

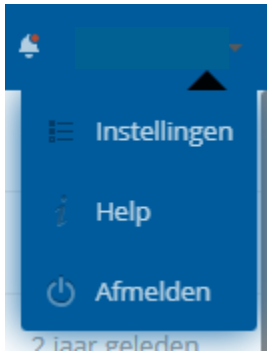
0. Request Research Drive

Request a Research Drive project folder via the web form:

https://services.vu.nl/esc?id=sc_cat_item&sys_id=39d345f097066990e553359fe153af01

1. Find your Federated Cloud ID

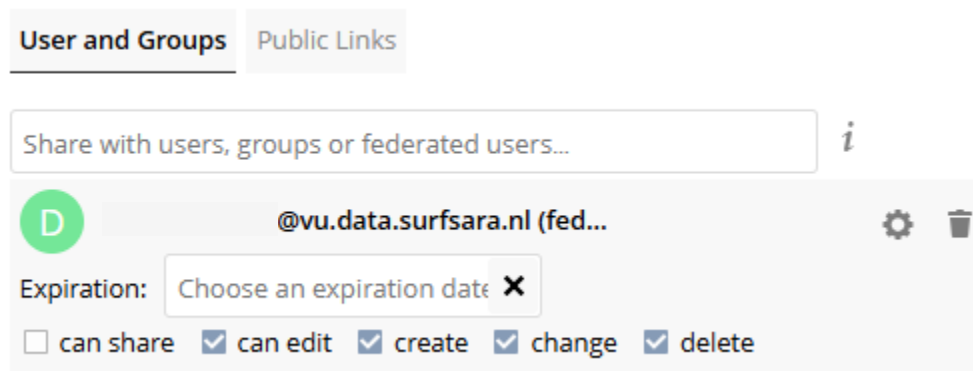
1. Log into Research Drive.
2. Go to <Your Account> > “Settings” / “Instellingen”.



3. Scroll down and copy your Federated Cloud ID.

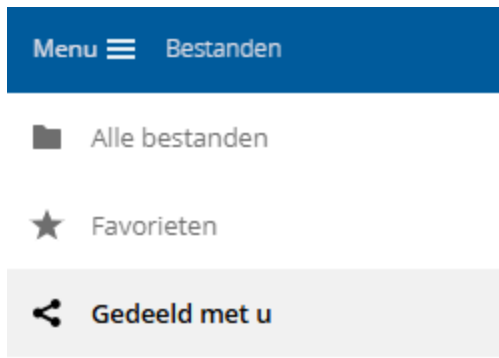
2. Share your SURFdrive documents with your Research Drive account

1. Log into SURFdrive.
2. Click the share icon to the right of the folders and documents that you want to copy to your Research Drive environment.
3. Enter your Federated Cloud ID into the search field and give this account access.
4. Click the cog wheel and give your Research Drive account all rights by selecting “can edit” / “kan wijzigen”.



3. Accept the shared files in your Research Drive account

1. Go back to Research Drive and click “Shared with you” / “Gedeeld met u”.

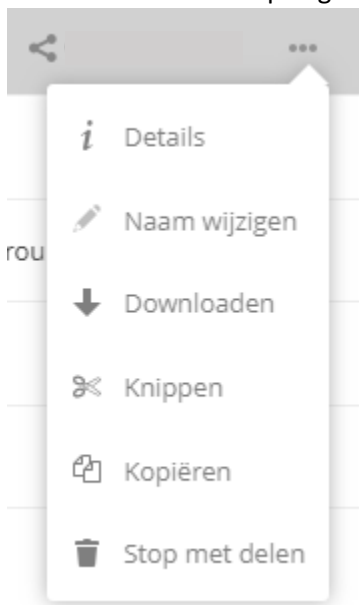


2. On the top there are the files and folders that you have shared with yourself. Click “Accept Share” / “Share accepteren”.



4. Copy the shared files and folders to the new Research Drive project folder

1. Go to “My Files” / “Alle bestanden”.
2. Click the three full stops right of the shared files and select “Copy” / “Kopiëren”.



3. Go to the location in your new Research Drive project folder where you want to save the copied files and click the “Paste” icon in the top part of your screen.

