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# Onedrive manual for mac OS

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## **1. INTRODUCTION**

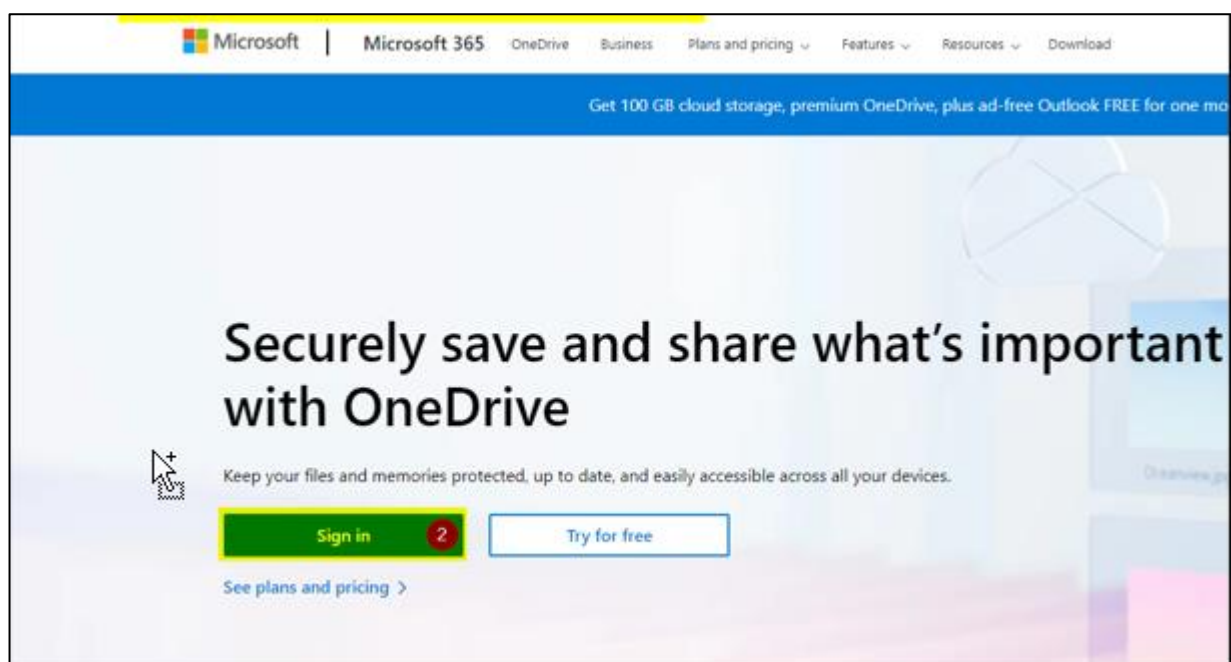
The objective of this document is to provide instructions on how to download the files that a user has in their Microsoft OneDrive account.

## 2. MANUAL FOR ONEDRIVE MIGRATION

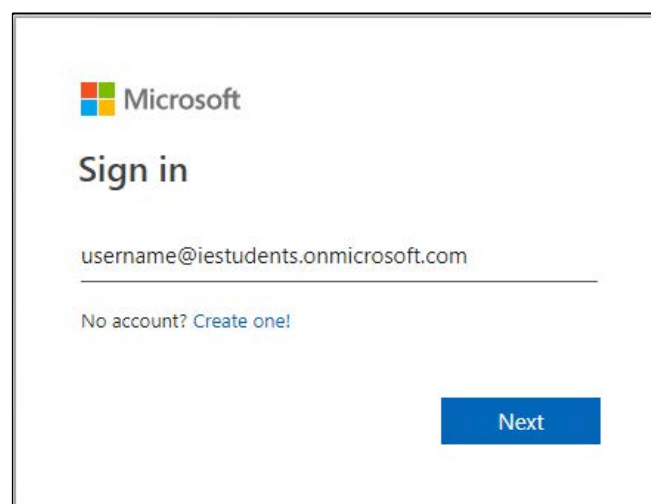
We are currently in the process of migrating our OneDrive services to a new domain. This change requires you to take certain actions to ensure that none of your files are lost. Please follow the instructions below to prepare for the migration.

### 2.1. DOWNLOADING THE FILES

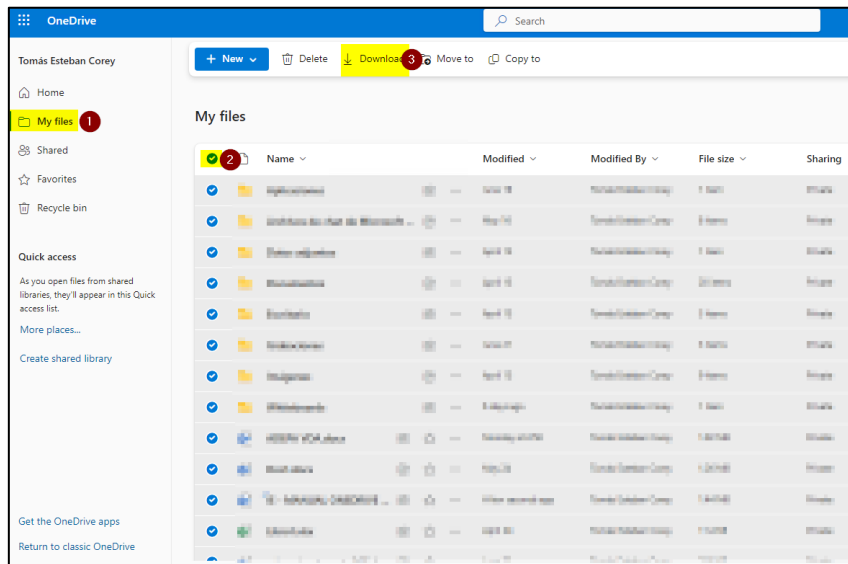
1. Open your preferred web browser and visit the OneDrive website: <https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>. Click on "Sign in" to log in. We must use the user with the domain username@iestudents.onmicrosoft.com



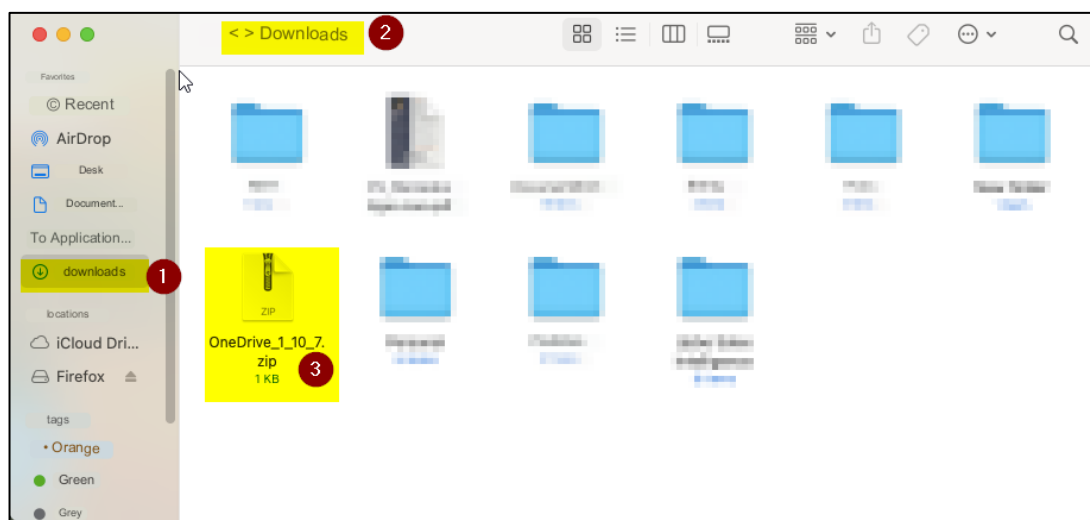
2. You will be redirected to the page: <https://onedrive.live.com/about/en-us/signin/>. Enter your login credentials to complete the sign-in process.



- Once you are on the main page of your OneDrive, you will find all your stored files and folders. Click on **"My files"**.
- If you want to download all the files at once**, you need to select all of them. You can do this by clicking on the checkbox 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 on the **"Download"** button in the top bar.



- OneDrive will then prepare a .zip file containing all your files and folders.** This process may take some time depending on the number of files you are downloading. Once the .zip file is ready, the download will start automatically.
- Depending on your browser settings, you may be prompted to choose a location to save the .zip file. Select your desired location and click **"Save"**. If you are not prompted, the file will be saved to the default download location set in your browser preferences.



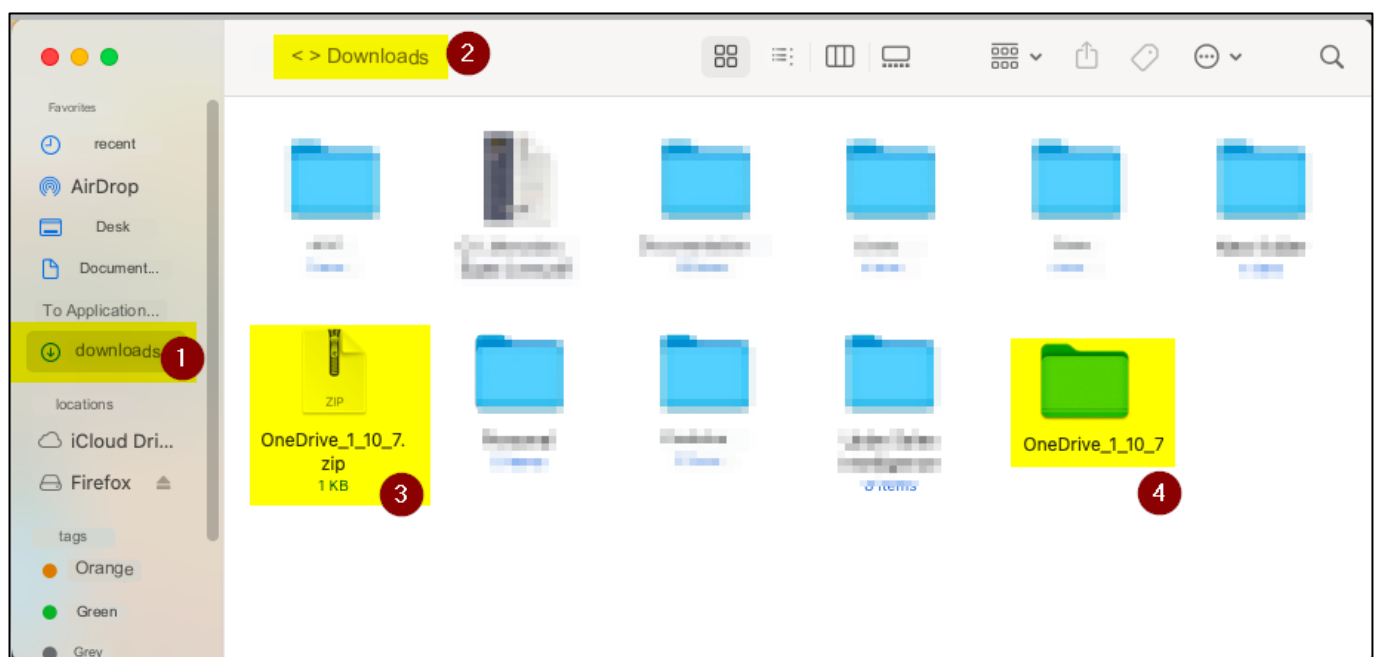
**Congratulations!** You have successfully **downloaded** all your **OneDrive files** as a .zip file on your **Mac**.

## 2.2. EXTRACTING THE .ZIP FILE

Next, we will provide a step-by-step guide on how to extract your downloaded files and then upload them to OneDrive through the web:

To begin, we need to extract the downloaded files. Follow these steps:

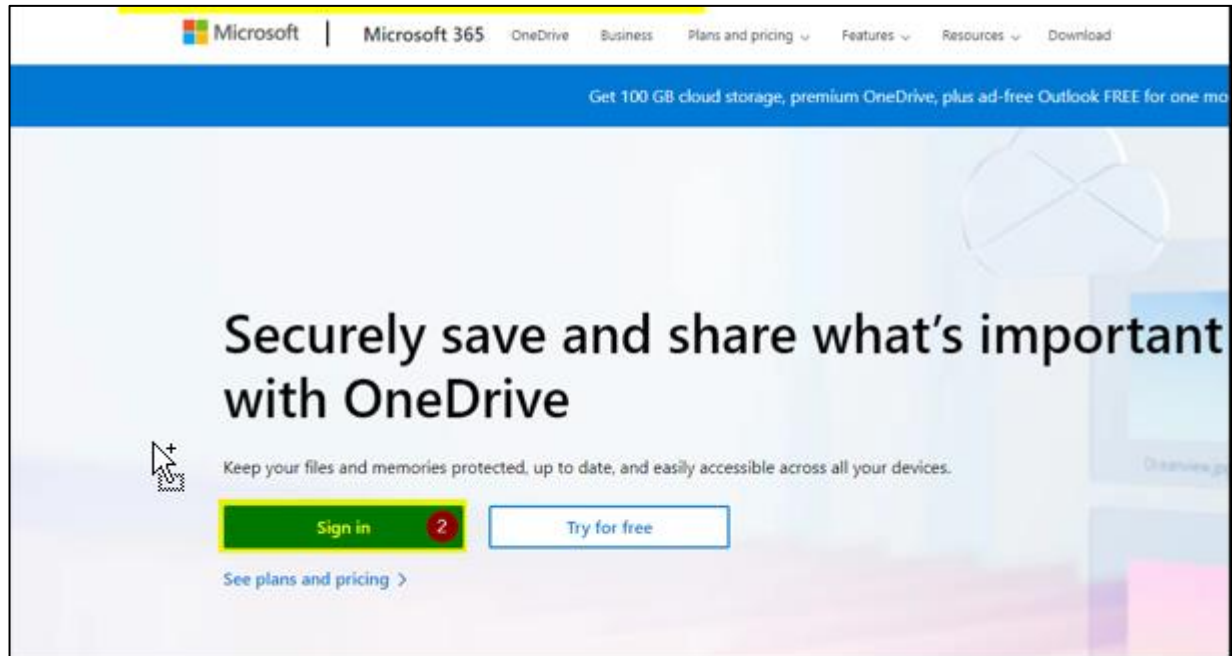
1. Locate the .zip file you downloaded from OneDrive on your Mac. It is usually saved in the "**Downloads**" folder unless you selected a different location.
2. **Double-click on the .zip file. It will automatically be extracted, and a new folder with the same name as the .zip file will be created in the current location.**
3. Open the extracted folder to access the files that were inside the .zip file. These files are now ready for you to use.



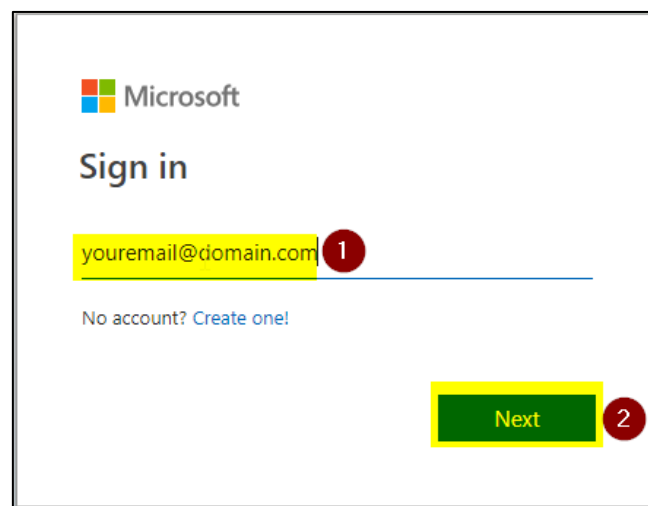
**Congratulations!** You have successfully **extracted** all your **OneDrive files** from the .zip file on your **Mac**.

## 2.3. UPLOADING FILES: UPLOAD TO ONEDRIVE

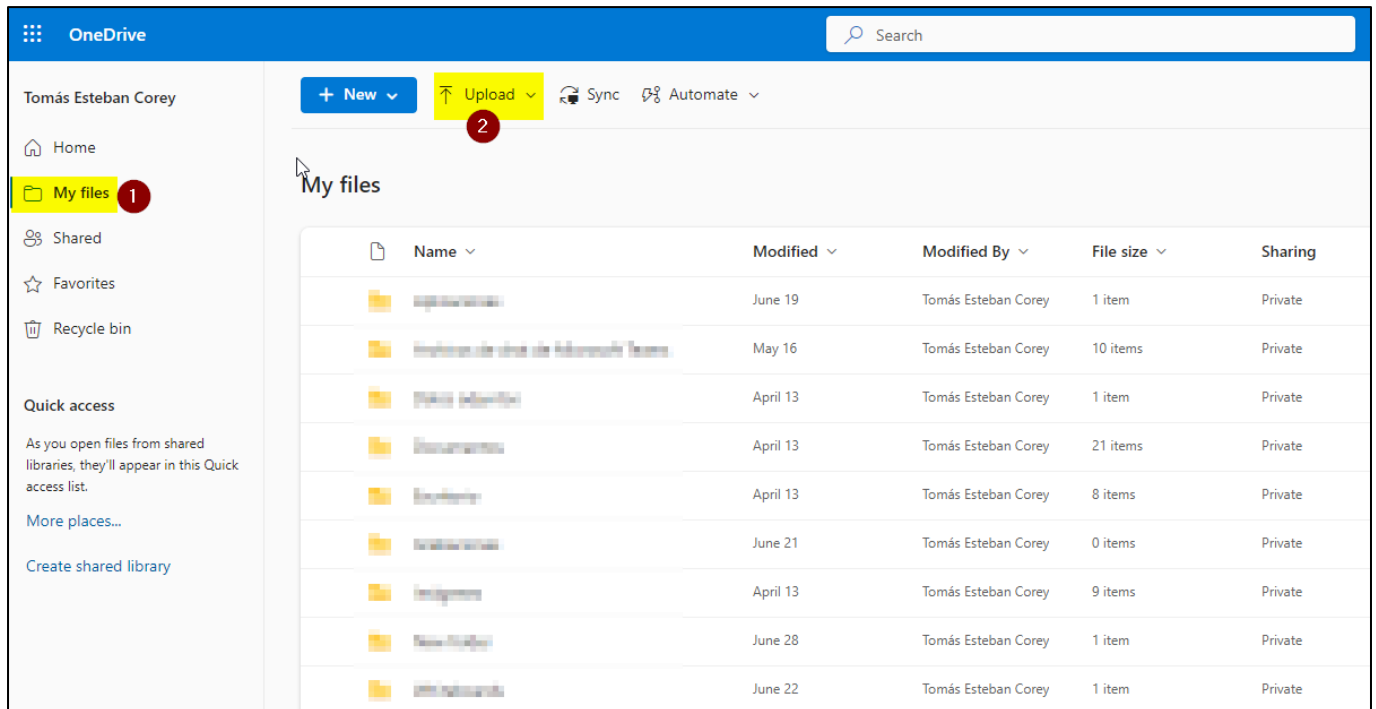
1. Open your preferred web browser and visit the OneDrive website (<https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>).



2. You will be redirected to the page: <https://onedrive.live.com/about/en-us/signin/>. Enter your corresponding credentials to complete the sign-in process.



3. Once you are on the main page of your OneDrive, click on the "Upload" button in the top bar.



- In 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 uploading individual files) or "Select Folder" (if uploading an entire folder).
- OneDrive will start uploading your selected files or folder. Depending on the file sizes and your internet connection speed, this process may take some time.
- Once the upload is complete, the files or folders will appear in your OneDrive.

**Congratulations! You have successfully extracted your files and uploaded them back to OneDrive.**