

Moving your Content from Team Content Dropzone to My Content ^[1]

December 17, 2019 by [Sarju Khadka](#) ^[2]

Are you missing your content from your 'My Content'?

Here is what you need to do!

If your Employee ID folder has been migrated to the upgraded CU-Data it will be in Team Content – Now, you're ready to move your content from Team Content to My Content.

- Log in to **CU-Data**.
- Navigate to **Team Content > Finance > CU-Data Dropzone**. Select the folder with your Employee ID on it.
- Use the **More** menu (the three dots next to the folder name) to select Copy or Move.
- In the pop-up window, select **My Content** from the menu on the left, then click the **Move to** button.

Now, when you click on **My Content**, you'll see the report views or queries you moved over.

What if you missed the deadline to move My Content from the old environment?

Please click on this [link](#) ^[3] to view the detailed instruction on how to move your content from the old cu-data to the upgraded cu-data production.

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Yes

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Links

[1] <https://www.cu.edu/blog/m-fin/moving-your-content-team-content-dropzone-my-content>

[2] <https://www.cu.edu/blog/m-fin/author/1855> [3] <https://www.cu.edu/controller/m-fin-how-moving-my-content-upgraded-cu-data>