

Saving Google Drive and OneDrive Files

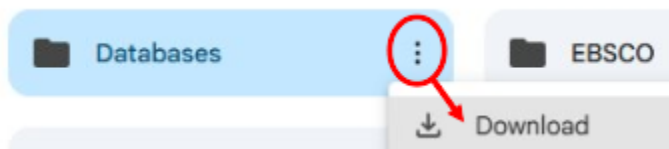
Seniors, it's time for you to download your files BEFORE your access ends shortly after graduation time. If you have any questions, please contact Mrs. Poindexter.



Directions to download your Google Drive files to a **personal device** such as a laptop or desktop computer are available here:

https://docs.google.com/document/d/1fuKWLCgYFJ51ue9a_miqampQiyqPdNYo81jrgJSnbsY/edit?tab=t.0 Be sure to double check that all of the files you want to save are downloaded, especially files that were shared with you.

Tip: Put all of your folders and files into one folder. Then click the 3 dots to the right of the folder name and choose Download. Otherwise you will have to download each folder individually.



Directions to save your OneDrive files to a **personal device** are available here:

<https://docs.google.com/document/d/1a1yxJWD0Nf2-kMrzIOI2z0H5AV-AlxHMP5hu9MGTeKM/edit?tab=t.0>

Be sure to double check that all of your files download.

