

How to Download Items from Your OneDrive/SharePoint

1. Login to **O365** by visiting this link

5. Once finished downloading, click on the downloaded file in your web browser window. The selected items will be copied to the download location that is set on your web browser.
 - a. If the file is a Zipped file, you will want to double click on the file, it will open in Windows Explorer, right click the file and select Extract. You will then need to select the