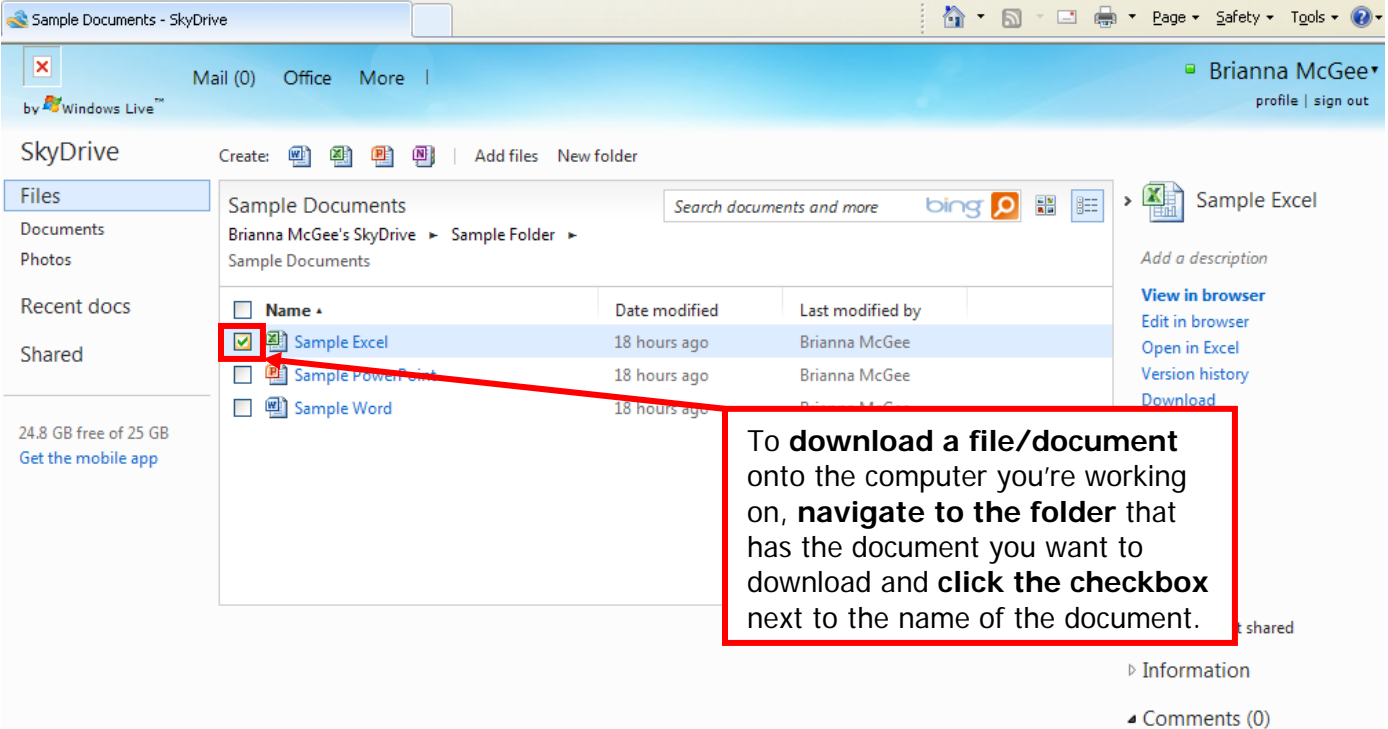


Office 365 (Live@edu) account – How To Download Files/Documents

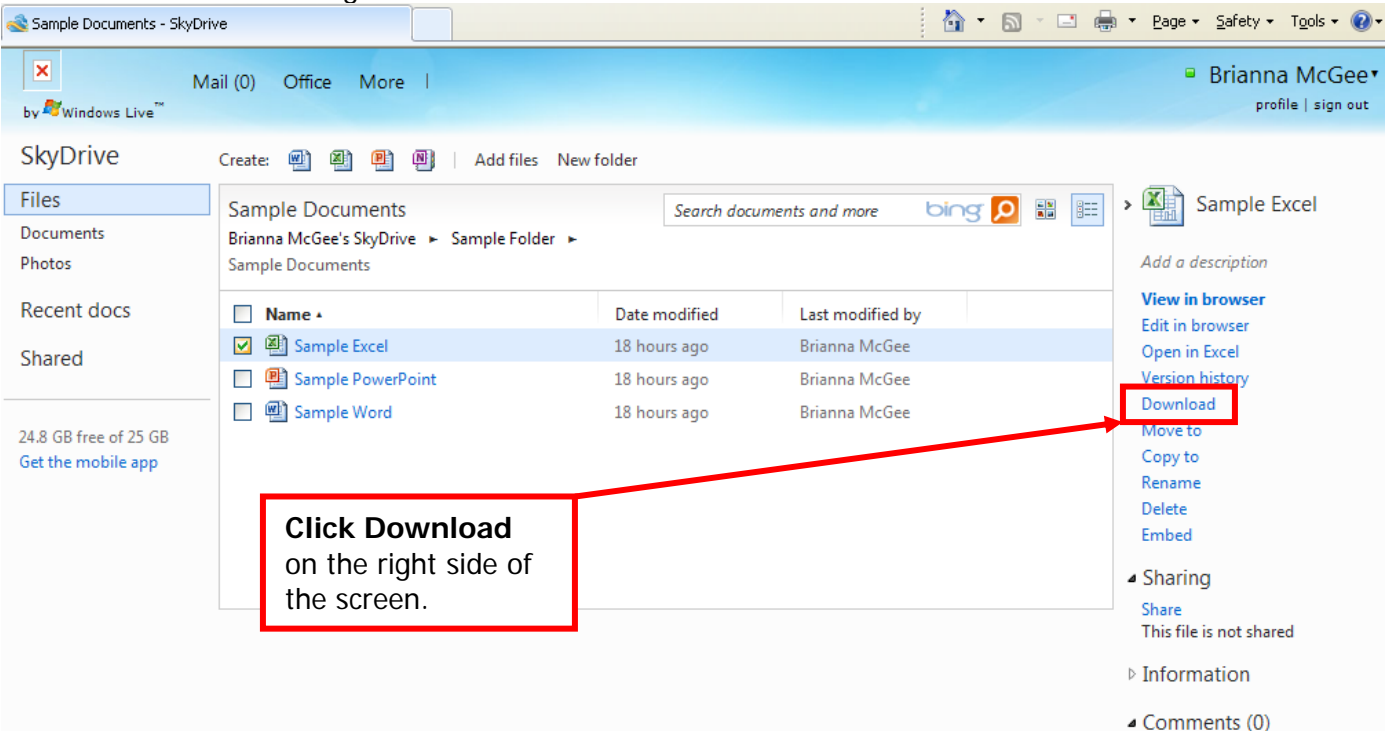
The information below is devoted to downloading files or documents from the SkyDrive in your Office 365 (Live@edu) account. Please note that you must have an Office 365 (Live@edu) account to be able to sign in and access the SkyDrive.

To **download a file/document** onto the computer you're working on, **navigate to the folder** that has the document you want to download and **click the checkbox** next to the document.



The screenshot shows the SkyDrive interface for a user named Brianna McGee. The main area displays a folder named 'Sample Documents' containing three files: 'Sample Excel', 'Sample PowerPoint', and 'Sample Word'. The 'Sample Excel' file is selected, and its checkbox is highlighted with a red box. A red arrow points from this checkbox to a text box that reads: "To **download a file/document** onto the computer you're working on, **navigate to the folder** that has the document you want to download and **click the checkbox** next to the name of the document."

Click **Download** on the right side of the screen.



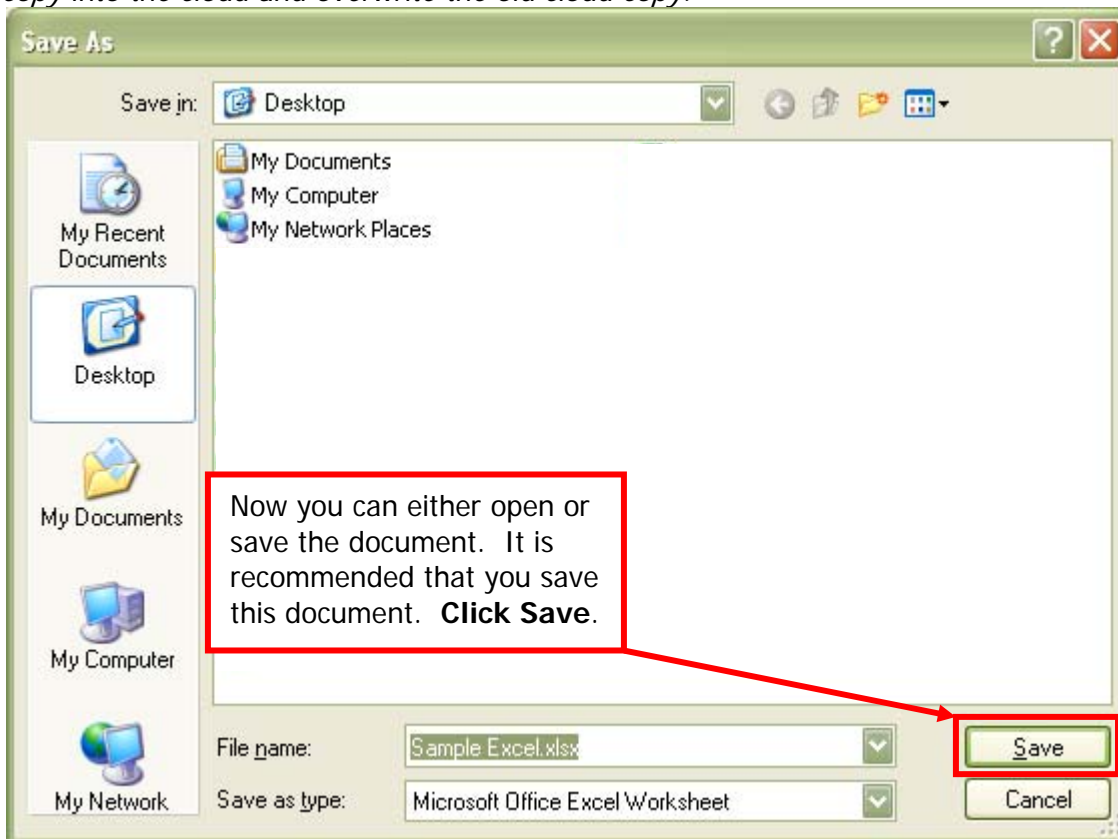
The screenshot shows the same SkyDrive interface, but now the context menu for the 'Sample Excel' file is open. The 'Download' option is highlighted with a red box. A red arrow points from this 'Download' option to a text box that reads: "Click **Download** on the right side of the screen."

Now you can either open or save the document. It is recommended that you save this document. **Click Save.**



Now you can either open or save the document. It is recommended that you save this document. **Click Save.**

You are then asked where you want to save the file. **Navigate to the location** where you want to save it, **change the name** of the document if preferred, and then **click Save.** *Please note that you now have two documents: one on the computer and one in the cloud. Updating the document on the computer will not update the cloud. To update the document in the cloud, edit the document in the cloud or upload the newest copy into the cloud and overwrite the old cloud copy.*



Now you can either open or save the document. It is recommended that you save this document. **Click Save.**

Please note that you can also download folders or multiple documents at the same time. They will save onto your computer as a zipped file. To learn how to unzip folders, please refer to the Zipped Folders handout.