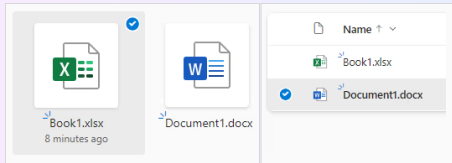


Saving Files From One Drive

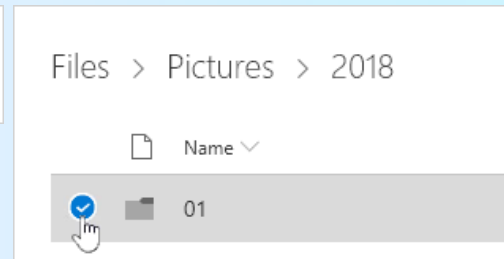
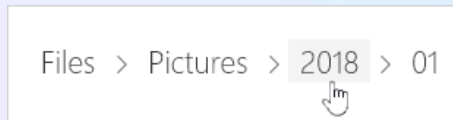
1. In Edge, open your OneDrive, and select the files or folders you want to download.
 - o To download individual or multiple files, select each item by clicking the circle check box that appears. You can also select several files at once by selecting one file, scrolling down the list, then hold down the Shift key while left-clicking the last item you want to select.



**To select all files in a folder, click the circle to the left of the header row, or press CTRL + A on your keyboard.

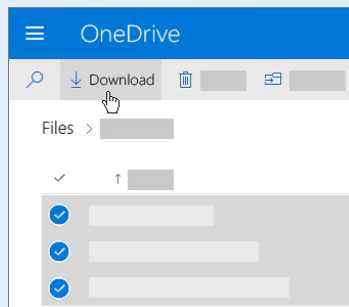
**To select a folder, rather than just its contents, you may need to go up or back a level to select the whole folder.

2. In the top navigation, select Download. (You can also right-click the file, photo, or folder, and select Download.)



- The Download button may sometimes disappear if you refresh the web page while looking at a folder. To work around this, you can go up one level in the folder directory and come back, or close that tab in your browser and navigate to the folder again.
- The Download button will only appear when files or folders are selected.

3. If your browser prompts you, choose Save or Save As and browse to the location where you want to save the download. (Some browsers just start saving right away to a Downloads folder on your computer.)



If you select multiple files or folders, your browser will start downloading a .zip file containing all the files and folders you selected. Files must be saved on your own device.