

ATTENTION GRADE 12 STUDENTS:

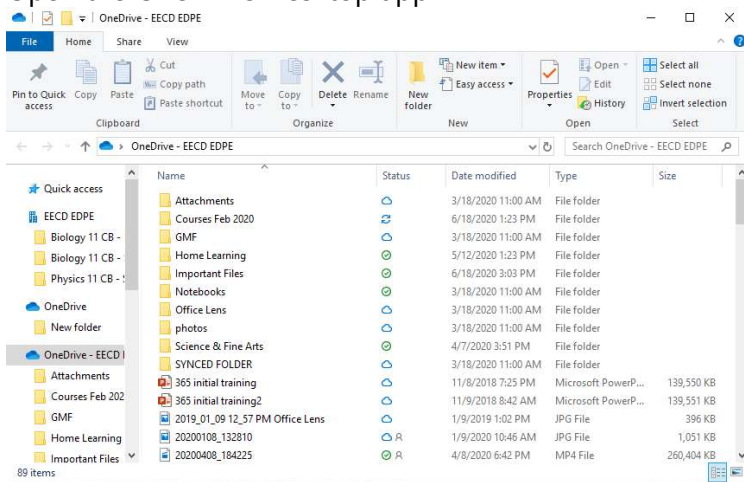


Your Microsoft Office 365 accounts will be disabled in August. This means that any program (Word, PowerPoint, Publisher, Excel, Sway, Outlook) that was installed using your school username and password will also be disabled. After this occurs, you will not be able to access any file associated with these programs. Therefore, you should back up ANY file you wish to have for future use. Below are some instructions that describe how you can save files from OneDrive and save emails. Note that these instructions are for users using Windows 10. There might be additional steps required for earlier versions of Windows (explanation below)

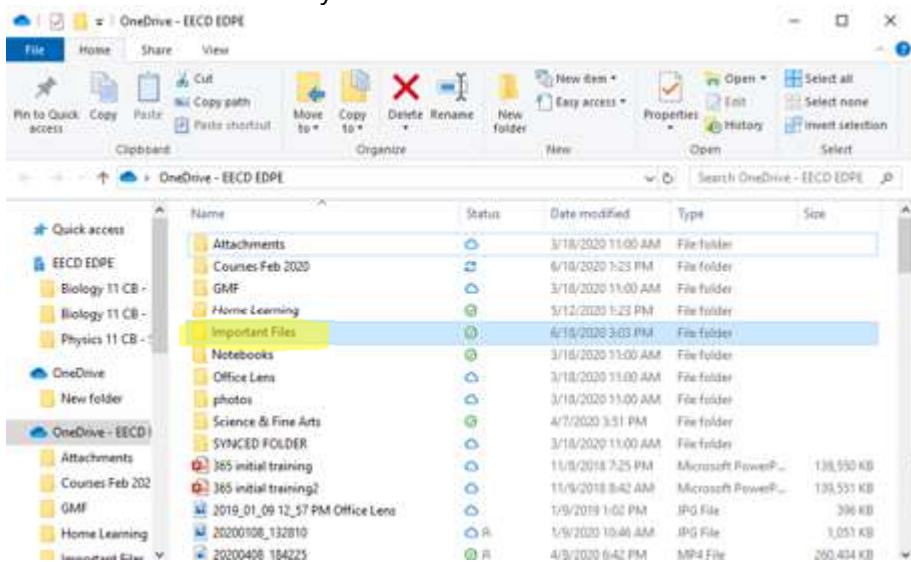
HOW TO BACK UP FILES ON ONEDRIVE:

If you use the OneDrive Desktop App:

1. Open the OneDrive Desktop app



2. Select the folder or files you would like to save



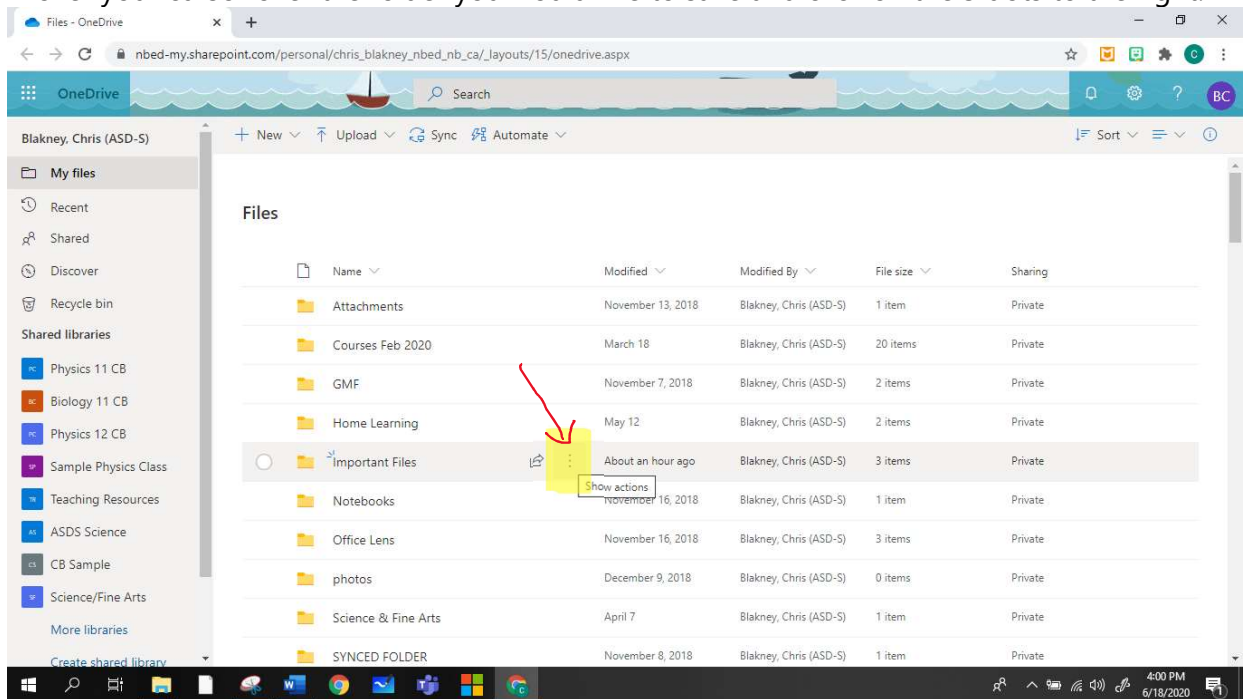
3. Drag and drop the selected folder to your desktop or another location, using File Explorer

IF you do not use the OneDrive Desktop App:

1. Go Office.com, using Chrome, and sign in using your school user ID and password
2. Click on the 9 small squares at the top left of the page (app launcher) and select "OneDrive" or select "OneDrive" if it comes up on the first screen at office.com



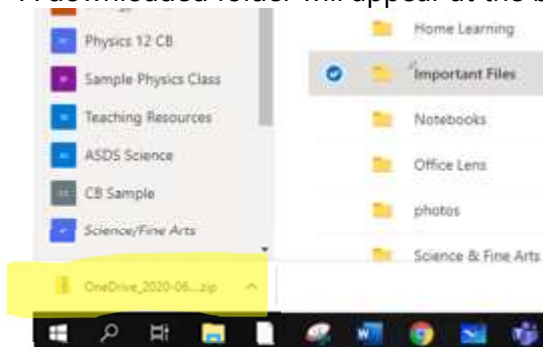
3. Hover your cursor over the folder you would like to save and click on the 3 dots to the right:



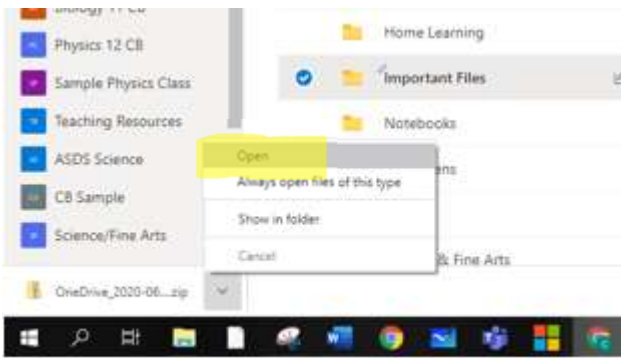
4. Select "Download"



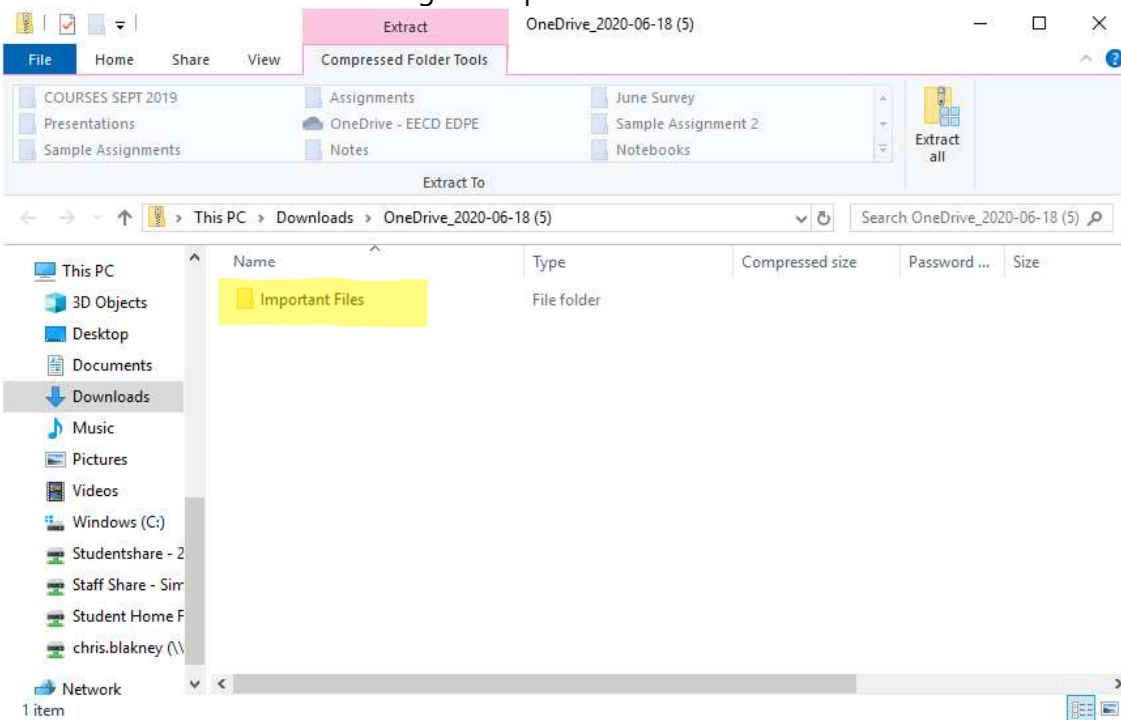
5. A downloaded folder will appear at the bottom left of your browser.



6. Click on the arrow to the right of the download and select "open"



7. A window like the one below should open. Select the folder and then drag and drop to your desktop or another file location using File Explorer.



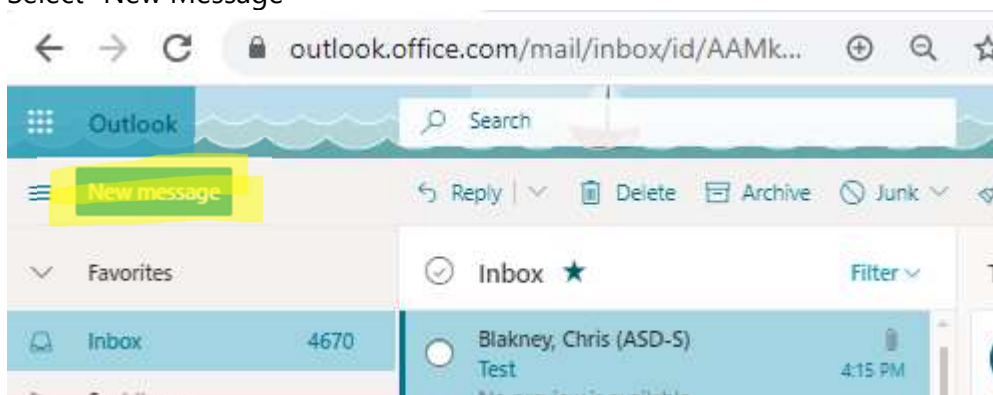
NOTE. IF YOU ARE NOT USING WINDOWS 10, YOU MAY NEED TO RIGHT CLICK ON THE FOLDER AND SELECT "EXTRACT ALL" AND SELECT A DESTINATION WHERE YOU WOULD LIKE THE FOLDER TO BE MOVED TO. IF NEITHER METHOD ABOVE WORKS, A 3RD PARTY PROGRAM LIKE WINZIP, WINRAR, OR 7-ZIP MAY BE REQUIRED TO "UNZIP" THE .ZIP FILE FORMAT OF THE DOWNLOAD. GOOGLE FOR INSTRUCTIONS ON HOW TO UNZIP FILES.

SAVING EMAILS



If You Want to Send SOME of Your Emails to Another Email Address:

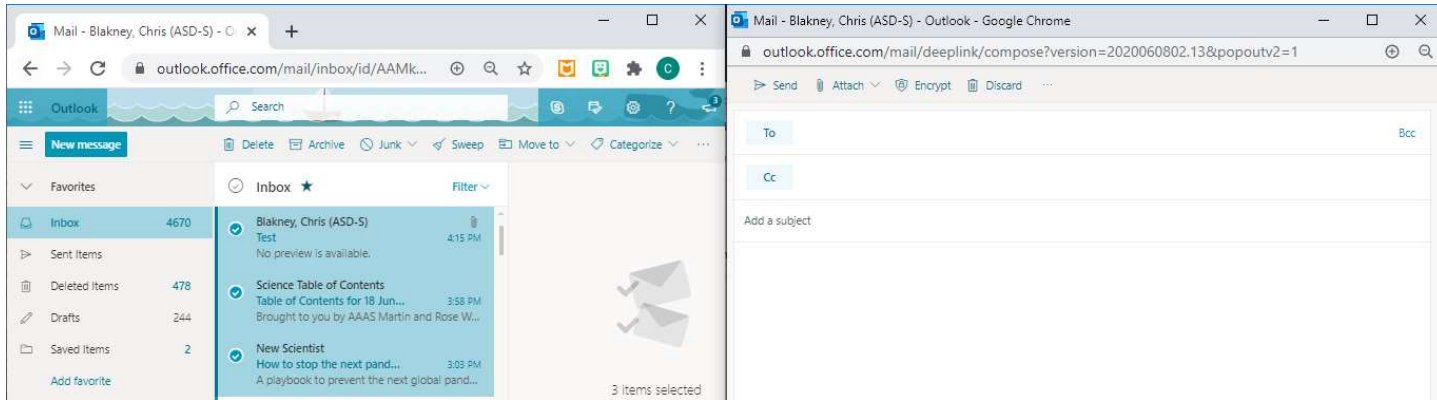
1. Open Outlook online by going to Outlook.office.com and signing in using your student user ID and Password
2. Select "New Message"



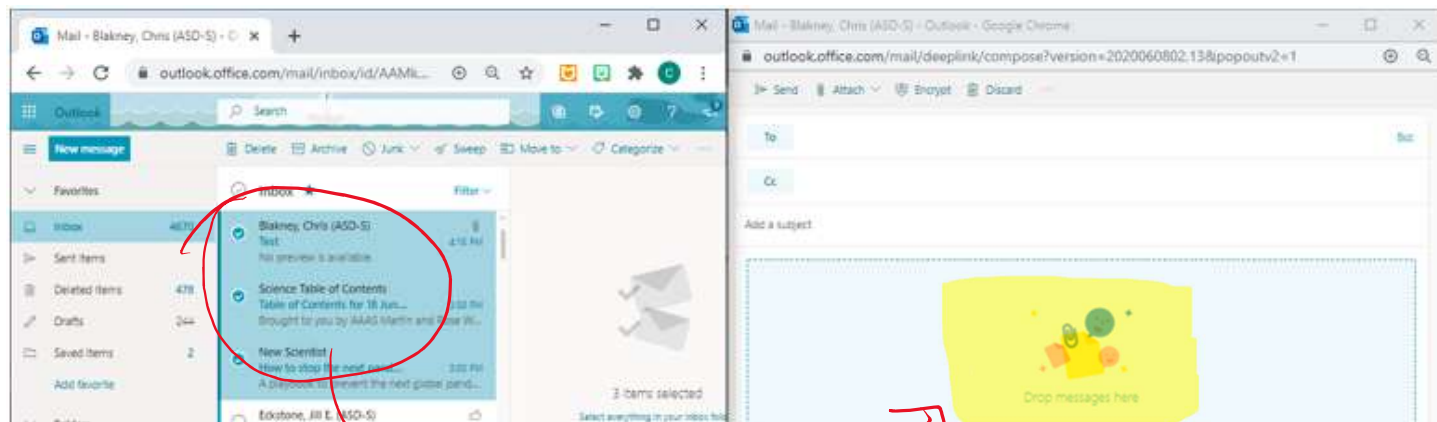
3. Select "Open in New Window":



4. Select the emails you want to save (select multiple emails by holding down the "ctrl" key while you left click the emails):



5. Drag the selected emails (left window below) and drop them into the "body area" (highlighted below) of the new email.



6. Put in the email address you would like to send these emails to (next to "To" in the right window above) and click "Send".

If You Want to Save ALL of Your Emails Using the Outlook Desktop App:

Click on this link to learn how to use the Outlook Desktop App to create a pst. file that will contain all of your emails. Unfortunately, this method requires a bit more knowledge of Outlook and how to run and open pst. files. (Note to click the link, you need to click "ctrl" on your keyboard while left clicking).

<https://support.microsoft.com/en-us/office/create-an-outlook-data-file-pst-to-save-your-information-17a13ca2-df52-48e8-b933-4c84c2aabe7c?ui=en-us&rs=en-us&ad=us#:~:text=On%20the%20File%20menu%2C%20point,file%2C%20and%20then%20choose%20OK.>