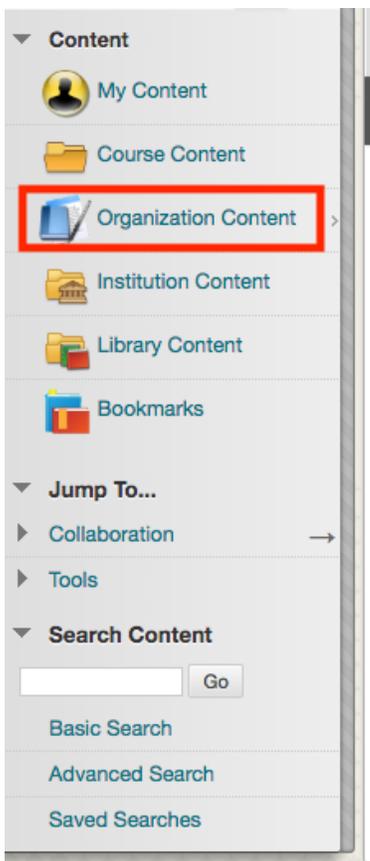# Instructions to Migrate Content
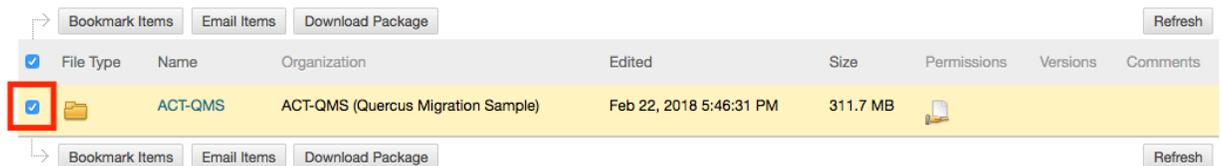# From Orgs to Teams

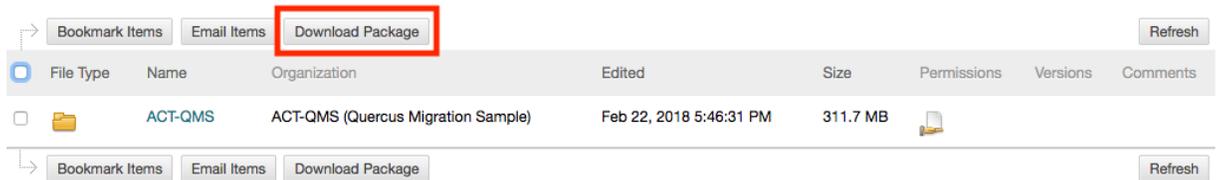1. In the Blackboard Portal go to Content (Top Right)

2. On the left panel select Organization Content

3. Select the box to the left of the Org you wish to migrate in the provided list

4. Click 'Download Package'

5. Once package is downloaded.

6. Unzip the folder and upload the content into Teams.

7. Go to https://teams.microsoft.com. You will find your empty shell for your org.

8. At the top of your empty Teams channel click "Files"

9. Basic and Advanced options for Uploading Files: Within Teams, single files or folders or selections of up to 10 files can be uploaded. In the SharePoint version of the Teams channel there are more advanced options.
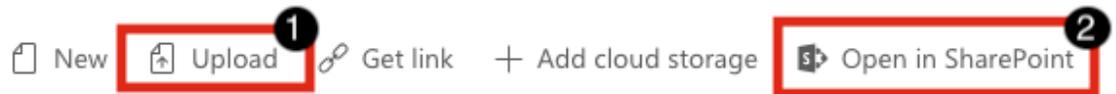
   1. Upload: Select the content you want in the unzipped file and click 'Open' and they will upload into Teams. You can select single files or folders or selections of up to 10 files at a time.

   2. Open in SharePoint: In SharePoint you can drag and drop the entire unzipped file and it will create the file up on Teams. You can also sync the folder to a local instance of OneDrive.