The Webmail Briefcase app contains a folder titled Briefcase and may also contain other folders including “Notebook” and any that you may have added. Your Webmail Briefcase files will migrate to OneDrive, the new online storage app on W-Exchange, but only those that are stored within the folder titled Briefcase. To ensure that your other data migrates to OneDrive on W-Exchange please follow detailed the steps below to move all of your other folders and files to the Briefcase folder.

1. Log in to Webmail Plus and click on the Briefcase tab.

2. Click on any additional folders, except for the Notebook folder, and drag them to the Briefcase folder. Please note that the Notebook folder cannot be moved.

3. Click on the Notebook folder (if it exists) and drag any documents saved in that folder to the Briefcase folder.