## Backup and Download your OneDrive Files

On November 1st, your student Office 365 license expires along with access to any files and assignments you may have stored in OneDrive. To ensure that you keep any important files. we recommend you download any needed files from OneDrive following the below steps.

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## Here is how to download your OneDrive files:

- Click on the following link <u>http://mail.utoronto.ca</u>.
- Enter your UTORid username and password.
- Click on the **waffle** icon in the top left.
- Select **OneDrive** from your list of available applications.



• Check the files and/folder you would like to download.



• Click **Download** located toward the top of the page.

