

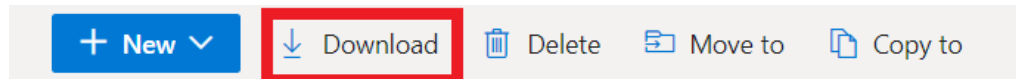
How to Download Items from Your OneDrive/SharePoint

1. Login to **Microsoft 365** by visiting this link <https://mymail.marist.edu>.
2. Once signed in, click on the **Microsoft 365 Apps** icon,  and then select the **OneDrive** Application.
3. You will see a list of all of the files in your One Drive. Hover your mouse over the invisible box next to **Name**, you will see a check mark box at the very top to select all. If you would like to select specific files, check the invisible check mark box next to the respective files.

My files

☒		Name ▾		Modified ▾
☒		Folder	 ⋮	About a minute ago
☒		Book.xlsx	 ⋮	A few seconds ago
☒		Document.docx	 ⋮	A few seconds ago
☒		Presentation.pptx	 ⋮	A few seconds ago

4. Click on the **Download** button. Depending on the size/number of documents and your internet speed connection will determine how quickly all of the document's will download.



My files

☒		Name ▾		Modified ▾
☒		Folder	 ⋮	About a minute ago
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☒		Document.docx	 ⋮	A few seconds ago
☒		Presentation.pptx	 ⋮	A few seconds ago

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 destination where you want the files to be extracted too.

