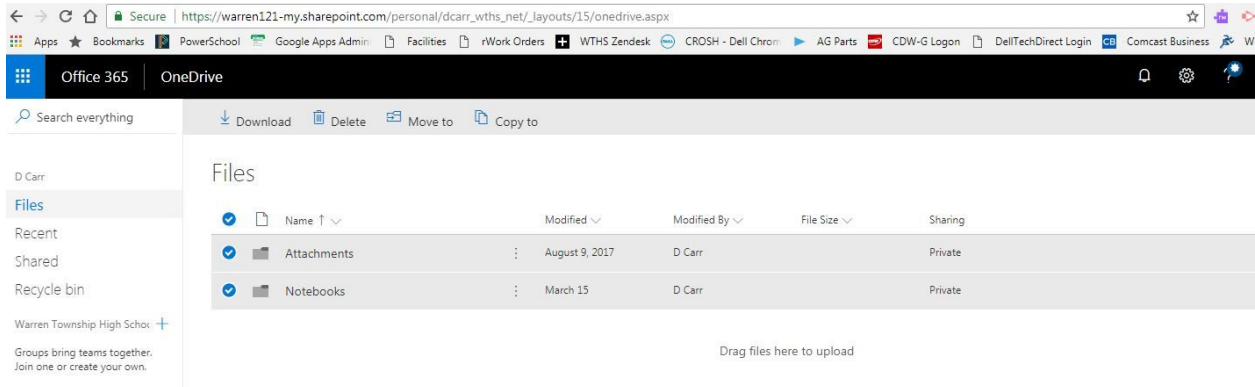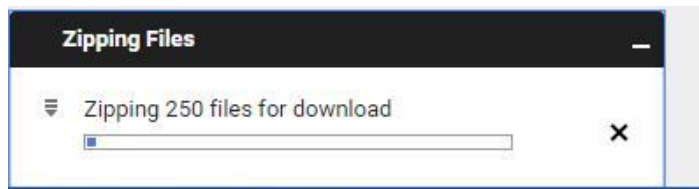# OneDrive File Transfer

- Log into your Office 365 account and navigate to your OneDrive. You can select Files, Recent, Shared, etc.
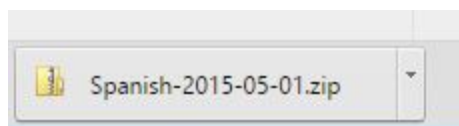

- Click the file/files you'd like to download by checking the button to the left of the file. To select multiple files, hold down Shift or Ctrl (Command on a Mac) while clicking on multiple files.
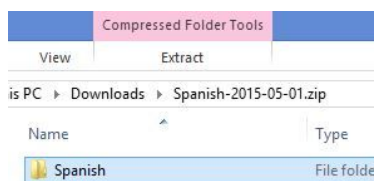

- Then click "Download" above your list.

- The files will start to download.

- After the download finishes click on the downloaded file.

- Select the file and extract it.

- You can then save your files to a flash drive, your current desktop or email them to a personal account.