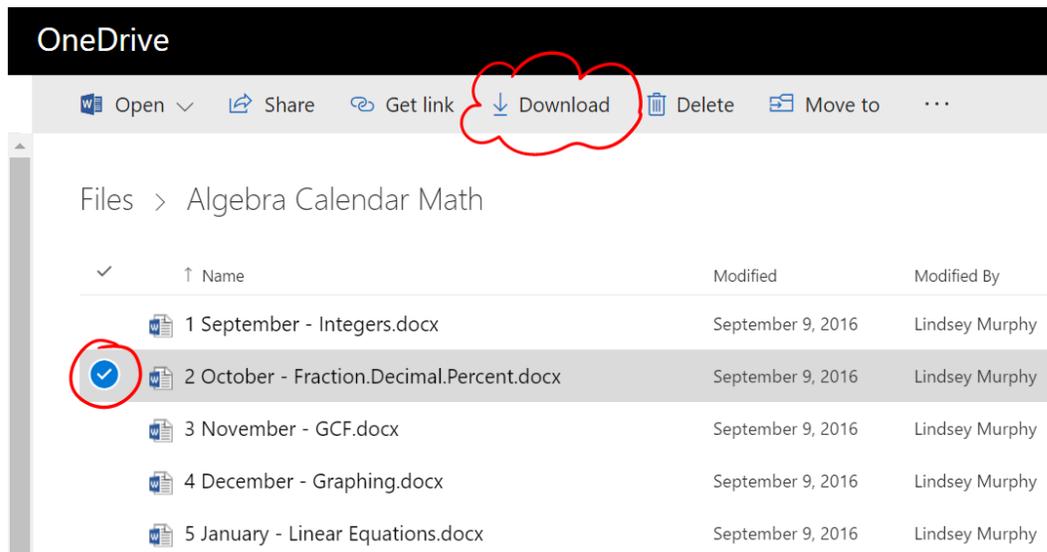




Downloading a Single File

If you only have a few files you need to retain it may be easiest to download them individually.

1. Login to 365 at <http://portal.office.com>
2. Click the check mark to the left of the file name.
*Multiple files can be selected by checking more than one file. These will download as a ZIP file.
3. Click the Download button at the top of the OneDrive window.



4. Files will automatically save to your Downloads folder. You can then copy them to a location of your choice (Hard drive, flash drive, etc.)
5. Repeat the process as necessary.

Download all Files

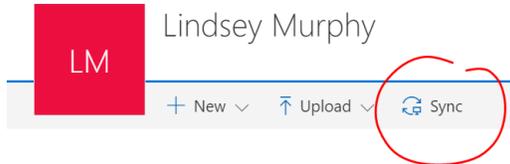
This process is more involved, and will only save you time if you have many files you'd like to download.

1. Login to 365 at <http://portal.office.com>
2. Verify that the Office 2016 is installed on your computer. If you need to install Office please follow the guide found at https://www.mountdesalesacademy.org/images/content/Download_Office_365_Plus.pdf
3. After installing Office, setup syncing by following the OneDrive syncing Guide below. If you already have set up syncing (you have a OneDrive for Business folder) you may skip this step.
4. Once syncing is configured you can copy all of your files off of the "OneDrive for Business" folder that's been created on your computer. Copy the files to your local computer, flash drive, etc.

Syncing Your OneDrive

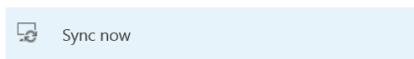
While in your OneDrive on Office 365...

1. Click the Sync button towards the top left:



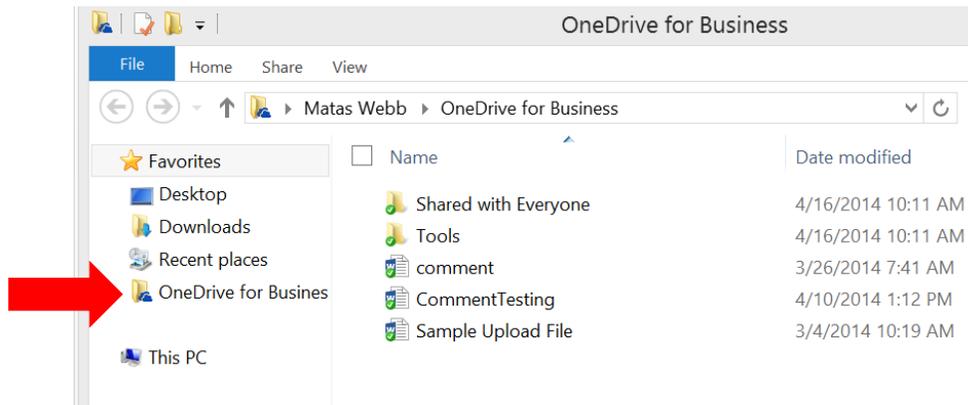
2. Select 'Sync now' and follow the prompts:

Sync this library to your device for easy access.



[Get the OneDrive for Business app that's right for me](#)

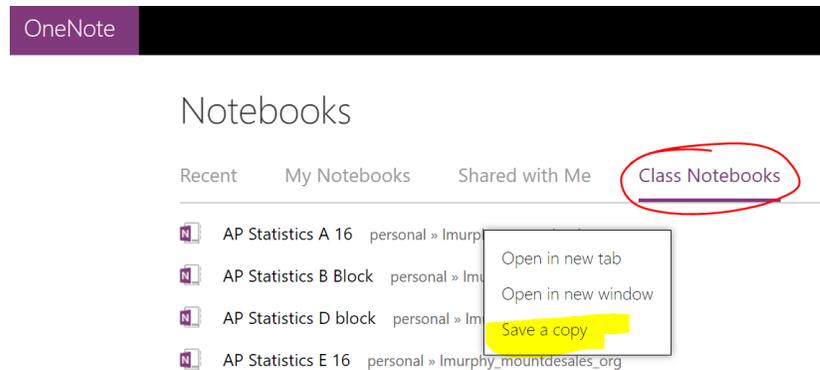
3. OneDrive will take a few minutes to sync depending on how many documents you have, then you can click Show my Files to access your files.
4. Now when browsing files "OneDrive for Business" will show up in your favorite locations:



Saving a Copy of your Class Notebooks

Watch the video for a demonstration of how to save a copy of your Class Notebooks to your personal Microsoft account. Alternatively, follow the steps below.

1. Login at www.onenote.com (or go to OneNote Online in Office 365)
2. Go to 'Class Notebooks'
3. Right click on a notebook and click on 'Save a copy'



4. Sign in to your (or create a) Microsoft account to save your notebook to your personal OneDrive.