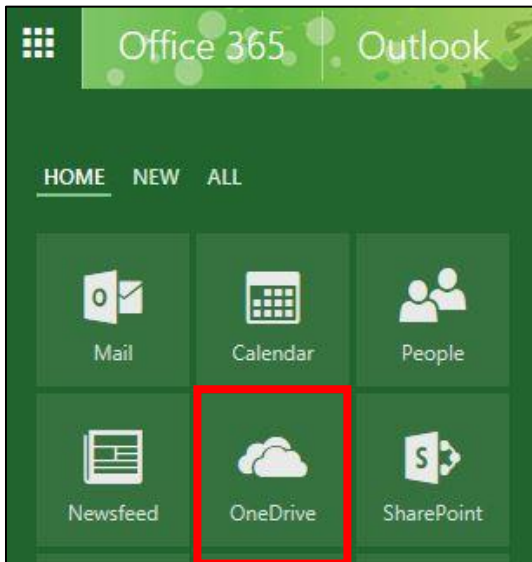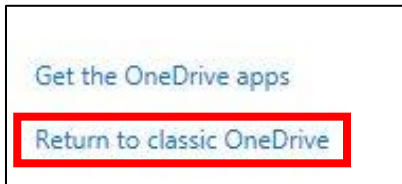# How to Download Content from OneDrive for Business Online Storage

Note: You MUST use Internet Explorer to complete this process.
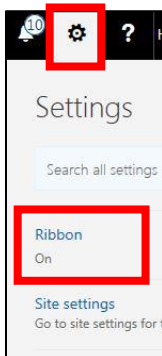
1. Login to your webmail at https://login.microsoftonline.com/
2. Using the App Switcher located on the top left of the screen select "OneDrive."

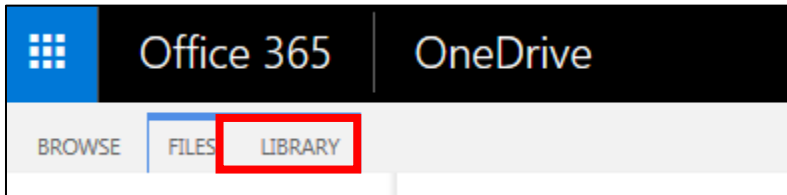3. On the lower-left corner of the screen, click "Return to Classic View."

4. On the top right of the screen click on the settings gear. Then select "Show Ribbon."
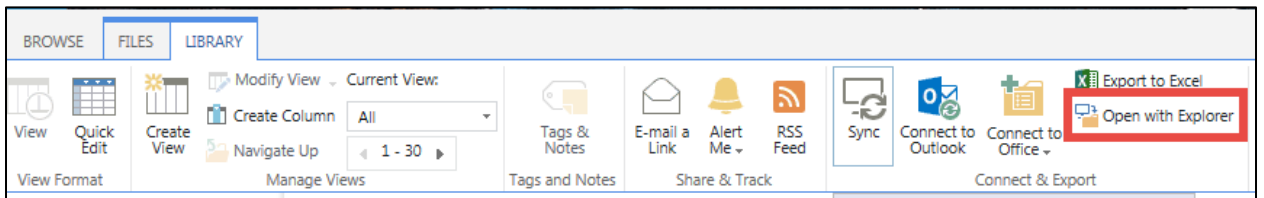

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5. On the top left of the screen you should now see Browse, Files and Library. Click on "Library."


6. On the menu that loads, find the "Connect & Export" section and click on "Open with Explorer." This will open a new window listing your files.
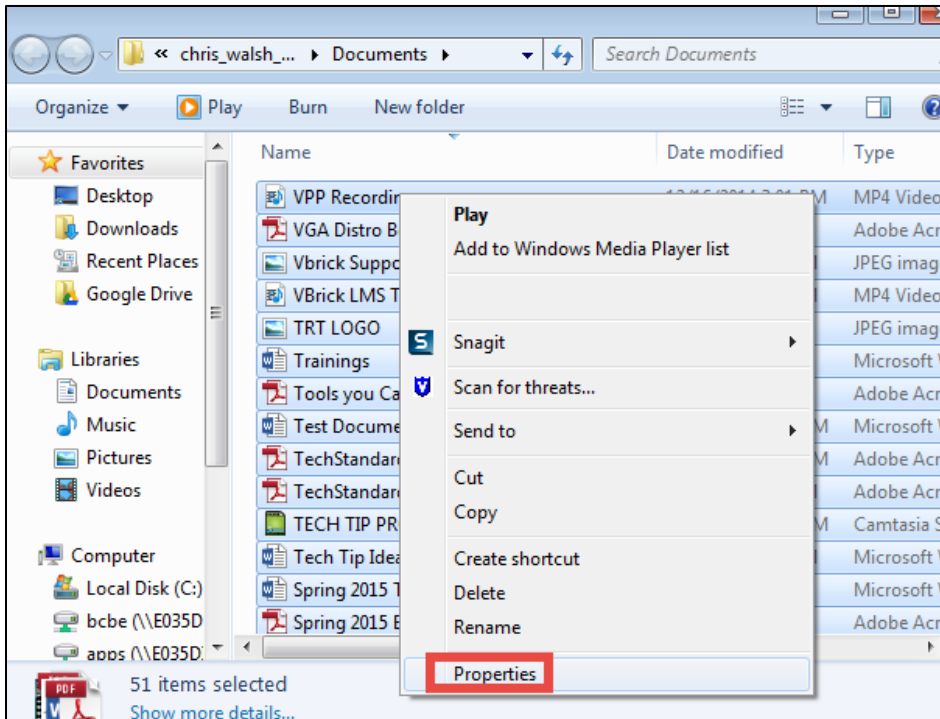

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7. To determine how much storage you are using you need to "Select All." This can be accomplished by single clicking on ONE file, then push the "Ctrl" and "A" key together at once. Every file/folder should now be selected. If you have already determined how much storage you need, skip to step 10.

8. Next, "Right Click" on any file, you may see the warning shown below, click "OK."
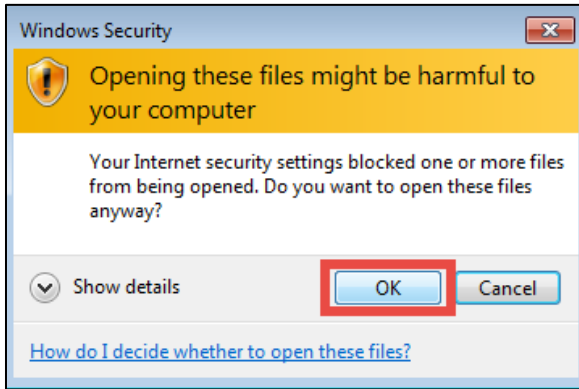
9. Right Click again on a single file (all files should still be selected) and choose "Properties."

10. A new window should have opened that will display how much storage you are using. It may take a few moments to populate. Use this information to determine how large of a USB Drive/storage device to buy. Close this window when finished.
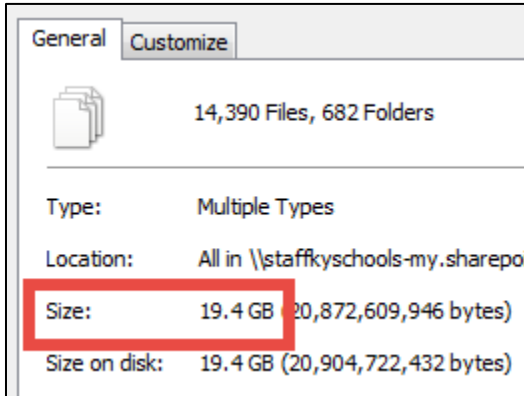

11. Leave the Windows Explorer window that has your OneDrive for Business content open.
12. Open a second Windows Explorer Window that goes to your USB Storage device. To do this you can go to the "Start" or Microsoft Orb button located on the lower left of your screen, then select "Computer."
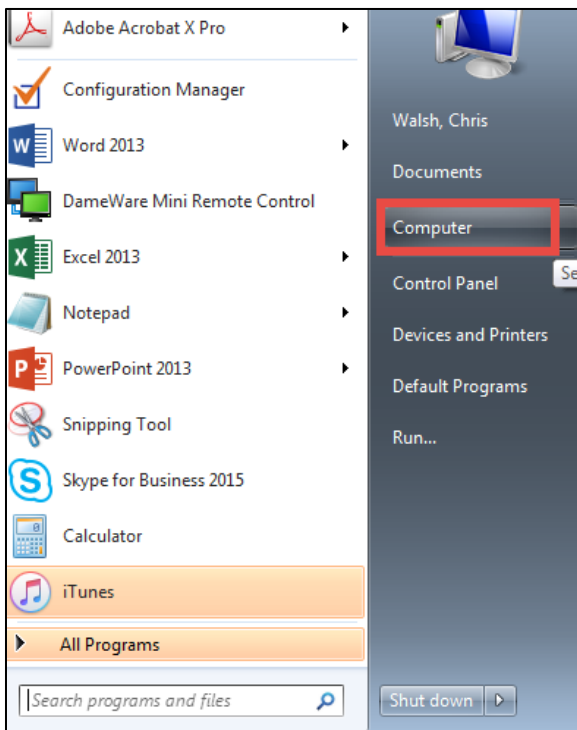
13. In the new Windows Explorer window navigate to the storage device you want to move your OneDrive for Business files to.
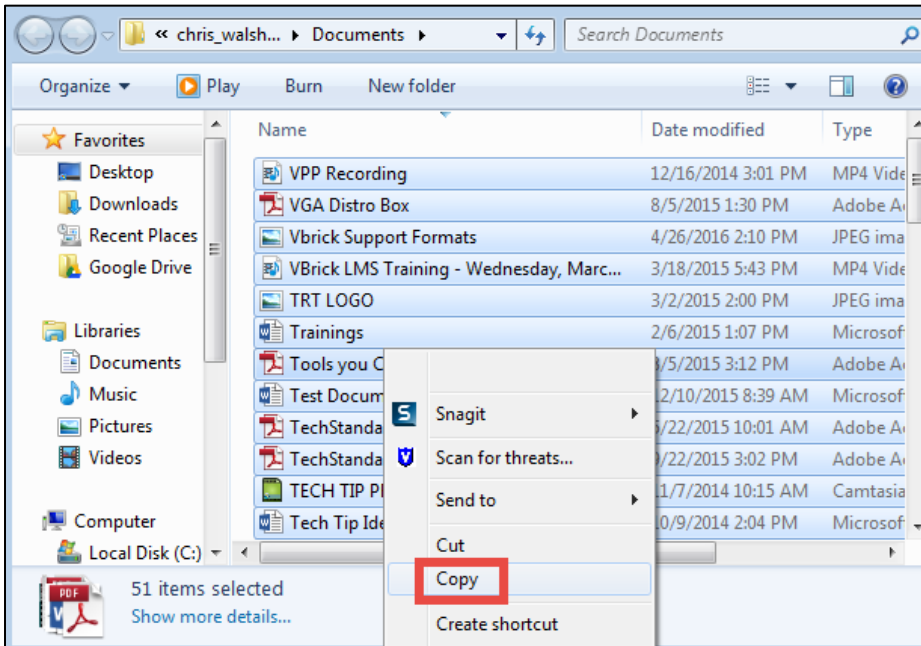
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14. You should now have two Windows Explorer windows. It may be helpful to place these side by side.
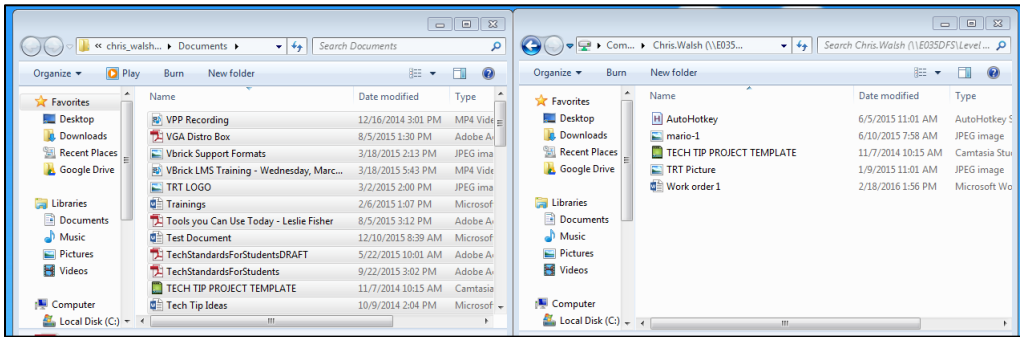

15. In your OneDrive for Business window single click on ONE file, then press the "CTRL" and the "A" key together. This will select all items in your One Drive for Business window.
16. RIGHT Click on a single file, you may see a security warning click "OK", in the menu that appears select "Copy."

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17. In your storage window RIGHT click, in the menu that appears select "Paste." This will make a copy of everything in your OneDrive on the storage device. It may take a few minutes to complete the copy. You may receive an error if your storage device is not large enough.
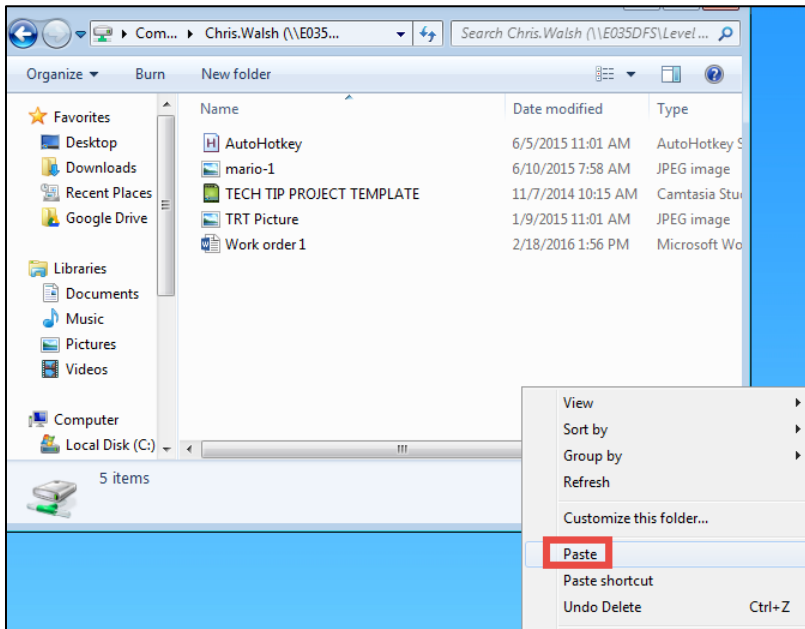
18. After the copy is finished ensure all files are now on your storage device. You can compare the files by opening an OneDrive window and a Windows Explorer window of your device.
19. This will be the ONLY copy of your files. You are strongly encouraged to back up/make a copy incase the storage devices fails and/or is lost or stolen.

END