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Onedrive manual for Windows 10

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1. INTRODUCTION

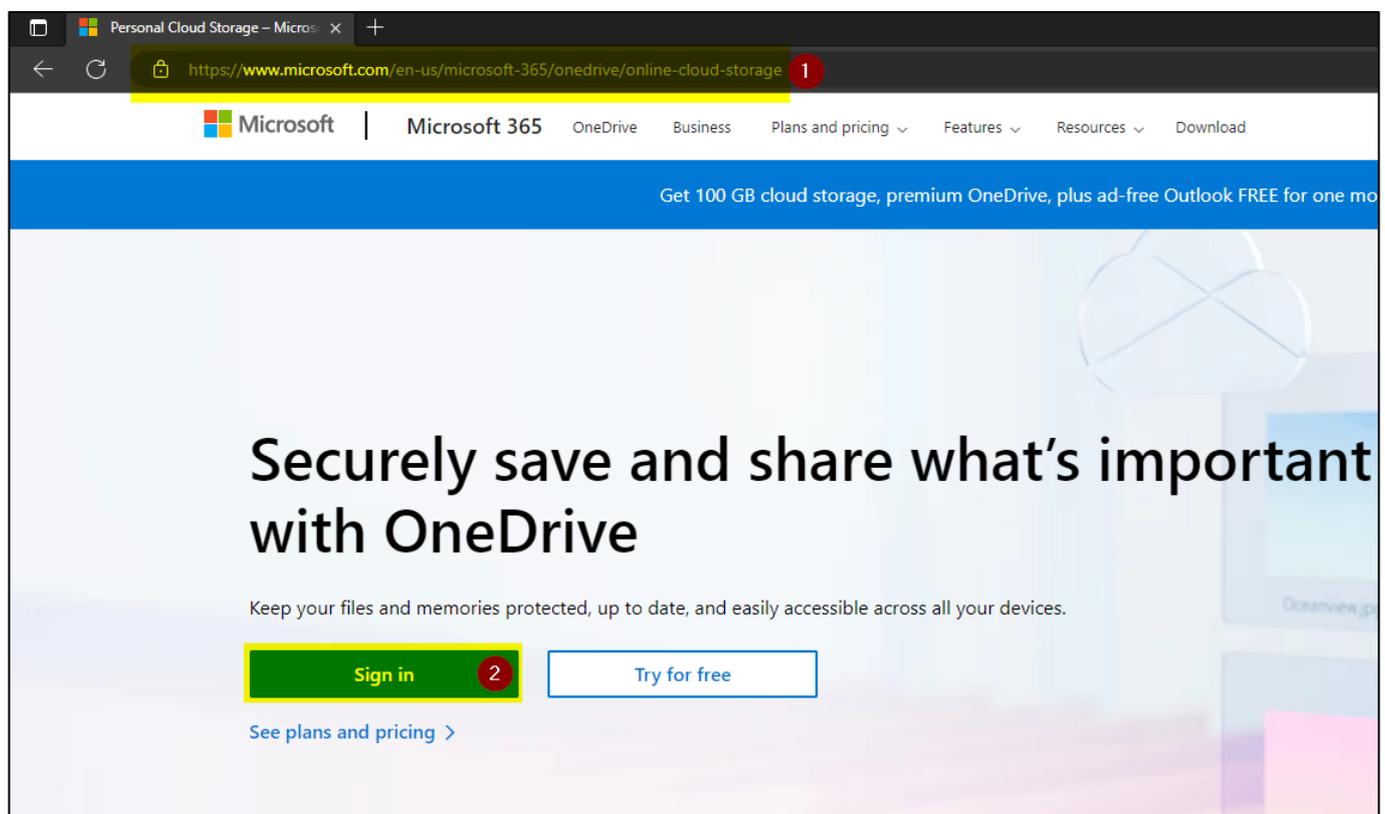
The purpose of this document is to provide instructions on how to perform a download of the files that a user has in their Microsoft OneDrive account.

2. MANUAL FOR ONEDRIVE MIGRATION

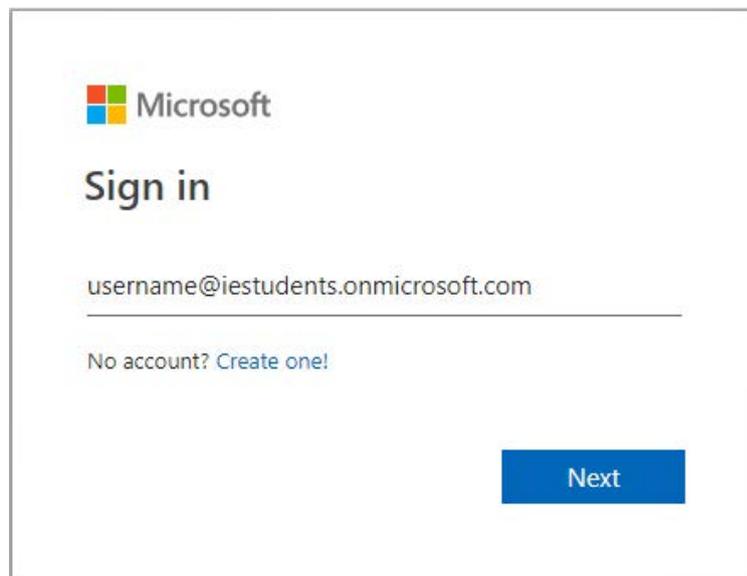
We are in the process of migrating our OneDrive services to a new domain. This change requires you to take a few actions to ensure that you don't lose any of your files. Please follow the instructions below to prepare for the migration.

2.1. DOWNLOAD THE FILES

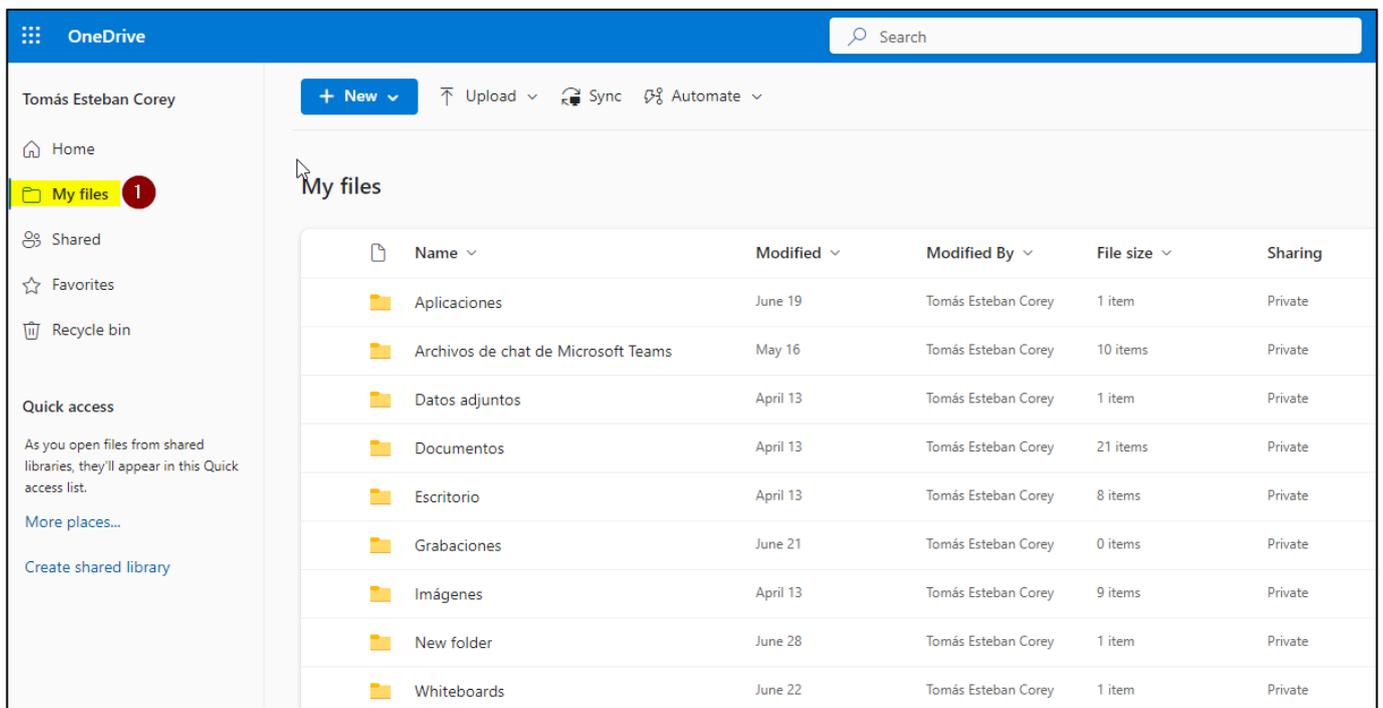
1. Open your preferred web browser and visit the OneDrive website: <https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage> and click on “Sign in”. We must use the user with the domain username@iestudents.onmicrosoft.com



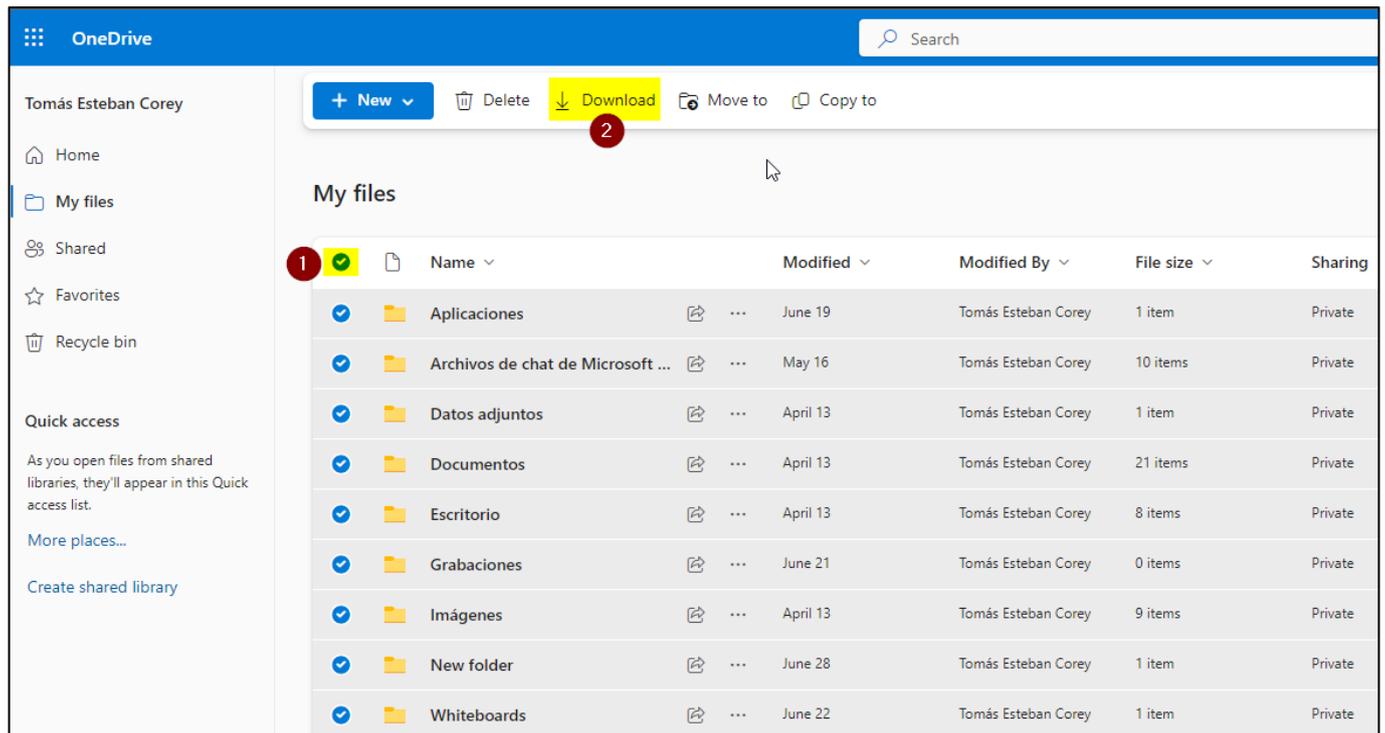
2. It will redirect us to the page: <https://onedrive.live.com/about/en-us/signin/>, we enter the corresponding credentials, we finish the login process.



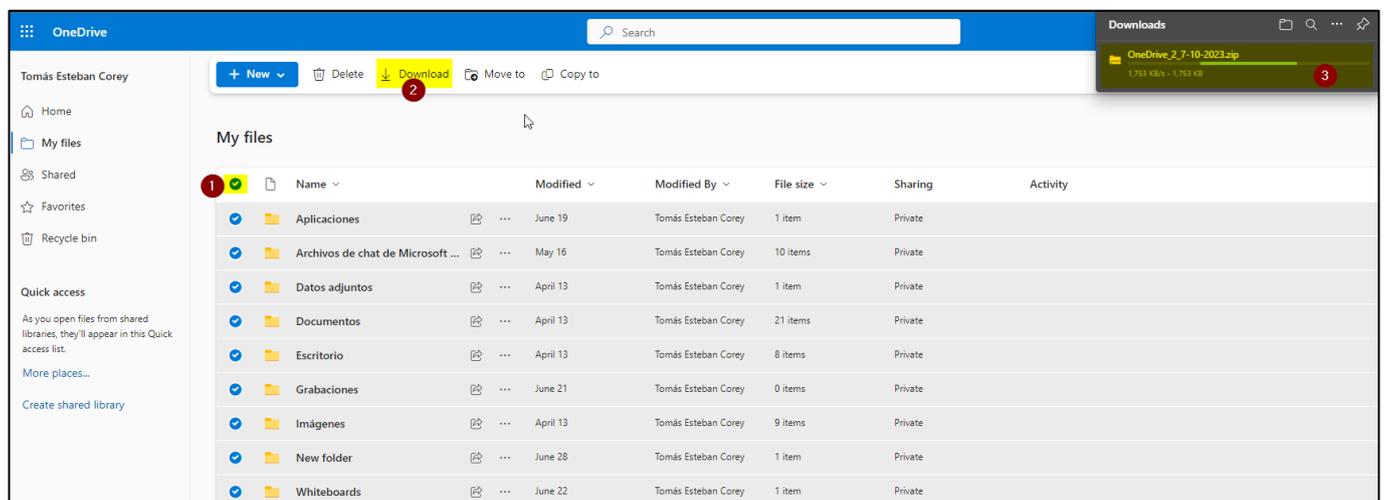
3. Once you are on the main page of your OneDrive, you will find all your stored files and folders, click on "My Files".

A screenshot of the OneDrive web interface. The top navigation bar is blue and contains the OneDrive logo, a search bar, and the user's name "Tomás Esteban Corey". Below the navigation bar, there is a sidebar on the left with navigation options: Home, My files (highlighted in yellow with a red notification badge), Shared, Favorites, and Recycle bin. The main content area is titled "My files" and displays a table of files and folders. The table has columns for Name, Modified, Modified By, File size, and Sharing. The files listed are folders: Aplicaciones, Archivos de chat de Microsoft Teams, Datos adjuntos, Documentos, Escritorio, Grabaciones, Imágenes, New folder, and Whiteboards. Each folder entry shows its modification date, the user who modified it, the number of items inside, and its sharing status (Private).

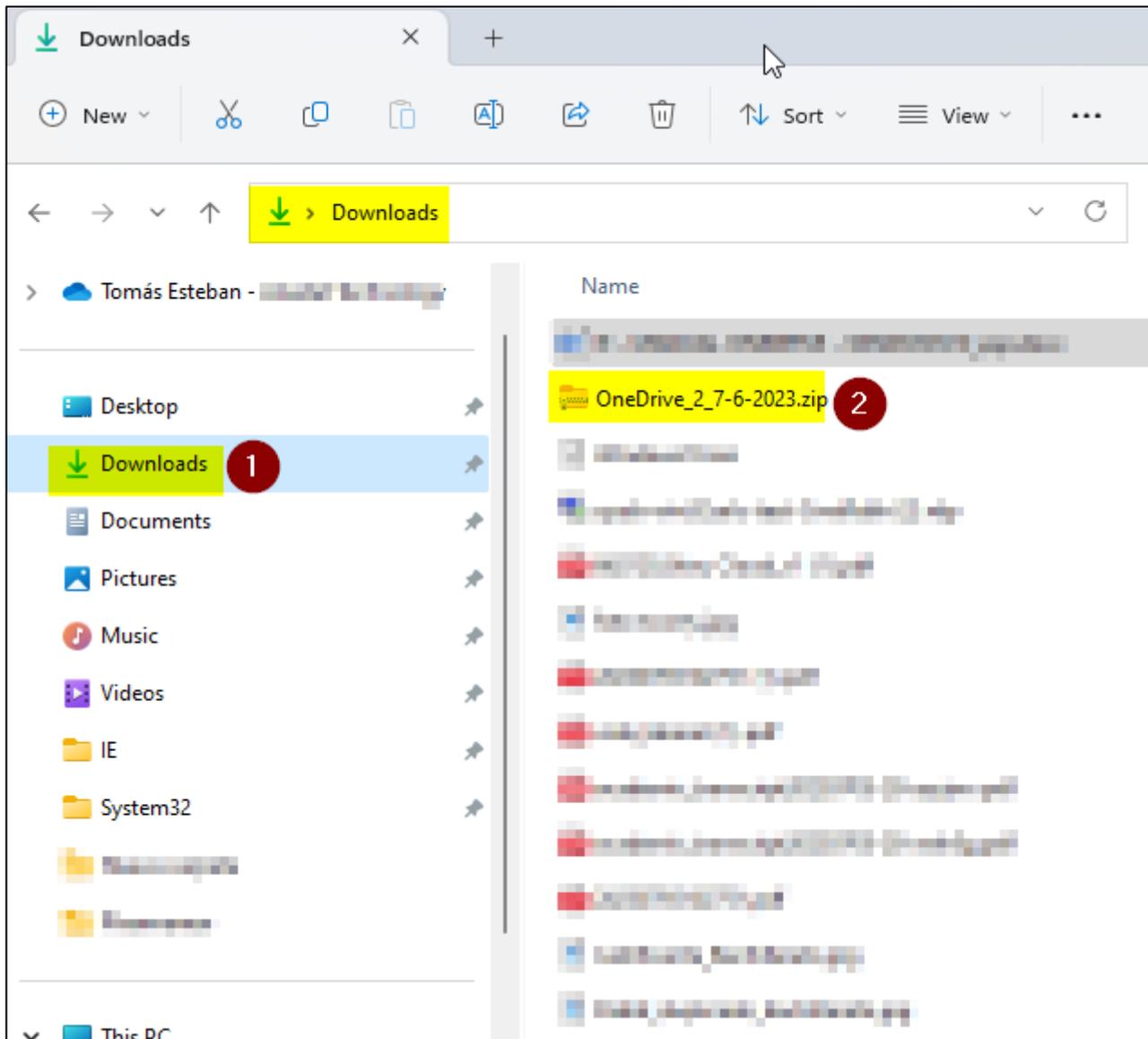
4. If you want to **download** all files at once, **you need to select all of them**. You can do this by checking the box at the top of the file list, next to " **Name** ". This will select all the files and folders in the current view. Once you have selected all the files and folders, click the " **Download**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



- 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 automatically.



- 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.



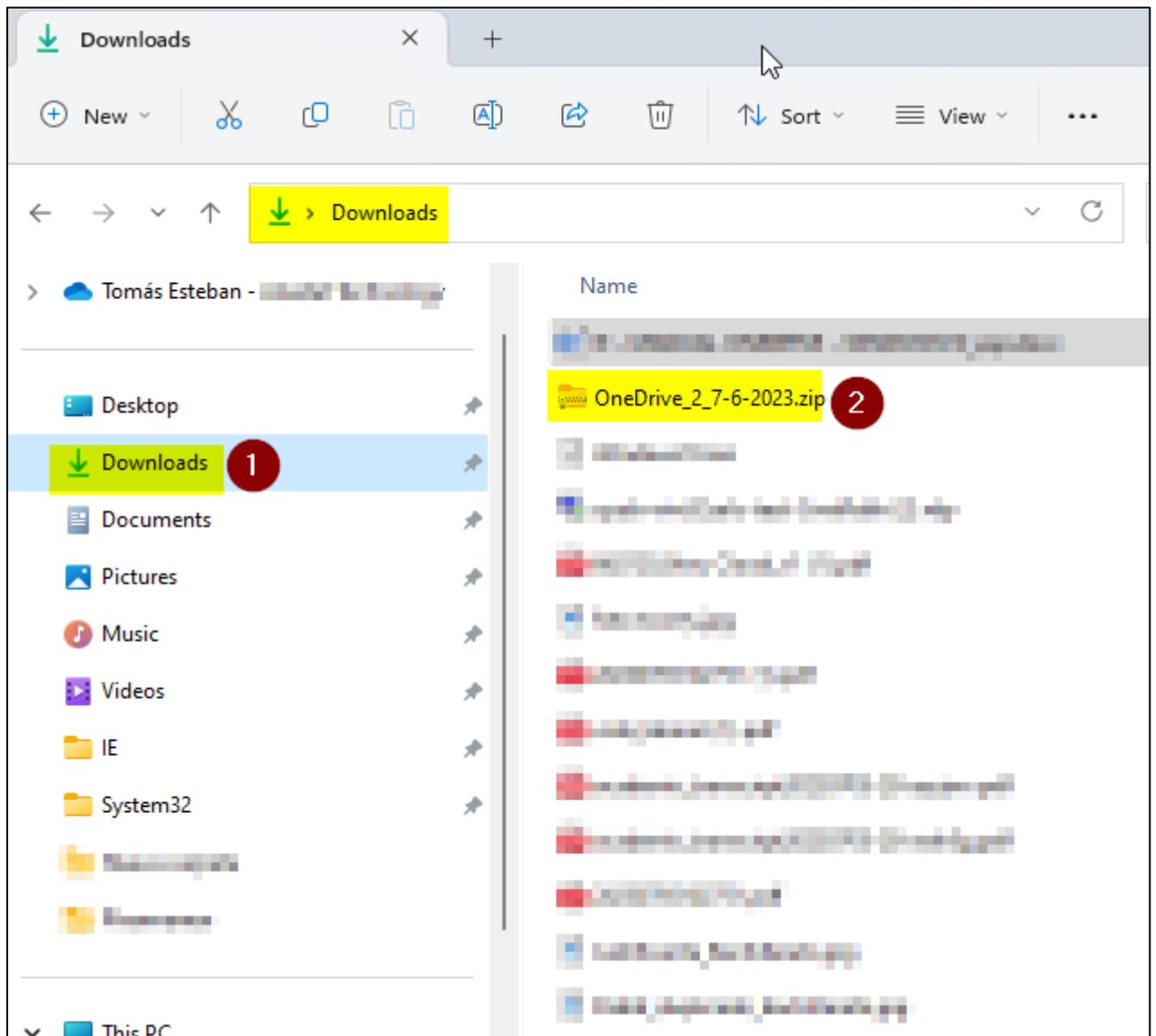
Congratulations! You will now have all your **downloaded** OneDrive **files** in a **.zip** file on your **computer** .

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:

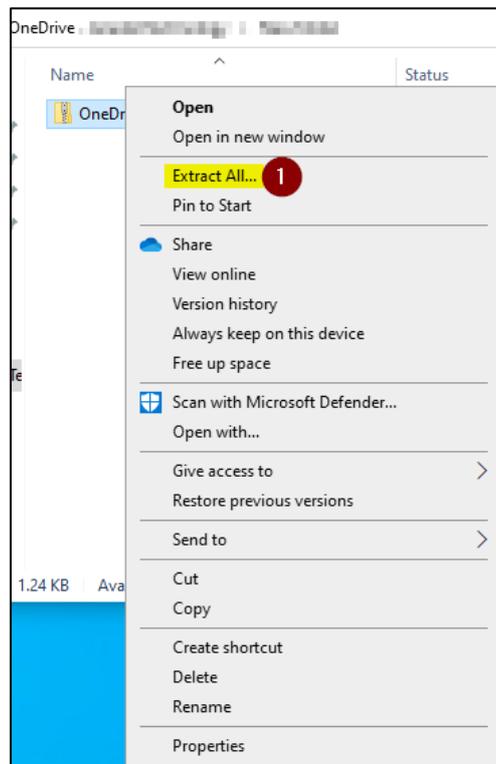
The first thing we must do is unzip the files we have downloaded, for this we will do the following.

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.

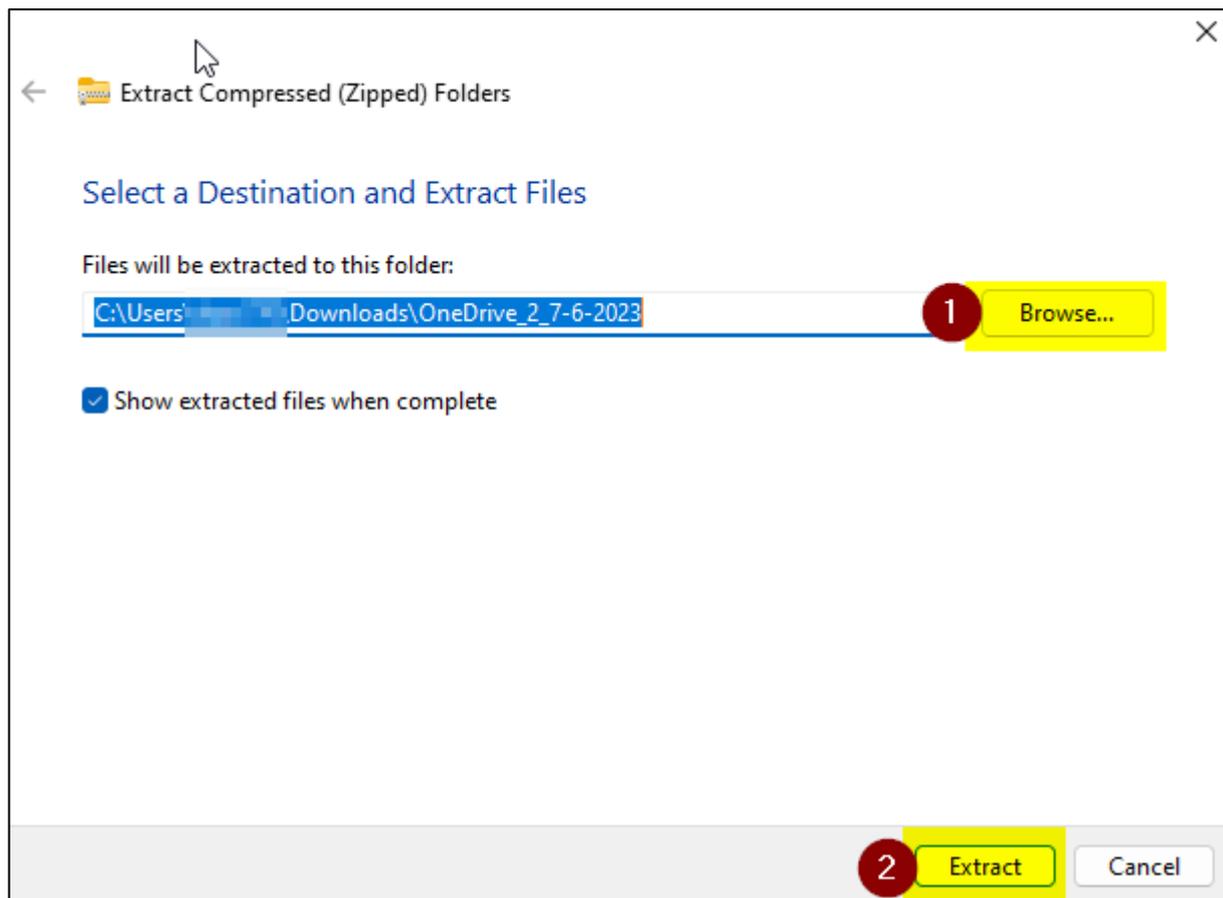


Right click on the .zip file.

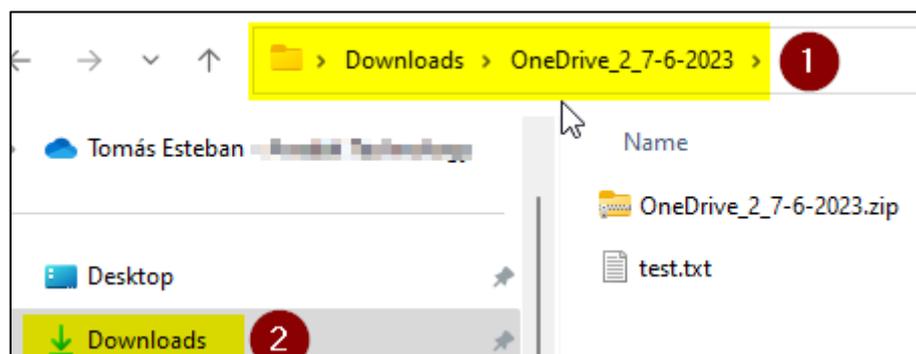
3. In the menu that appears, select "**Extract all...**".



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**".

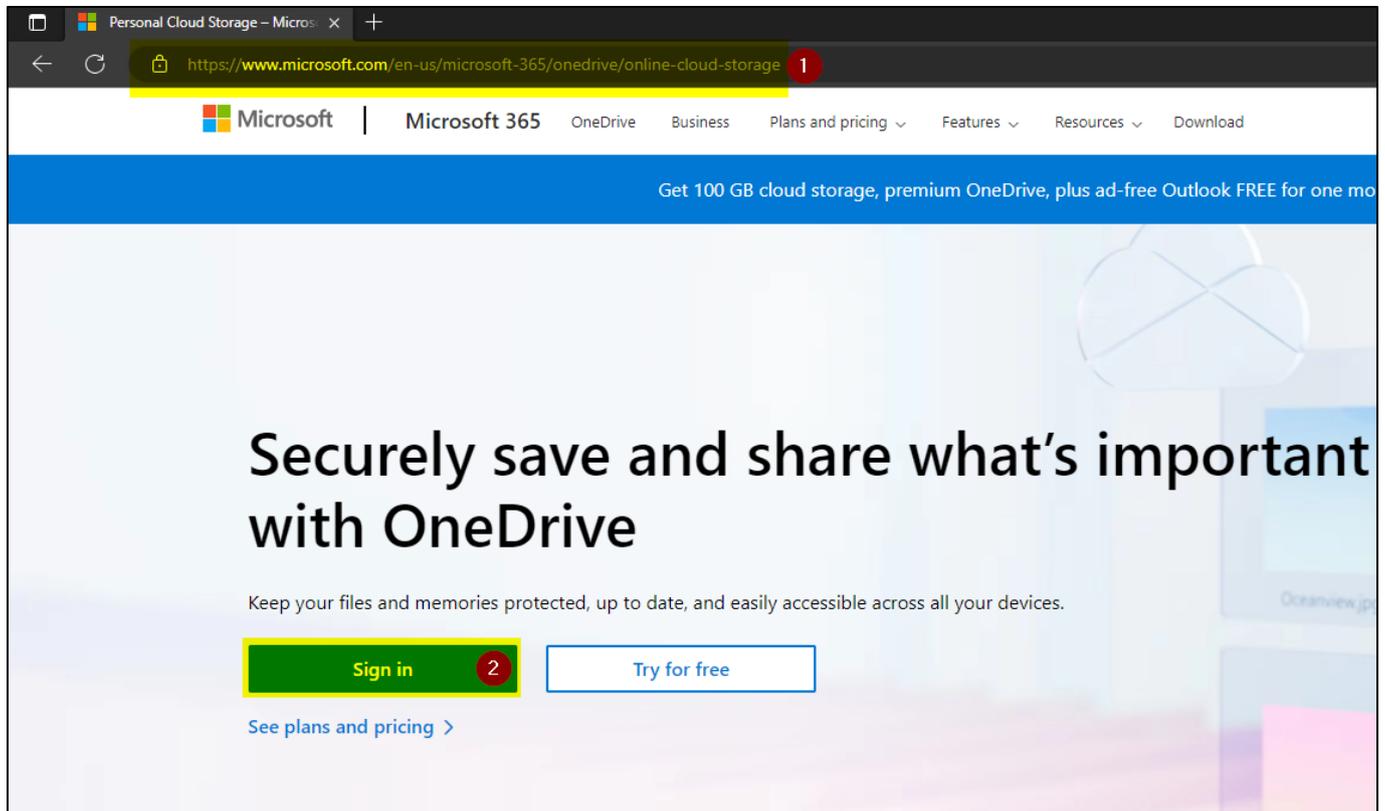


5. Your computer will begin to extract the files from the .zip to the folder you selected. Once the extraction is complete, the files will be available for you to use.

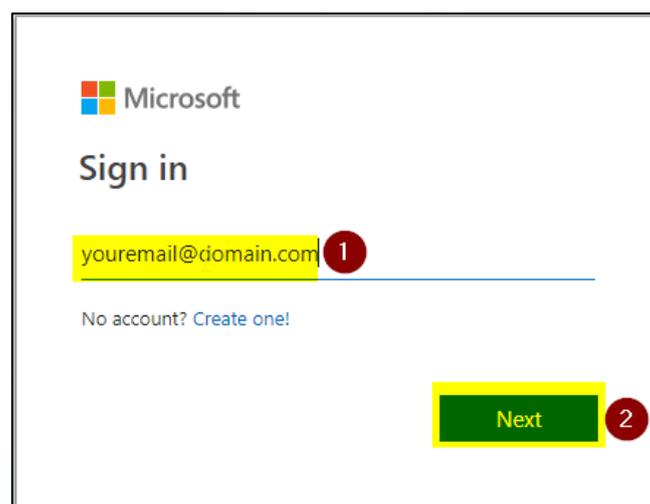


2.3. FILE UPLOAD: UPLOAD TO ONEDRIVE

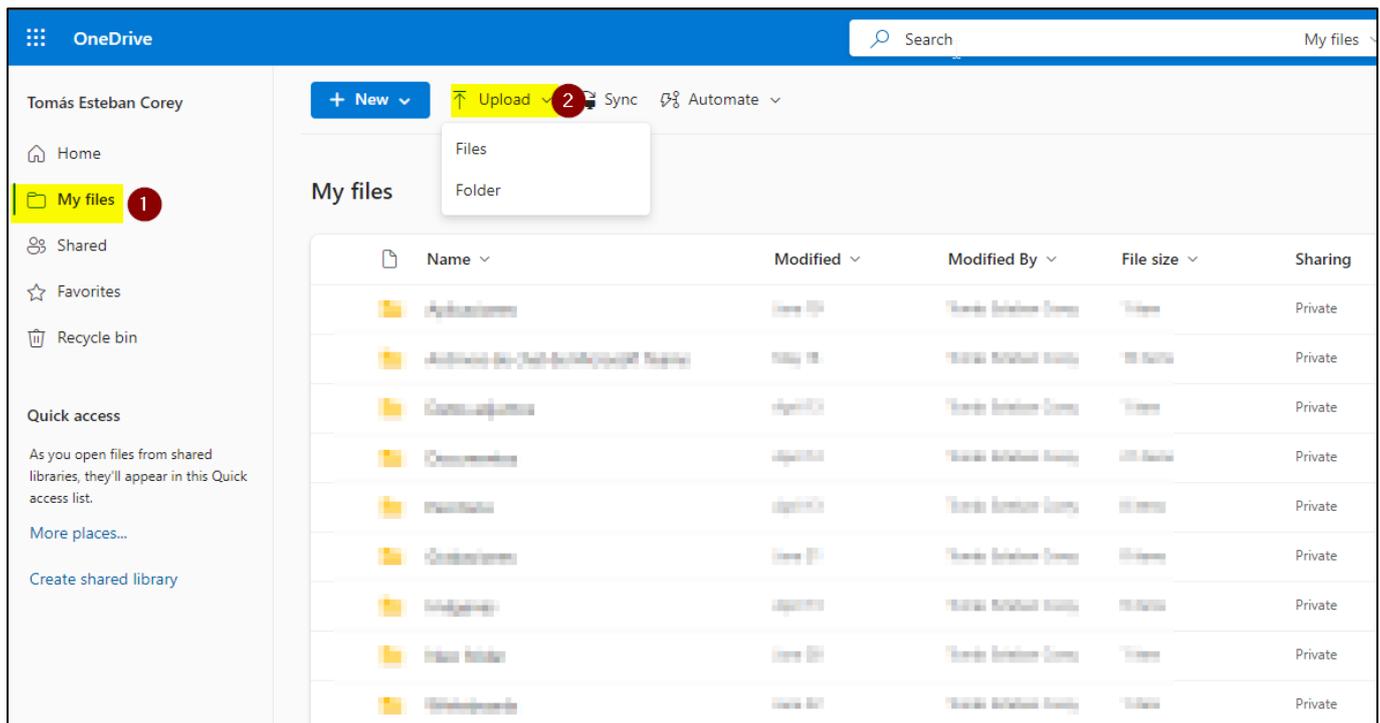
1. Open your preferred web browser and visit the OneDrive website (<https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>).



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.



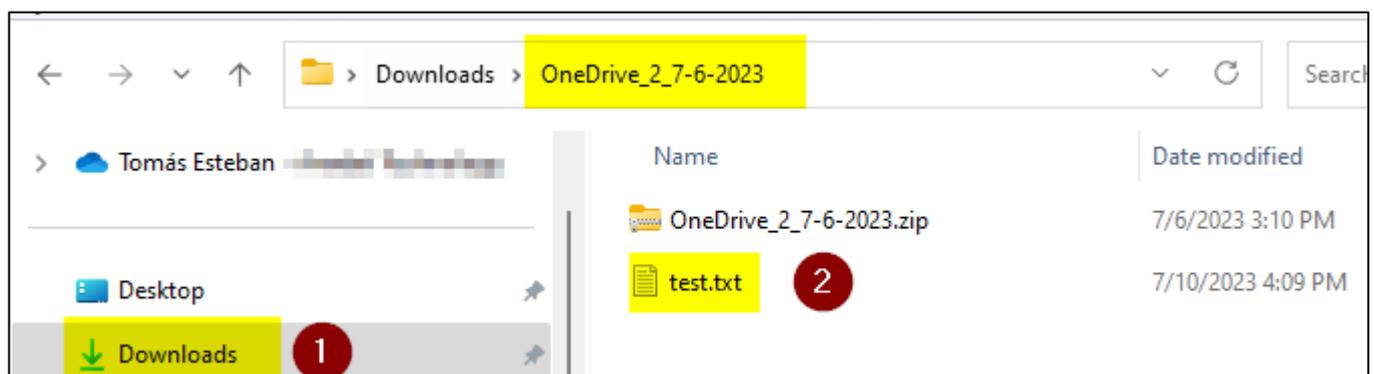
- Once you're on the **main page of your OneDrive**, click the **"Upload"** button on the top bar.



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

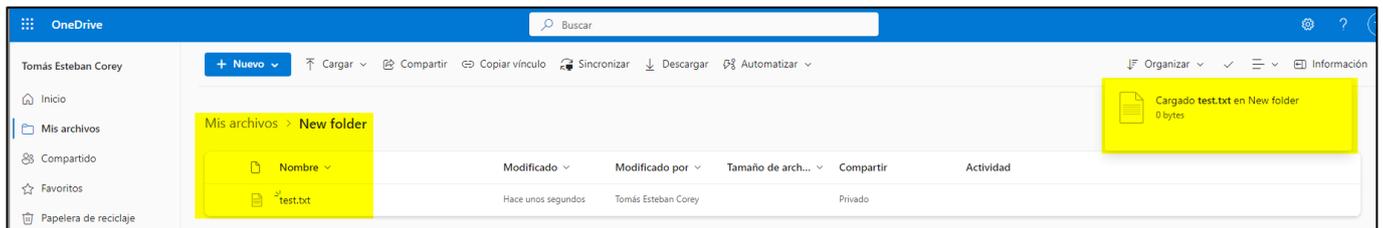


- A file explorer window will appear. **Navigate to the location where you extracted your files**, select the files or folders you want to upload, and click **"Open"** (if you're uploading individual files) or **"Select Folder"** (if you're uploading an entire folder).



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.



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