | Flow | Version history

Richter, Andy

- Files
- Recent
- Shared
- Recycle bin

Vanderbilt

- Collaboration
- VUIT DR/SCM
- Test-DUOMFA-SharePoint
- Migration Education & Man
- Lync
- Listserv
- Legacy AppHost

### Send Link

text document...to share.txt

People you specify can edit

andy.richter.vu@gmail.com

Add another

andy.richter.vu@gmail.com is outside of your organization.

Let's edit this file together.

Send

Copy Link

Modified	Modified By	File Size	Sharing
2017	Richter, Andy		Private
seconds ago	Richter, Andy	24 bytes	Private
utes ago	Richter, Andy	165 bytes	Private
	Richter, Andy		Private

Drag files here to upload

OneDrive

Search everything | Open | Share | Copy link | Download | Delete | Move to | Copy to | Rename | Flow | Version history

Richter, Andy

- Files
- Recent
- Shared
- Discover
- Recycle bin

Shared libraries

- Collaboration
- Owen Email Migration
- VUIT Collaboration Team
- Migration Education & Man
- VUIT Training
- Vanderbilt Team Site
- VUIT

### Link settings

second text d...to share.txt

Who would you like this link to work for?

- Anyone with the link
- People in Vanderbilt with the link
- People with existing access
- Specific people

Other settings

- Allow editing
- Expires Friday Jul 26 2019
- Strength: Strong

Apply Cancel

Modified	Modified By	File Size	Sharing
2017	Richter, Andy		Private
	Richter, Andy	24 bytes	Private
	Richter, Andy	165 bytes	Shared
	Richter, Andy	29 bytes	Private
	Richter, Andy		Private

Drag files here to upload

To view sharing information, click 'Shared' in the left column. Note there are two tabs labeled "Shared with me" and "Shared by me." Click 'Shared by me', select a file, then the ellipsis to the right of the file name, and click 'Manage Access' on the drop down menu. Use the 'Manage Access' pop-up window to the right to view and potentially modify those with whom you have shared the file.

The screenshot shows the OneDrive interface. The top navigation bar includes the OneDrive logo, a search bar, and action buttons for 'Open', 'Share', 'Copy link', and 'Manage Access'. The left sidebar shows the user 'Richter, Andy' and navigation options: 'Files', 'Recent', 'Shared' (selected), 'Discover', and 'Recycle bin'. Under 'Shared libraries', several teams are listed, including 'Owen Email Migration', 'VUIT Collaboration Team', 'Migration Education & Man...', 'VUIT Training', and 'Vanderbilt Team Site'. The main content area is titled 'Shared by me' and displays a table of shared files. The table has columns for 'Name', 'Location', and 'Activity'. A single file is listed: 'text document to share.txt' located in 'Documents', modified by 'Richter, Andy' on 4/12/2019. A context menu is open over the ellipsis icon for this file, listing options: 'Open', 'Preview', 'Share', 'Copy link', 'Manage Access' (highlighted), and 'Details'.

Name	Location	Activity
text document to share.txt	Documents	Richter, Andy modified 4/12/2019

- Open
- Preview
- Share
- Copy link
- Manage Access
- Details

Share Grant Access X

text document to share.txt

## Manage Access

[Stop sharing](#)

Links Giving Access ⓘ

   ...

People you specify can edit

 ▾

Direct Access ⓘ

 **Richter, Andy** Owner  
Sr System Administrator

- 3) In both approaches, you will receive email notifications when you send the link and when the recipient views or edits, if allowed, the file. If you have any files shared now via Accellion, please migrate them to OneDrive.