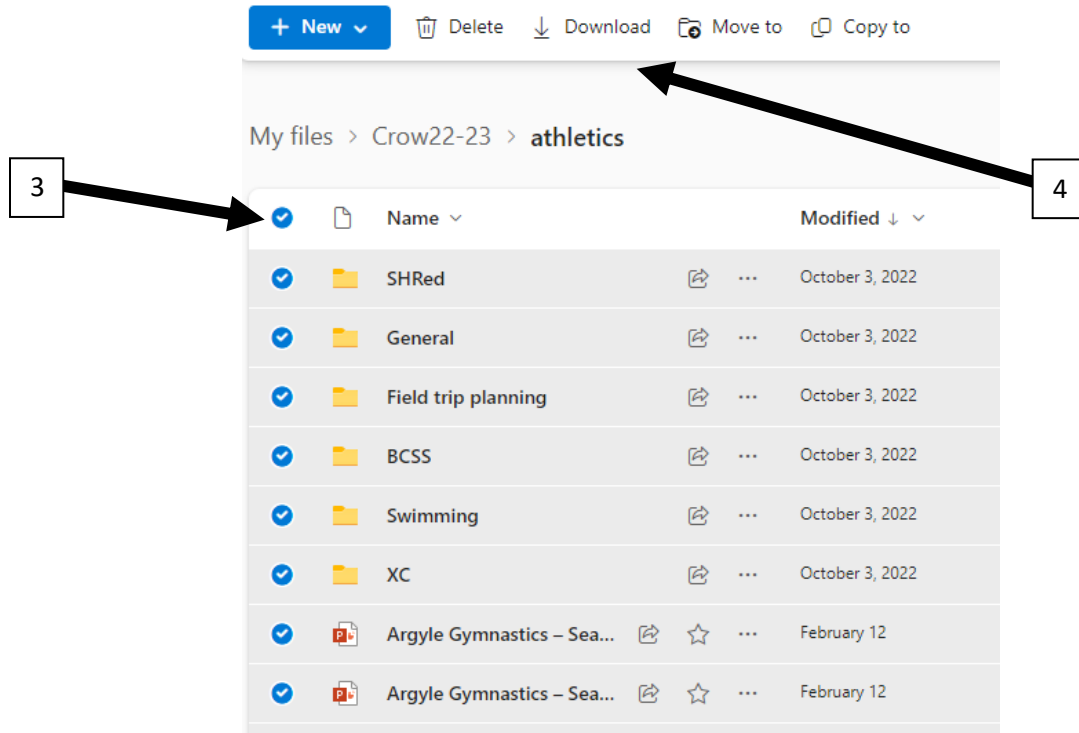
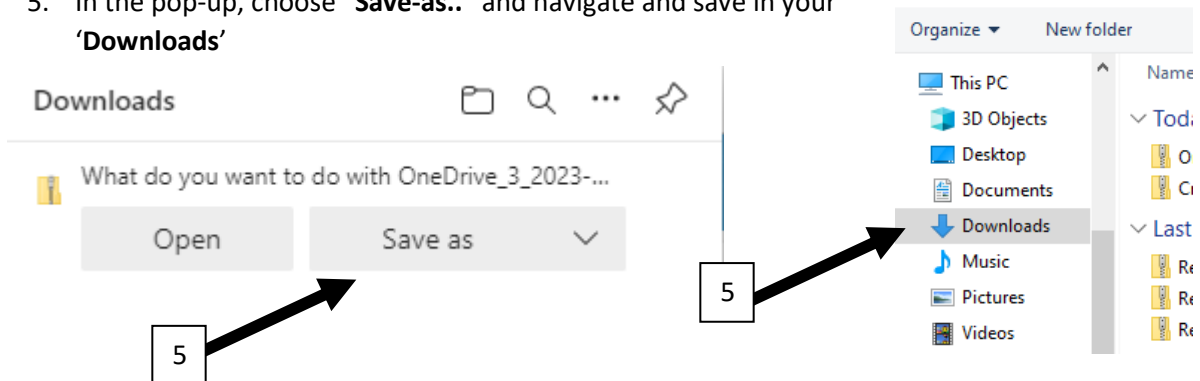


To save your files from One Drive:

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)



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



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 cannot directly save the 'zip' drive 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 best done at the school, or on the school network. It may hang-up if you are accessing the Portal from home and trying to do large file downloads