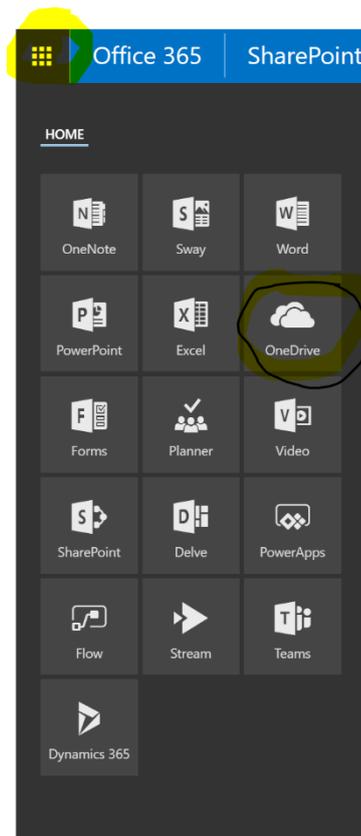


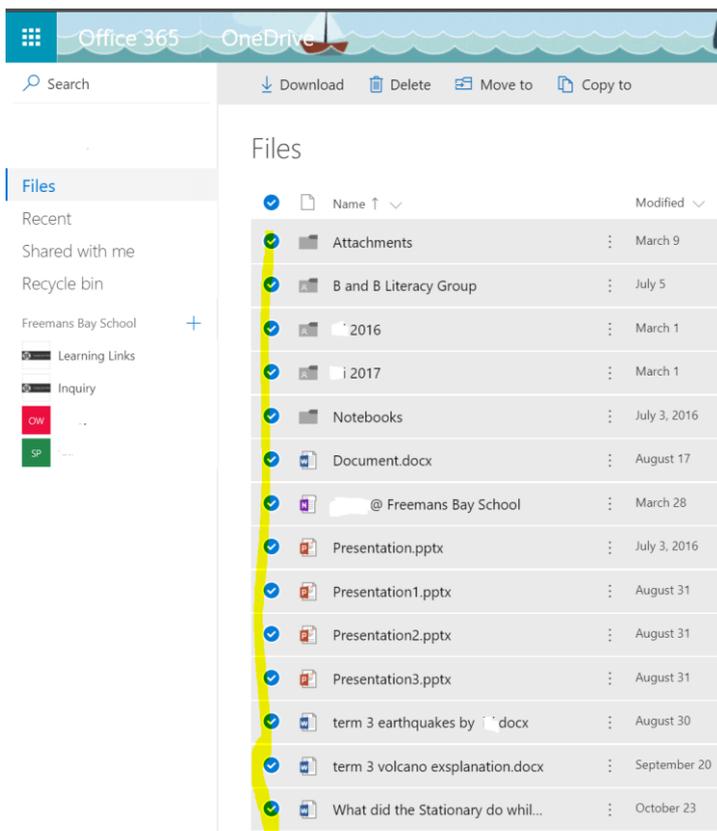
How to download files and folders from OneDrive in Microsoft 365

You can download files and folders from OneDrive or SharePoint Online to your computer with just a few clicks.

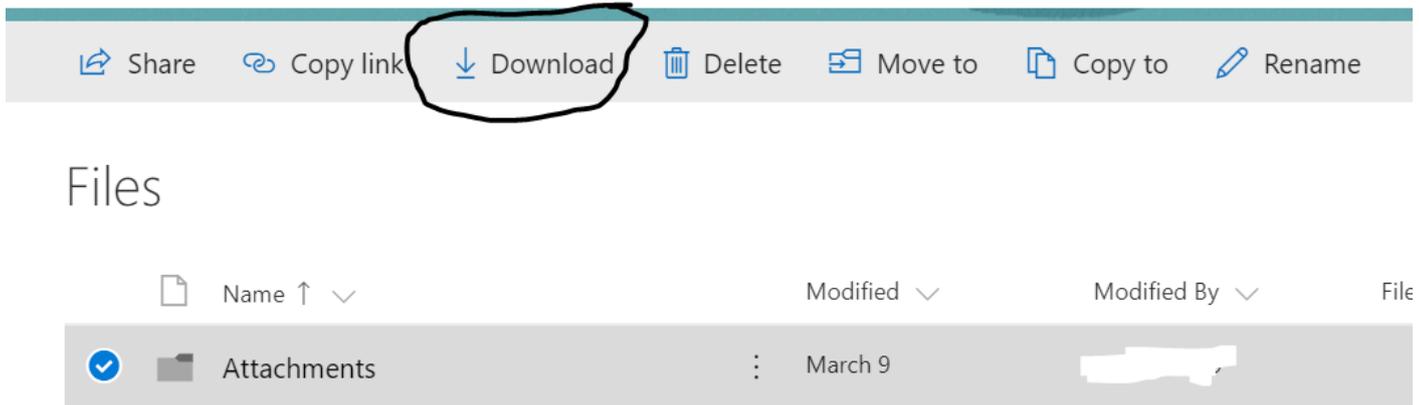
1. Sign in to Microsoft 365.
2. Go to your OneDrive.



3. On your OneDrive or SharePoint Online website, select the files or folders you want to download. (You can click on the circle near the "Name" title and all will be selected. The ones with the white tick on a blue circle are the ones you have selected.)



4. Select Download.



If your browser prompts you, choose Save or Save As and browse to the location where you want to save the download.

Some browsers just start saving right away to a Downloads folder on your computer.

Note:

If you select multiple files or folders and then select Download, your browser will start downloading a .zip file containing all the files and folders you selected. If you're in a folder and you select Download without selecting any files or folders, your browser will begin downloading all contents of the folder. See below how to Unzip a Zipped File.

You can't download OneNote notebooks. If you download a folder that contains a OneNote notebook, the .zip file will contain an error message in the form of a .txt file.

Downloads are subject to the following limits: individual file size limit: 10GB; total zip file size limit: 20GB; total number of files limit: 10,000.

How to Unzip a Zipped File:

1. Locate the zipped folder that you want to unzip (extract) files or folders from.
2. Do one of the following:
 - a. To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
 - b. To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select **Extract All**, and then follow the instructions.