

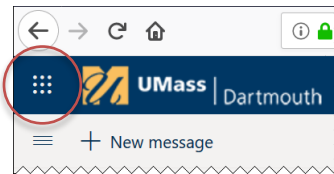
## Office 365 – Downloading OneDrive Data using Windows

Alumni have 90 days after graduation to access the data stored in the OneDrive account associated with their UMass Dartmouth email address. After that date, student Office 365 accounts are deleted automatically, and all the data they contain is erased.

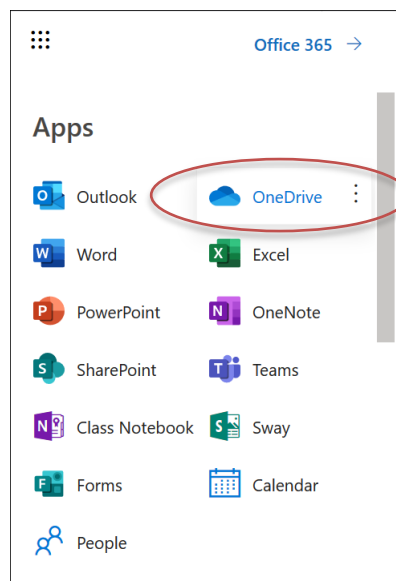
This document explains how to download the contents of your OneDrive to your Windows OS computer. The pictures were taken using Windows 10 and Firefox 64. Your computer may appear differently.

Make sure you have a stable internet connection before you download your data. If you have questions or need help with this procedure, please use our online help form at <https://ithelp.umassd.edu> or call 508-999-8900, and select option 5.

1. Open a web browser, and log into the portal at <https://my.umassd.edu>.
2. From the Quicklaunch menu, select **Outlook Mail**.
3. Click the App Launcher button in the upper left corner,



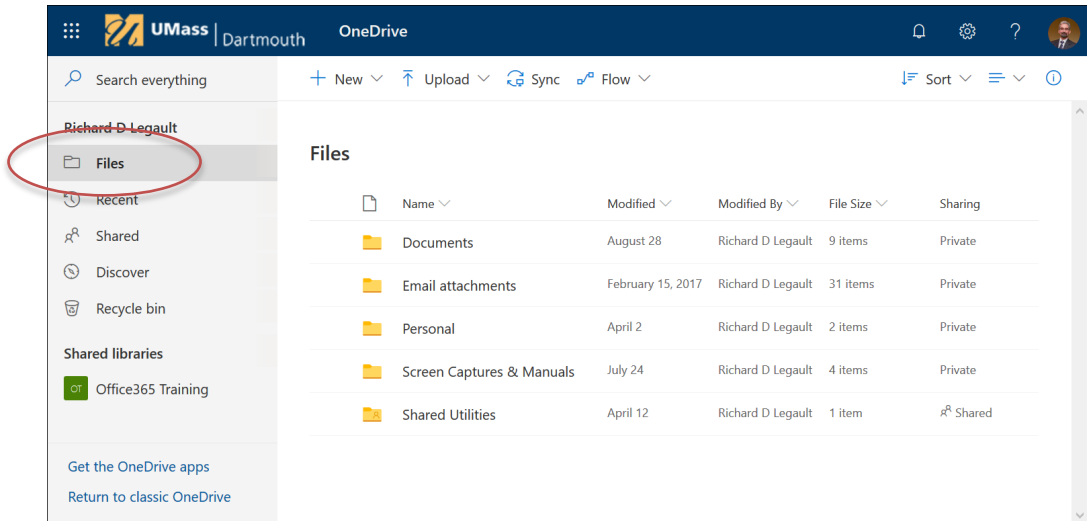
4. Click to select **OneDrive**.



The OneDrive application is displayed.

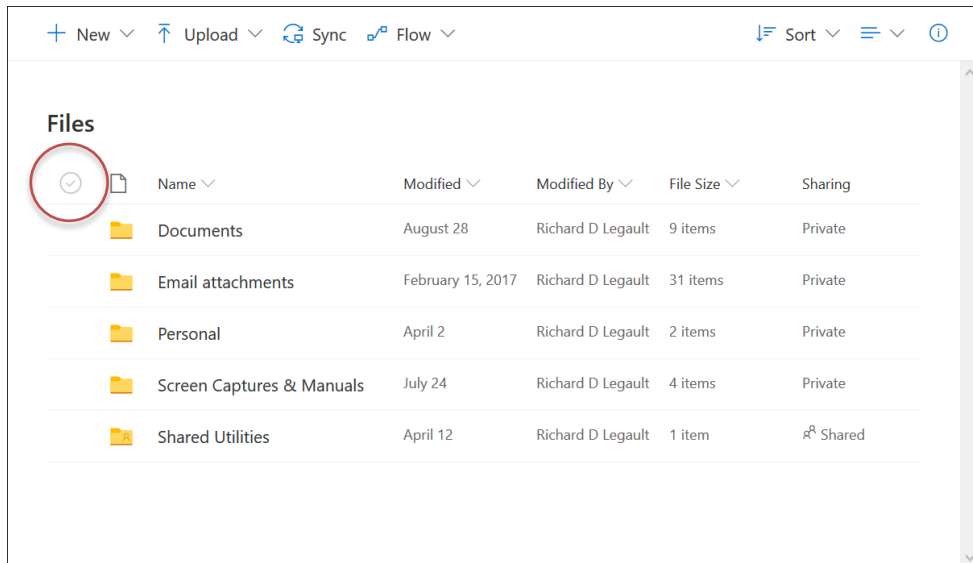


5. An example OneDrive page is shown below.



Make sure that **Files** is selected in the left column.

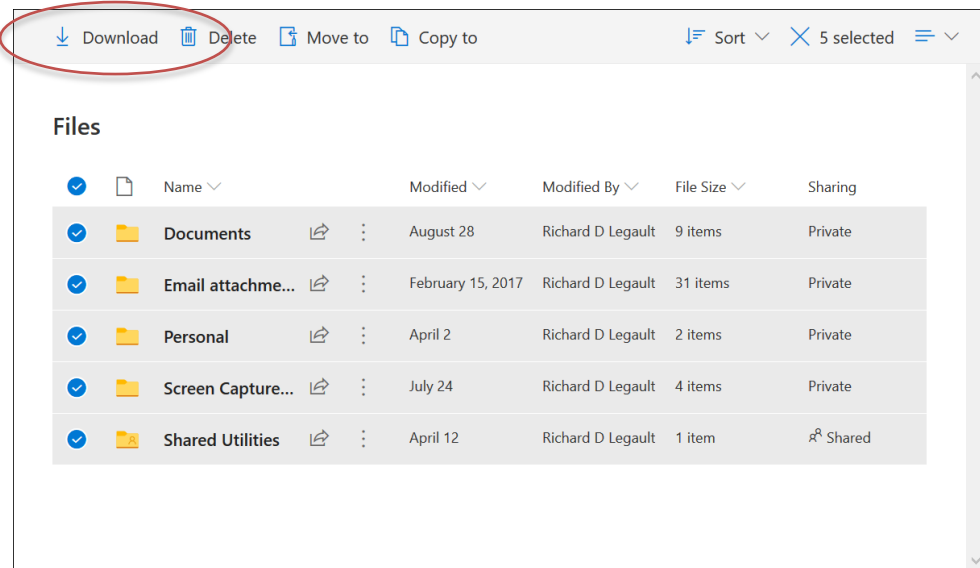
6. Point to the left of the column headings above the files list. A circle appears.



Click to select it.

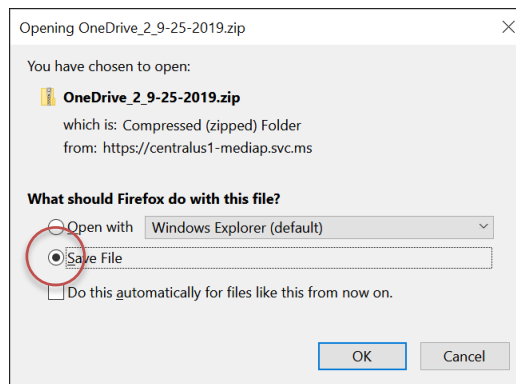


7. All the folders and files in your OneDrive are selected.



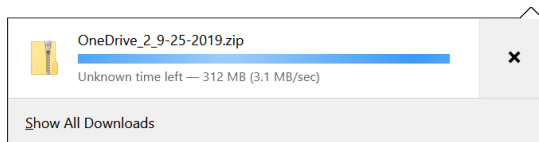
Click the **Download** button.

8. A dialog box is displayed, asking how to handle the file.



Click to select the **Save File** radio button, then click **OK**.

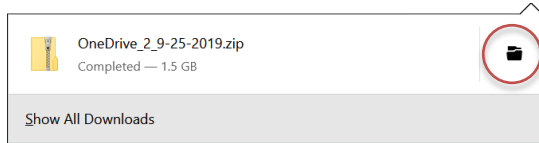
9. The download begins. In Firefox, progress is displayed in the upper right of the browser window.



Depending on how much data you have in OneDrive and the speed of your internet connection, this process can take several minutes.

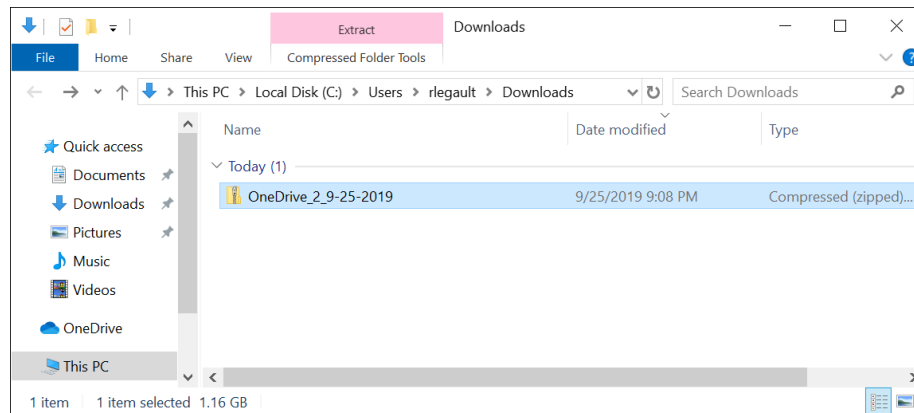


10. When the download is complete, the display changes.



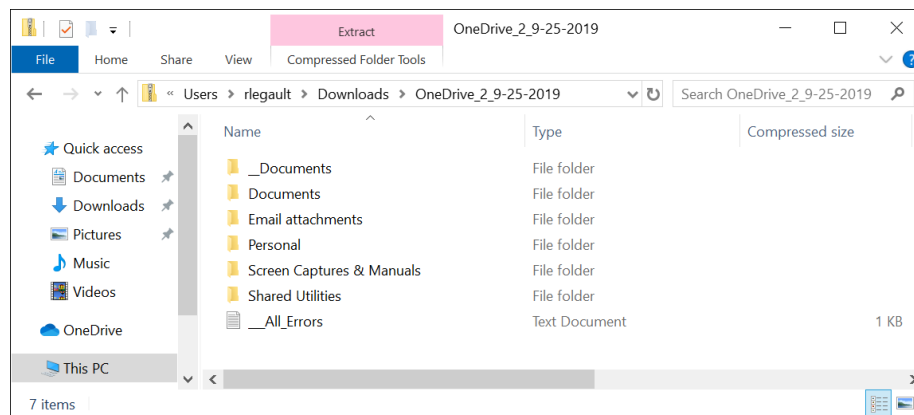
Click the folder icon to the right to open your Downloads folder.

11. The downloads folder is shown below, with the OneDrive download selected.



Your OneDrive contents are downloaded as a compressed .zip archive. This makes the download process faster. You may keep the archive together as one file, or extract individual files and folders and copy them to other locations. Double-click to examine the contents of the archive.

12. An example OneDrive archive contents are shown below.



Make sure that the contents of your archive match what you saw on your OneDrive page during step 5.

13. Drag files and folders from the archive window to other Explorer windows or the Desktop if you want to make copies.

Congratulations, you have successfully downloaded your OneDrive contents!