

# SAVING ONEDRIVE FILES

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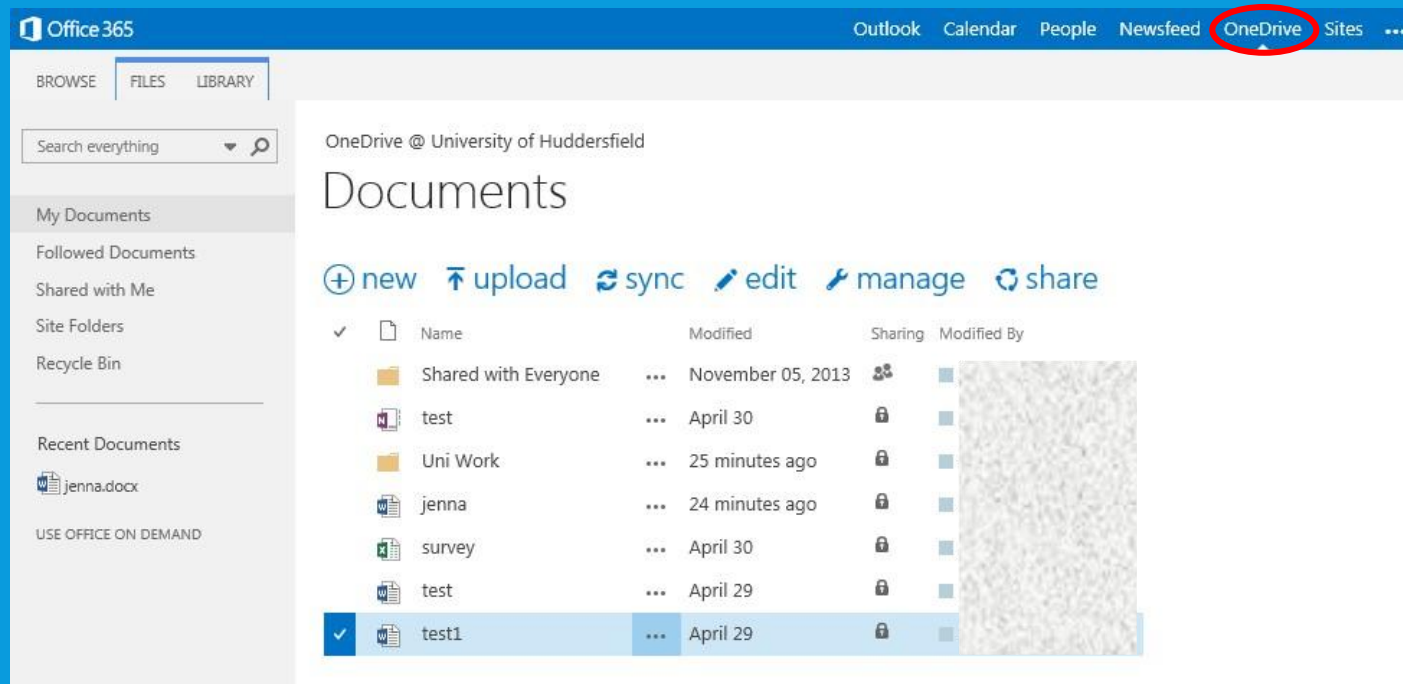


Figure 1

1. Login to your Unimail account
2. Click 'OneDrive' on the top blue ribbon

You should now be able to see all of your documents that you have saved to your OneDrive.

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3. Select a document by clicking the tick as shown in figure 2.

**Note:** You can only download one document at a time.

4. Click on the three little dots to open the menu

5. This will open a box with options to Edit, Share, Follow or open another menu.

Click on the three dots again

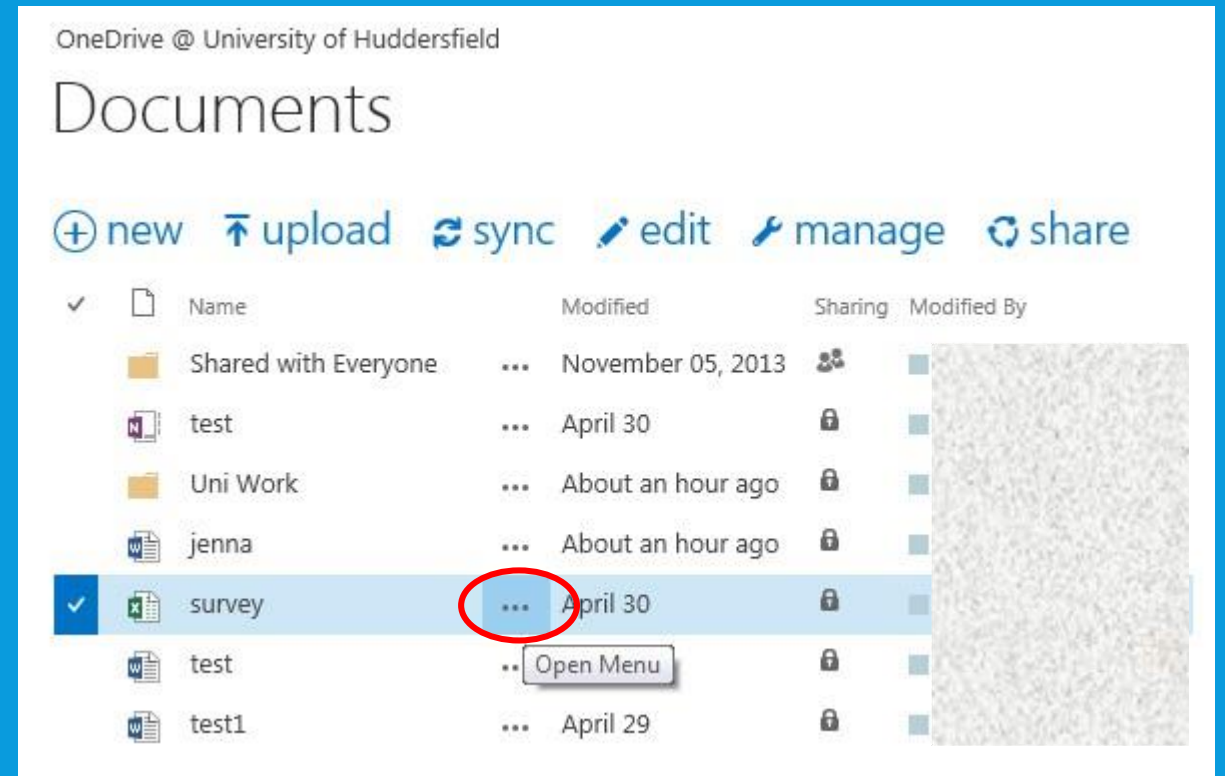


Figure 2

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6. By clicking on the three dots you will get another menu as shown in figure 3. Select **Download a Copy**.

7. You might get a pop up at the bottom of your screen asking if you want to save. Click **Save**



8. Continue to do this for each document you want to save to your USB stick

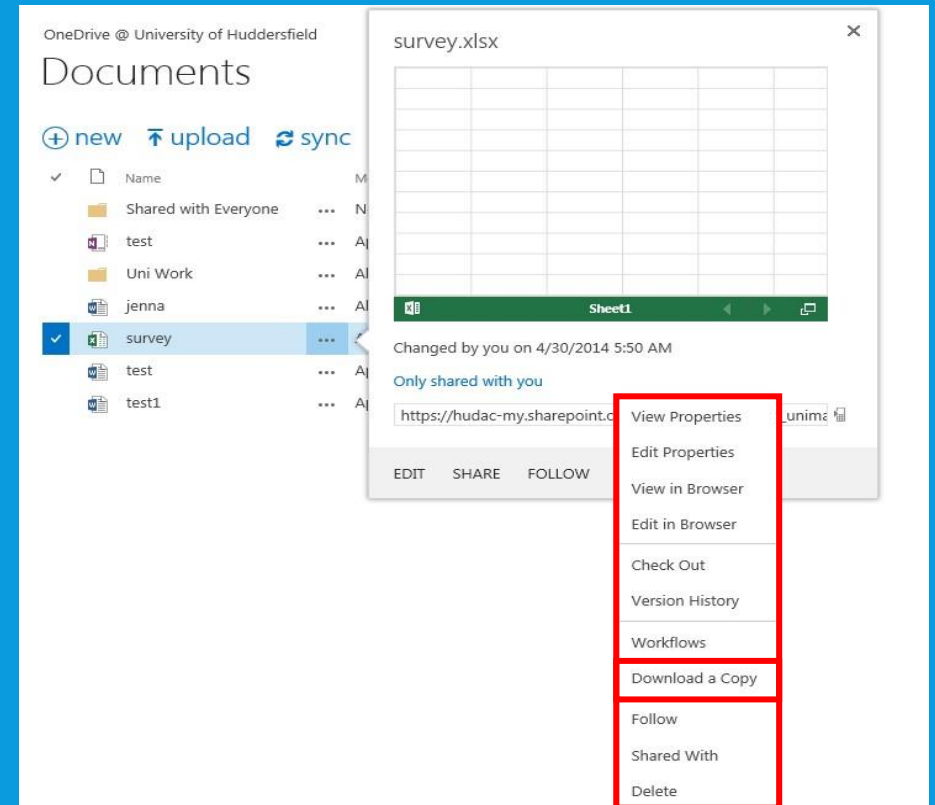


Figure 3

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Once you have downloaded all the documents you want – you need to copy them from your '**Downloads**' to your USB stick.

9. Go to **My Computer** and select the **Downloads** folder from the left hand column.
10. Select the documents you have just downloaded and right click, select **Send To** and then choose your USB stick. Your files will then be copied to your USB stick.

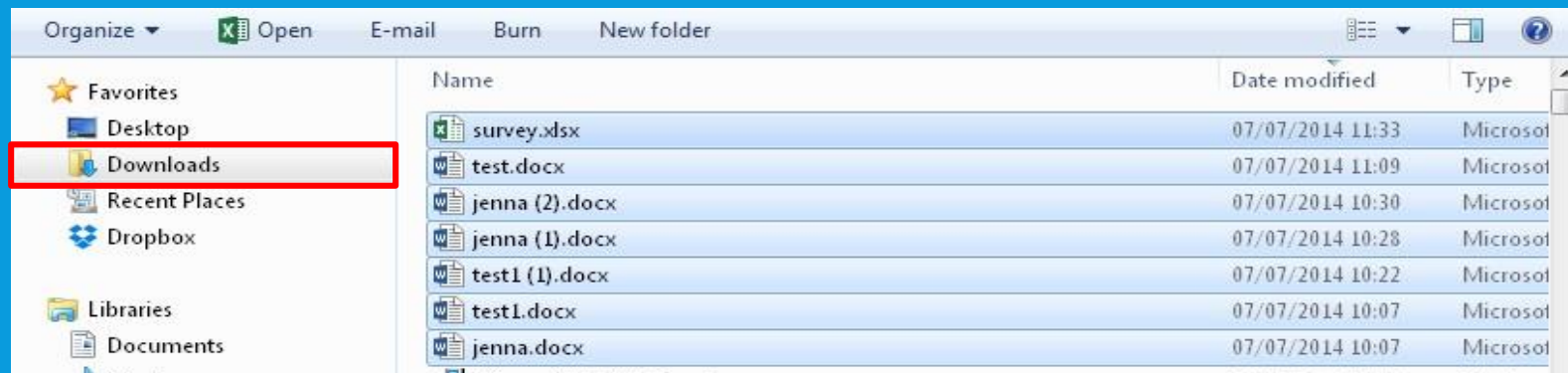


Figure 4

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As an alternative there is also an OneDrive application that you can download to your PC, MAC or Tablet which allows you to sync your documents to your device. Click on [this link](#) to download the application and follow the instructions to install it. You then just need to click **Sync** from your list of documents as shown in Figure 5.

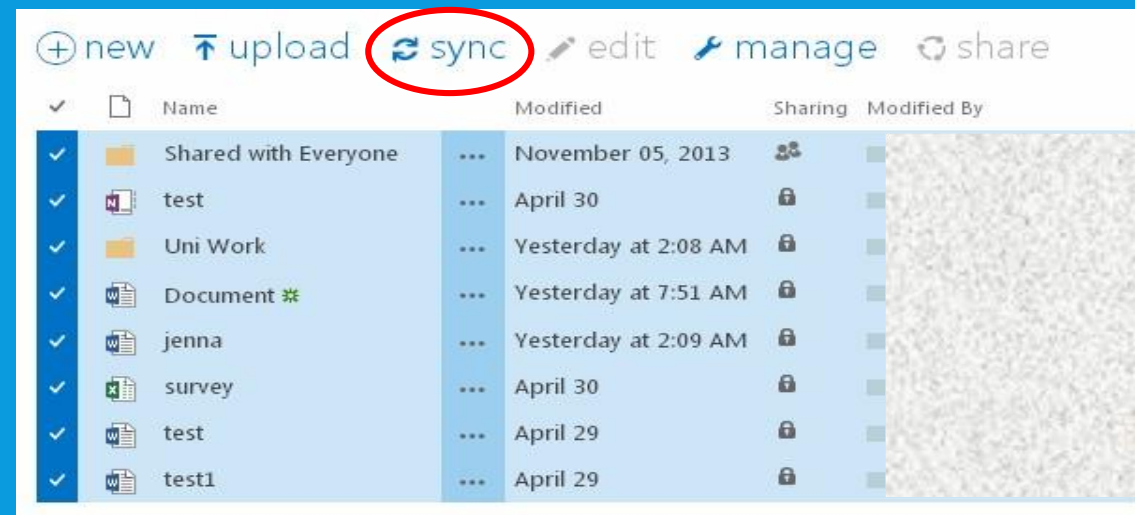


Figure 5