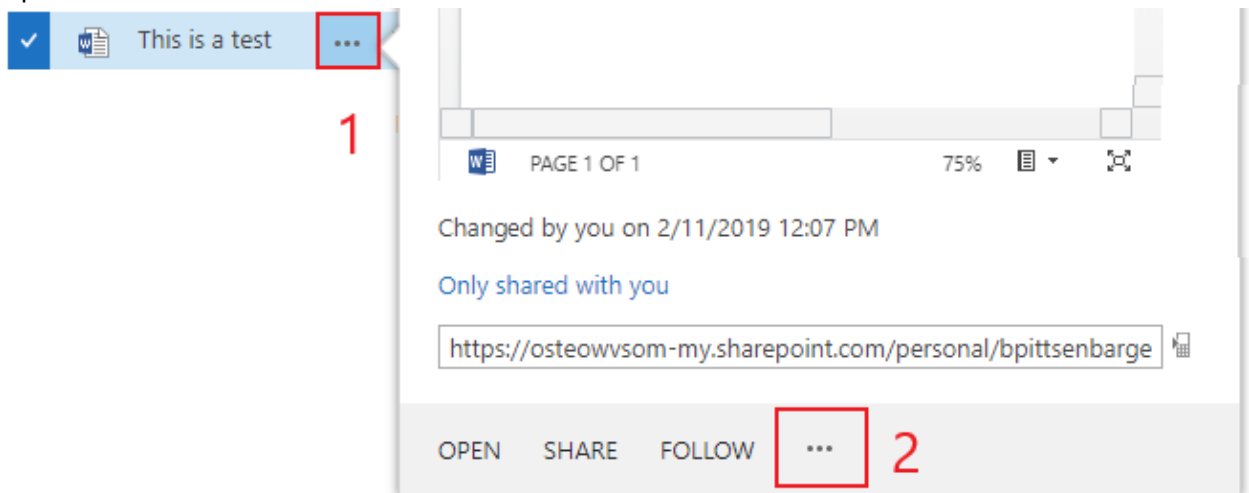


Downloading a Copy of Your Files From OneDrive

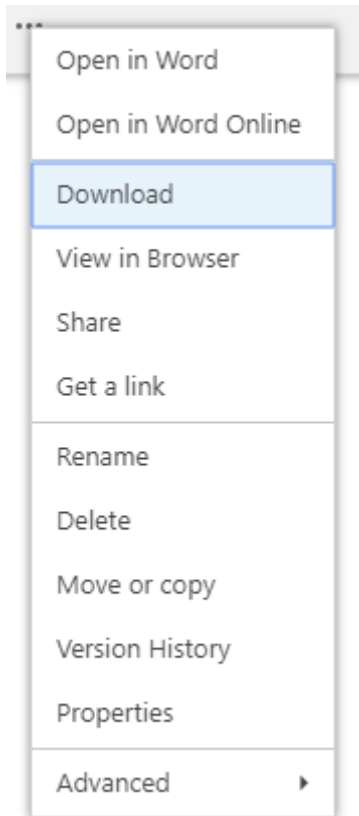
When you need to download only a few files

If you only need to download a few files, it is easiest to download them individually.

1. Sign in to OneDrive via <http://www.outlook.com/osteo.wvsom.edu>
2. Locate the file(s) you wish to download.
3. Click on the three dots to open the menu, then click the three dots in that menu for more options.



4. Select "Download" from this new list of options.



5. Repeat these steps for each file

When you want to download several or all of your files

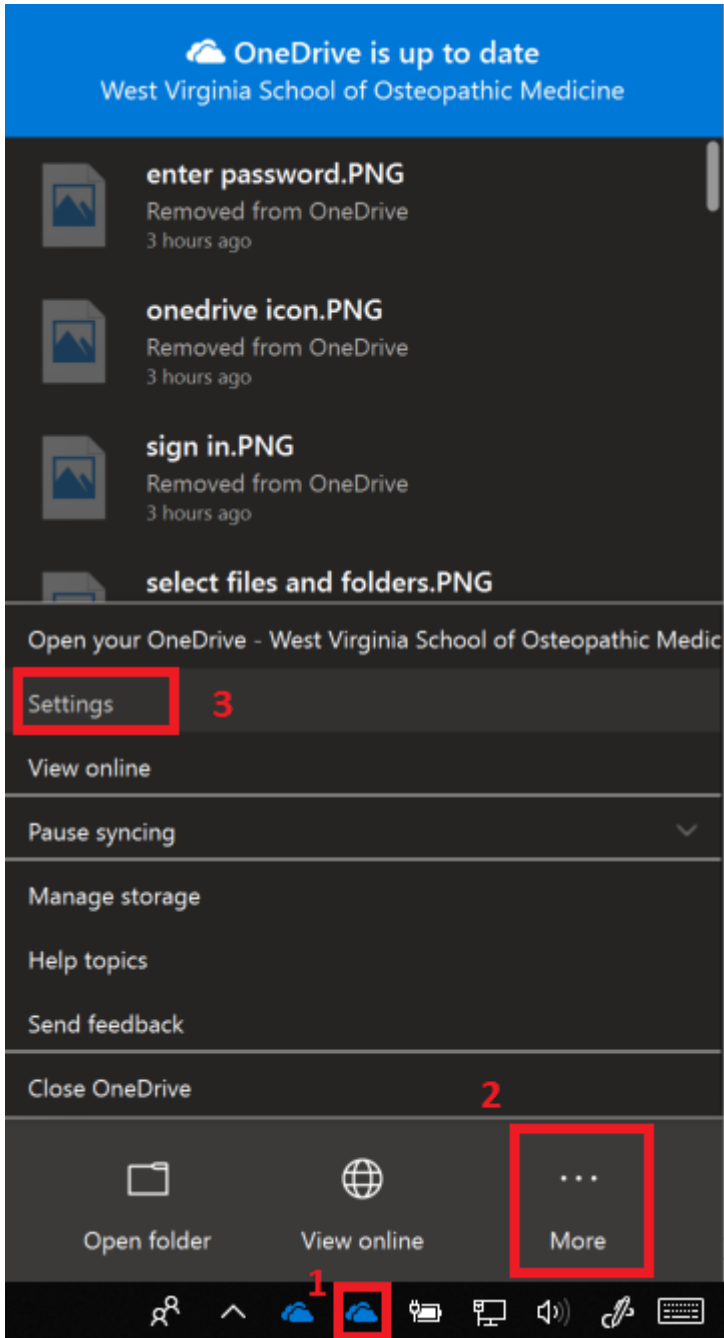
If you wish to download several files or you would like a copy of everything in your OneDrive, it is best to perform a sync.

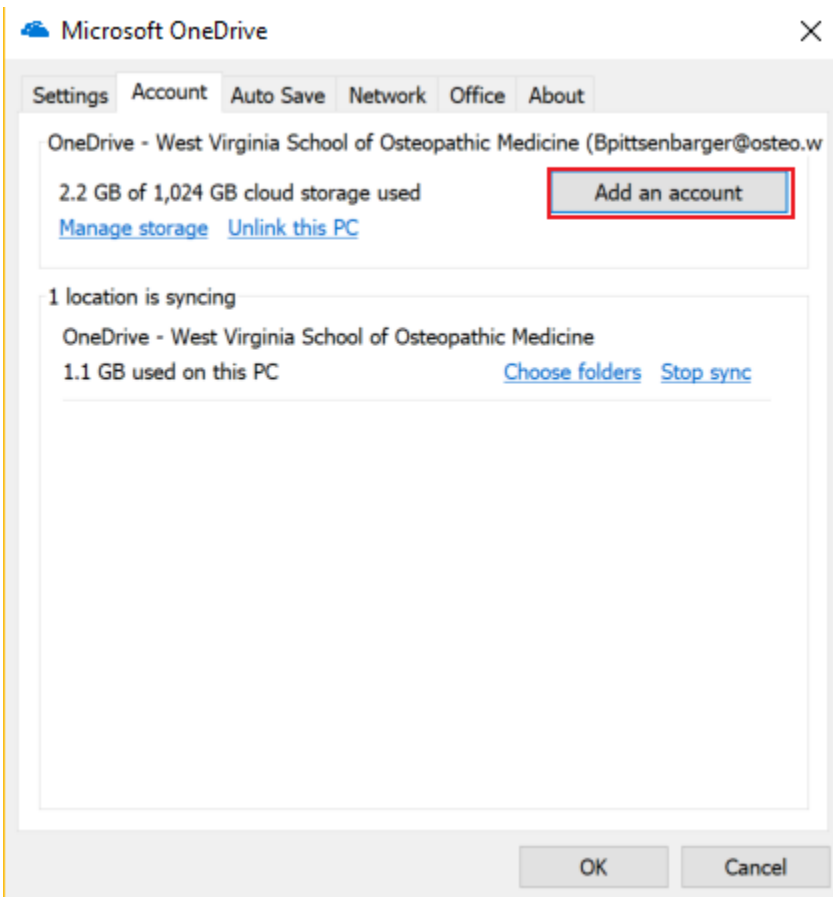
Any files that are saved on your machine because of a sync will remain in place if you disconnect the OneDrive Client.

1. To start setting up the OneDrive Sync Client, find the OneDrive program on your computer.



If you are currently syncing other accounts clicking the OneDrive icon will open your OneDrive folder. You will need to click on the cloud in the lower right corner, click the three dots, then click "Settings". From the Settings menu, On the Account Tab, click "Add an Account"





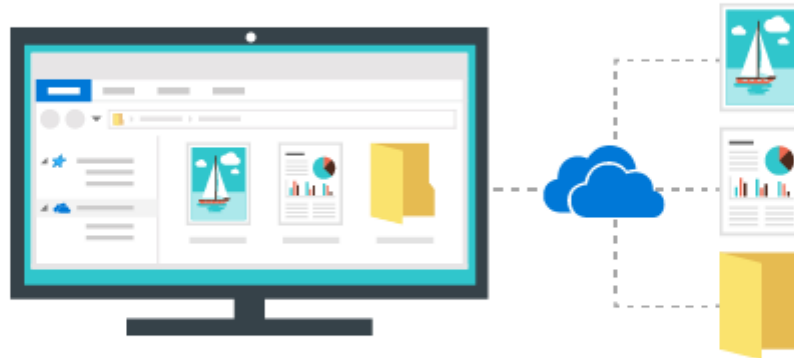
2. Either of these methods will then display the “Set up OneDrive” Window you see below, input your osteo email address to continue.

Microsoft OneDrive



Set up OneDrive

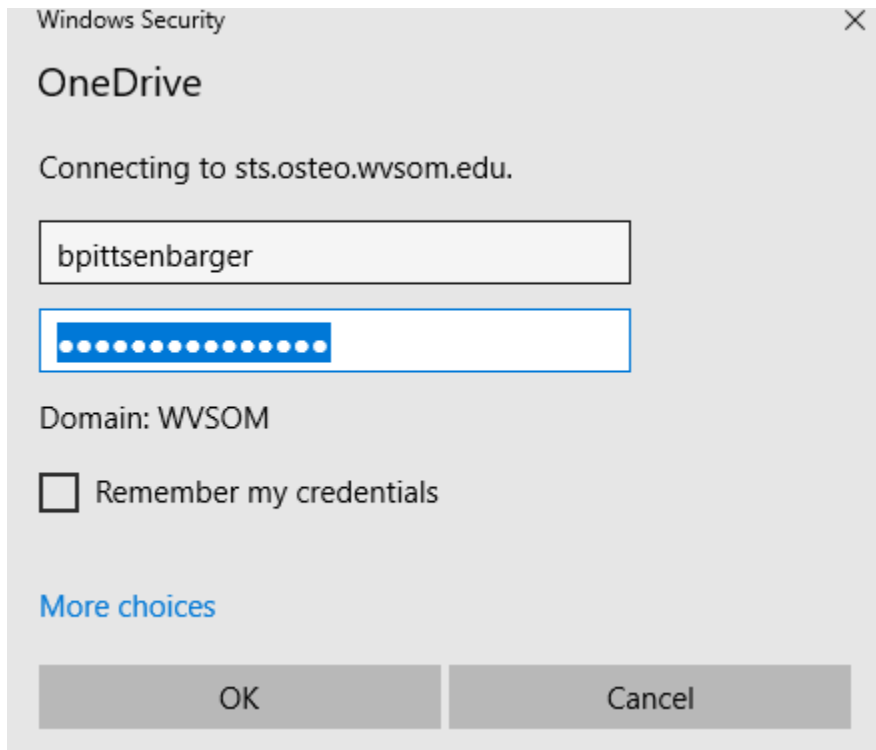
Put your files in OneDrive to get them from any device.



Sign in

Clicking “Sign in” means you agree to the Microsoft [Services Agreement](#) and [privacy & cookies](#). OneDrive may also download and install its updates automatically.

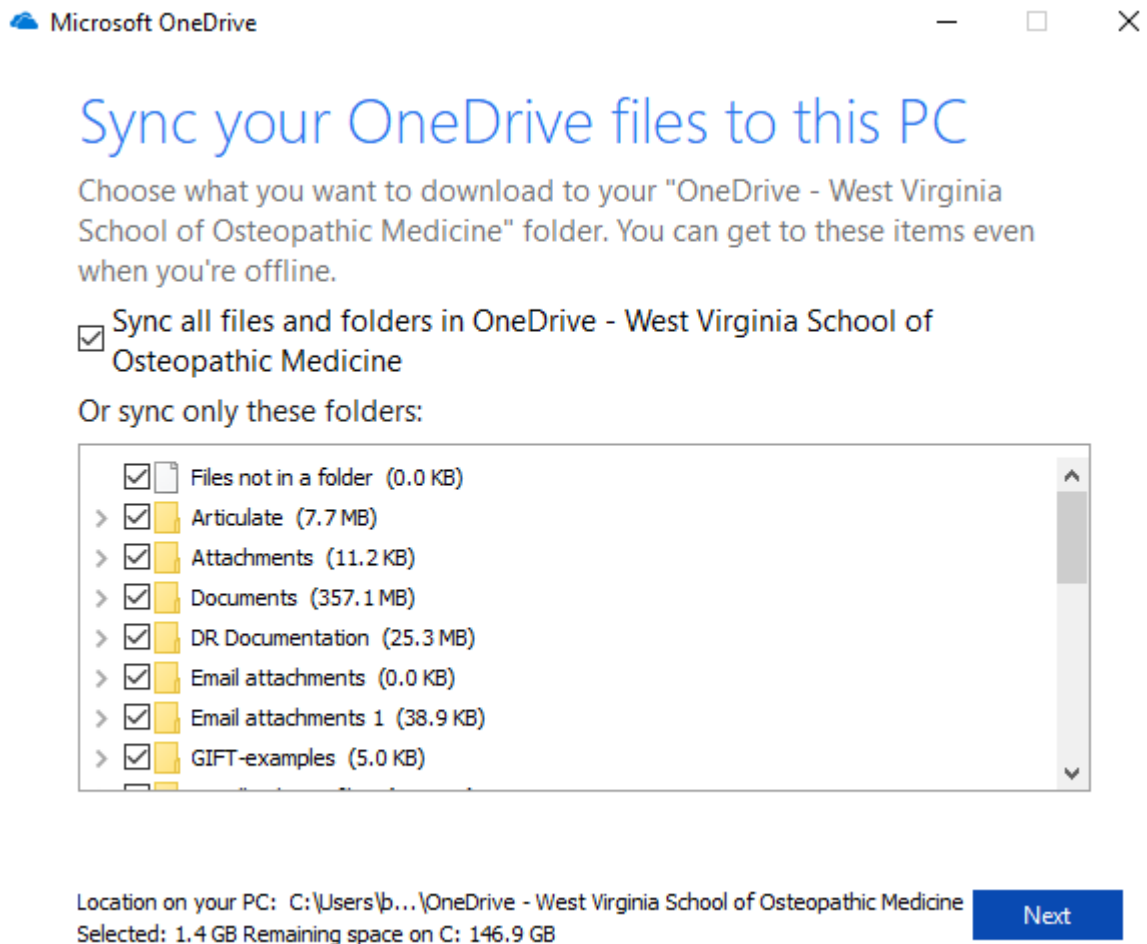
3. Once you click "Sign in" you will be prompted for your username and password.



The image shows a Windows Security dialog box titled "OneDrive". The text inside reads "Connecting to sts.osteo.wvsom.edu.". Below this is a text input field containing the username "bpittsenbarger". Underneath the username field is a password input field with a blue border and a series of white dots representing the password. Below the password field, it says "Domain: WVSOM". There is a checkbox labeled "Remember my credentials" which is currently unchecked. At the bottom left, there is a link that says "More choices" in blue text. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Enter your username (the part of your email before the @ symbol) and your password (same password you use with your email) and hit OK.

- Click through the wizard and you will be presented with a screen asking you to select what files and folders to download. This is where you can select to download some or all of your OneDrive content.



- After selecting the files and folders to sync, the wizard will give you more information to click through before finally telling you that "You're all set" and displaying a button that says "Show me my files". Clicking that button will display files and folders that are syncing and their status (a green check indicating that they are downloaded, and blue circular arrows showing that they are downloading). From here, you can now move those files to different locations on your computer if you wish.