To save your files from One Drive:

- 1. Sign in to the NVSD Portal and click on the 'waffle' in the upper left > Select 'One Drive'
- 2. In your 'One Drive', click on the 'My Files' icon in the side tabs
- 3. When you see all your folders and files, click on the circle above the list to select all items (see image below)
- 4. Click on the "**Download**" button in the header (see image below)

	+ Ne	ew 🗸	🗊 Delete 🛓 Downlo	bad	€o M	love to	(D Copy to		
	My files > Crow22-23 > <b>athletics</b>								
3	0	ß	Name $$				Modified $\downarrow$ $\checkmark$	4	
	0		SHRed		¢		October 3, 2022		
	٢		General		Ø		October 3, 2022		
	0		Field trip planning		Ø		October 3, 2022		
	0		BCSS		Ø		October 3, 2022		
	0		Swimming		Ø		October 3, 2022		
	0		ХС		Ø		October 3, 2022		
	٢	PF	Argyle Gymnastics – Sea	¢	☆		February 12		
	0		Argyle Gymnastics – Sea	¢	☆		February 12		

5. In the pop-up, choose "**Save-as..**" and navigate and save in your '**Downloads**'

Downloads		Ph 1	o	$\checkmark$	💻 This PC	^	Name
			9		🧊 3D Objects		$\sim {\rm Tod}_i$
					📃 Desktop		0
î	What do you want to	do with OneDrive_3_	2023		🔮 Documents		C
	Open	Save as	$\sim$				$\sim$ Last
	open			Г	h Music		Re
					5 E Pictures		Re
	5			L	Videos		Re

Organize 🔻

New folder

- 6. Navigate in your files to '**downloads**' and double click on the '**Zip**' file to open it. You can now select as many files as you wish and save to another location, thumb drive, etc.
  - a. NOTE: you generally <u>cannot directly save the 'zip' drive</u> to a new location; you need to open it first and then select the files to be saved (usually you can just highlight them all and drag or copy to another drive or location)
  - b. NOTE: this process is often <u>best done at the school</u>, or on the school network. It may hang-up if you are accessing the Portal from home and trying to do large file downloads