
Seniors and Students and Staff Leaving Bellevue Technology Archiving

Seniors and students leaving Bellevue School District will lose access to their Office 365 account for email and Teams Message on their last day. They can access their OneDrive for 90 days after leaving BSD. To ensure all files from your time in Bellevue follow you to your next endeavors read below.

Make a Personal OneDrive Account

If you don't already have a personal OneDrive account, follow the directions linked below to make a personal Microsoft Account. You can create a free account for up to 5 GB of storage. [See the directions here.](#)

Moving Your Bellevue School District OneDrive to a Personal OneDrive

Microsoft has made a purpose-built tool for moving school files off your School OneDrive onto a personal OneDrive. [See the directions](#) here for moving your school files when you graduate.

Making a Copy of your Class Notebooks

Microsoft has also made a utility to save a copy of your Class Notebooks in a personal OneDrive account. [Follow the directions posted here](#) if you wish to save any of your notes and work in a Class Notebook and take them with you.

Files Too Big? Prefer Google Drive? Chrome Bookmarks?

[See a great presentation](#) put together by Tara Jones (Research Technology Specialist at International) for detailed information on manually archiving files, backing up bookmarks, and making sure you have turned in all your books, equipment, etc. checked out to you.