

Onedrive manual for Windows 10

IE UNIVERSITY



Table of content

1.	INTRODUCTION	3
2.	MANUAL FOR ONEDRIVE MIGRATION	. 4
2.1	DOWNLOAD THE FILES	4
2.2	UPLOAD THE FILES: UNZIP THE .ZIP FILE	8
2.3	FILE UPLOAD: UPLOAD TO ONEDRIVE	11

1. INTRODUCTION

The purpose of this document is to provide instructions on how to perform a download of the files that a user has in their Microsoft OneDrive account.

2. MANUAL FOR ONEDRIVE MIGRATION

We are in the process of migrating our OneDrive services to a new domain. This change requires you to take a few actions to ensure that you don't lose any of your files. Please follow the instructions below to prepare for the migration.

2.1. DOWNLOAD THE FILES

Open your preferred web browser and visit the OneDrive website: https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage and click on "Sign in". We must use the user with the domain username@iestudents.onmicrosoft.com



2. It will redirect us to the page: https://onedrive.live.com/about/en-us/signin/, we enter the corresponding credentials, we finish the login process.

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Microsoft	
Sign in	
username@iestudents	s.onmicrosoft.com
No account? Create one!	
	Next

3. Once you are on the main page of your OneDrive, you will find all your stored files and folders, click on "My **Files**".

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Quick access	Datos adjuntos	April 13	Tomás Esteban Corey	1 item	Private						
As you open files from shared libraries, they'll appear in this Ouick	Documentos	April 13	Tomás Esteban Corey	21 items	Private						
access list.	Escritorio	April 13	Tomás Esteban Corey	8 items	Private						
More places	Grabaciones	June 21	Tomás Esteban Corey	0 items	Private						
Create shared library	Imágenes	April 13	Tomás Esteban Corey	9 items	Private						
	New folder	June 28	Tomás Esteban Corey	1 item	Private						
	Whiteboards	June 22	Tomás Esteban Corey	1 item	Private						

4. If you want to download all files at once, you need to select all of them. You can do this by checking the box at the top of the file list, next to " Name ". This will select all the files and folders in the current view. Once you have selected all the files and folders, click the " Download " button that appears on the top bar.

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	0	•	New folder	¢		June 28	Tomás Esteban Corey	1 item	Private
	0	•	Whiteboards	Ē		June 22	Tomás Esteban Corey	1 item	Private

5. OneDrive will then prepare a .zip file with all your files and folders. This process may take a while, depending on how many files you are downloading.

When the .zip file is ready, the download will start automatical	ס file is ready, the download will start automat	ically.
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	•	New folder	ē	June 28	Tomás Esteban Corey	1 item	Private			
	•	Whiteboards	ē	June 22	Tomás Esteban Corey	1 item	Private			

6. Depending on your browser settings, you may be asked where you want to save the .zip file. Select the location you prefer and click " Save ". If you are not prompted, the file will be saved to your browser's default download location.

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Congratulations! You will now have all your downloaded OneDrive files in a .zip file on your computer .

2.2. UPLOAD THE FILES: UNZIP THE .ZIP FILE

Here's a step-by-step guide on how to unzip your files and then upload them to OneDrive over the web:

The first thing we must do is unzip the files we have downloaded, for this we will do the following.

1. Find the .zip file you downloaded from OneDrive on your computer. It is usually saved in the " **Downloads** " folder, unless you have selected a different location.

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Right click on the .zip file.

3. In the menu that appears, select " Extract all... ".



4. A new window will appear where you can select the location where you want to extract the files. You can leave the default location or select a different one by clicking " **Browse...** ". When you're ready, click " **Extract** ."

MICROSOFT ONEDRIVE FOR WINDOWS 10 MANUAL

	2	\times
\leftarrow	Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Select a Destination and Extract files	
	Files will be extracted to this folder:	
	C:\Users Downloads\OneDrive_2_7-6-2023 Browse	
	Show extracted files when complete	
	2 Extract Cance	

5. Your computer will begin to extract the files from the .zip to the folder you selected. Once the extraction is complete, the files will be available for you to use.



2.3. FILE UPLOAD: UPLOAD TO ONEDRIVE

1. Open your preferred web browser and visit the OneDrive website (https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage).



2. It will redirect us to the page: https://onedrive.live.com/about/es-es/signin/, we enter the corresponding credentials, we finish the login process.

youremail@domain.com		
No account? Create one!		_
No account: create one:	Next	2

- OneDrive ✓ Search My files + New ~ Tomás Esteban Corey Files G Home Folder My files 🛅 My files 👔 용 Shared Name ~ Modified ~ Modified By \sim File size ~ Sharing ß ☆ Favorites 100 100 C Tests Intelnet Cores Private 1 Applications Recycle bin Table States Links Antimos de Cathorneol Name 100 C 10.000 Private 100 Serie Intellections 1000 Private Contract of the second Quick access As you open files from shared 1000 The states have and the second Private Characteria libraries, they'll appear in this Quick access list. 1000 Tests for the large 1.000 Private Contraction in the More places... Contractor and 100 C having including Comp. 1.000 Private Create shared library induction of the 100 The Market Large 1.00 Private . The black 100 B Tests Intelnet Cons. 1.00 Private 14 The state of the 100 B The states have 1.000 Private
- 3. Once you're on the **main page of your OneDrive**, click the **"Upload**" button on the top bar.

4. From the dropdown menu, you can choose to upload individual files ("**Files**") or an entire folder (" **Folder** ").



 A file explorer window will appear. Navigate to the location where you extracted your files , select the files or folders you want to upload, and click "Open" (if you're uploading individual files) or "Select Folder" (if you're uploading an entire folder).

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> 🔷 Tomás Esteban	Name	Date modified
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6. OneDrive will start uploading your files or folder. Depending on the size of the files and the speed of your Internet connection, this process may take some time.

7. Once the upload is complete, the files or folders will appear in your OneDrive.

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☆ Favoritos	Hace unos segundos Tomás Esteban Corey Privado	
🗊 Papelera de reciclaje		

Congratulations! You have now unzipped your files and uploaded them back to OneDrive.