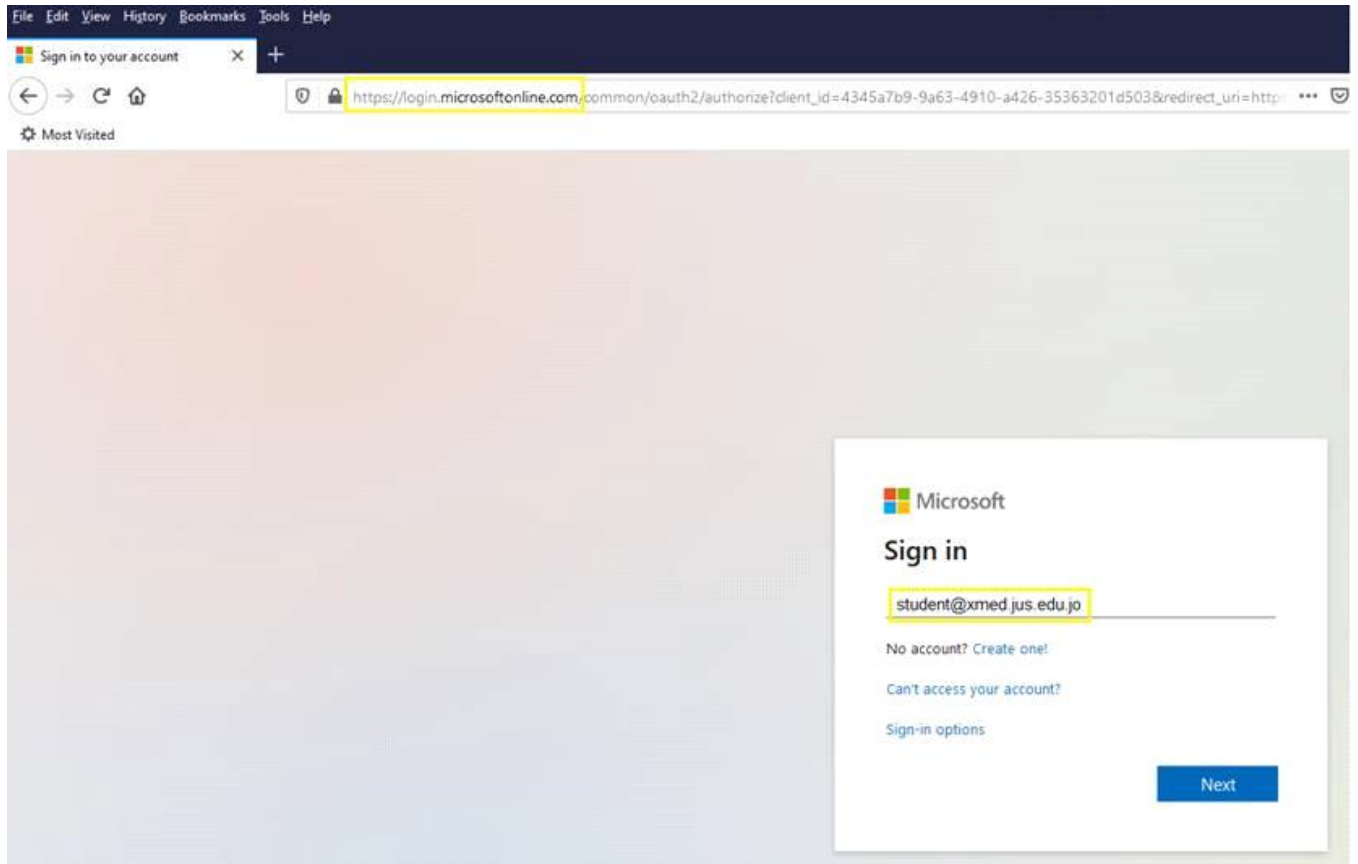


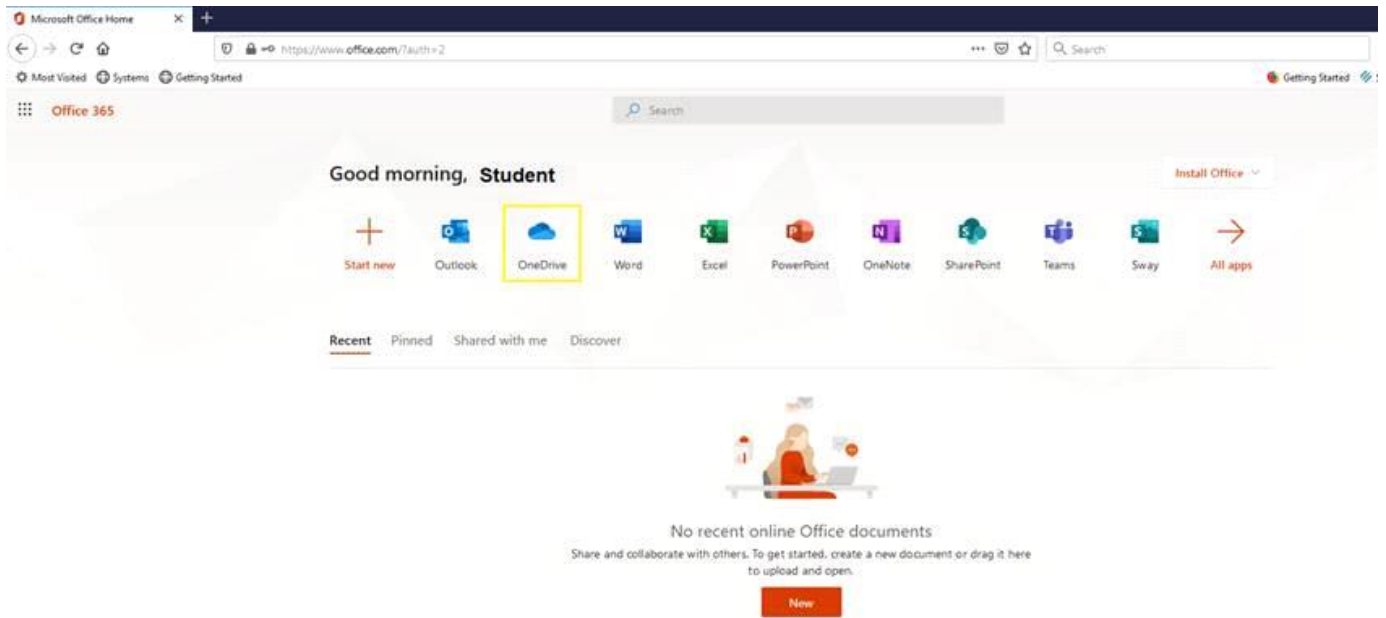
## Download files and folders from OneDrive:

You can download all files and folders from OneDrive to your Desktop by following the next steps:-

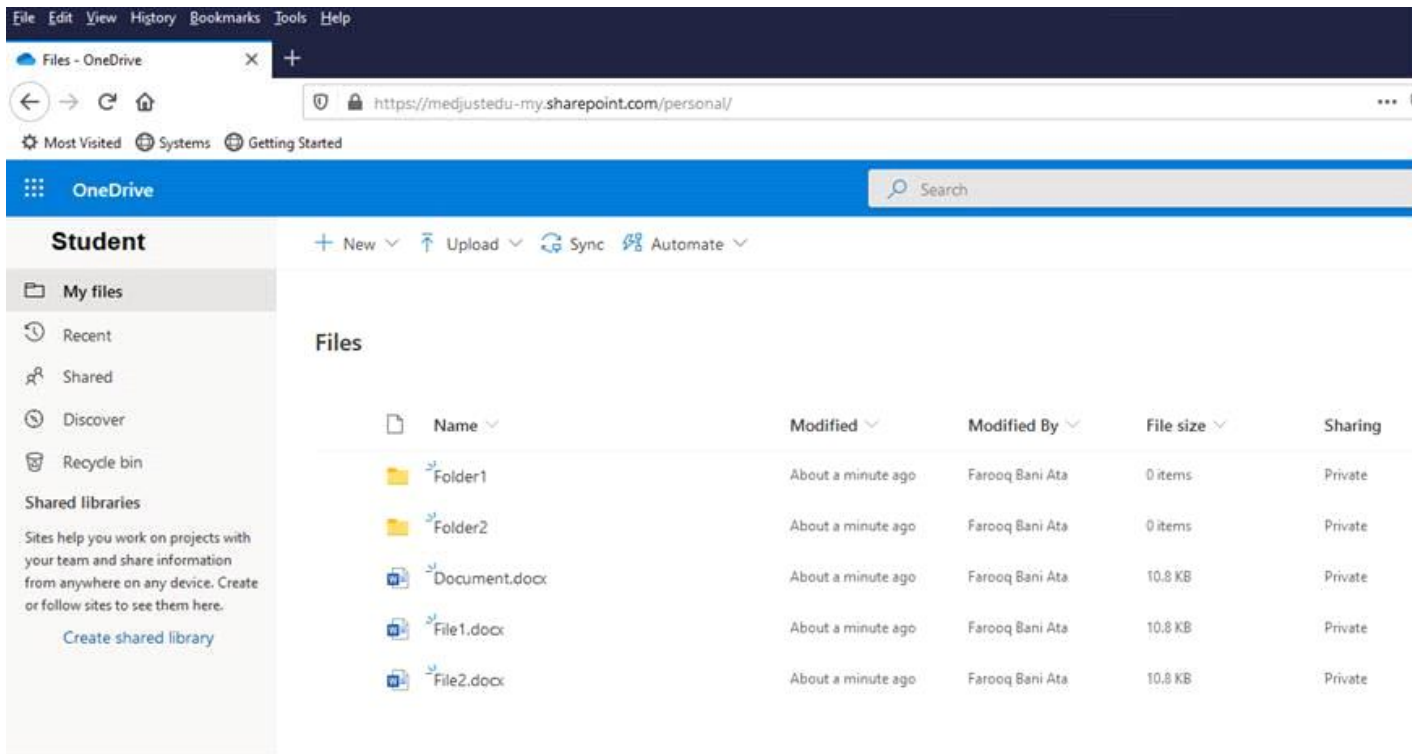
1. Use any internet browser to login to your email account by using ***student@xmed.just.edu.jo*** from this site <https://login.microsoftonline.com>.  
Or login to your OneDrive directly from this link with the same account <https://onedrive.live.com/about/en-us/signin>



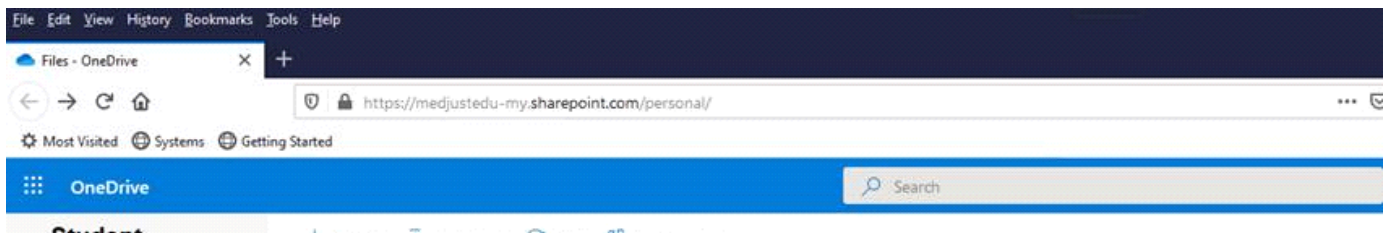
2. Click on ***OneDrive***

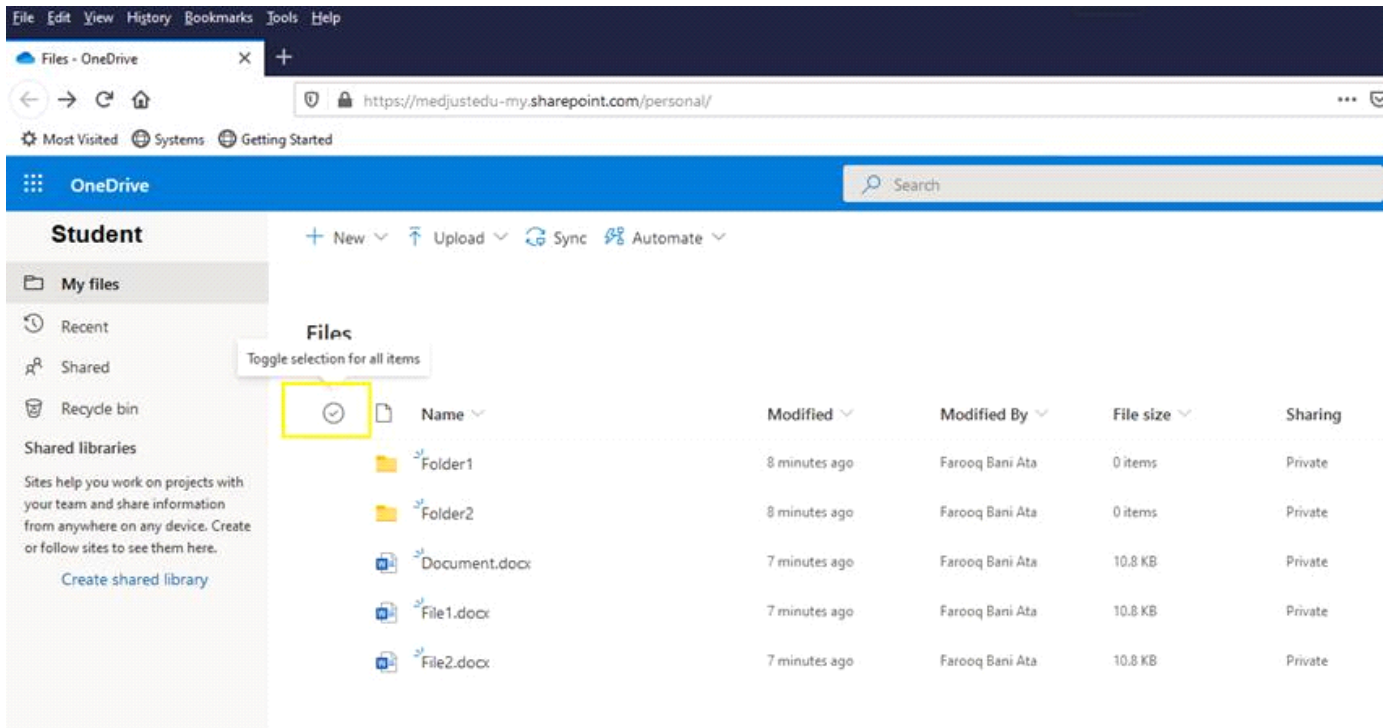


3. All uploaded or created files and folders listed as below.

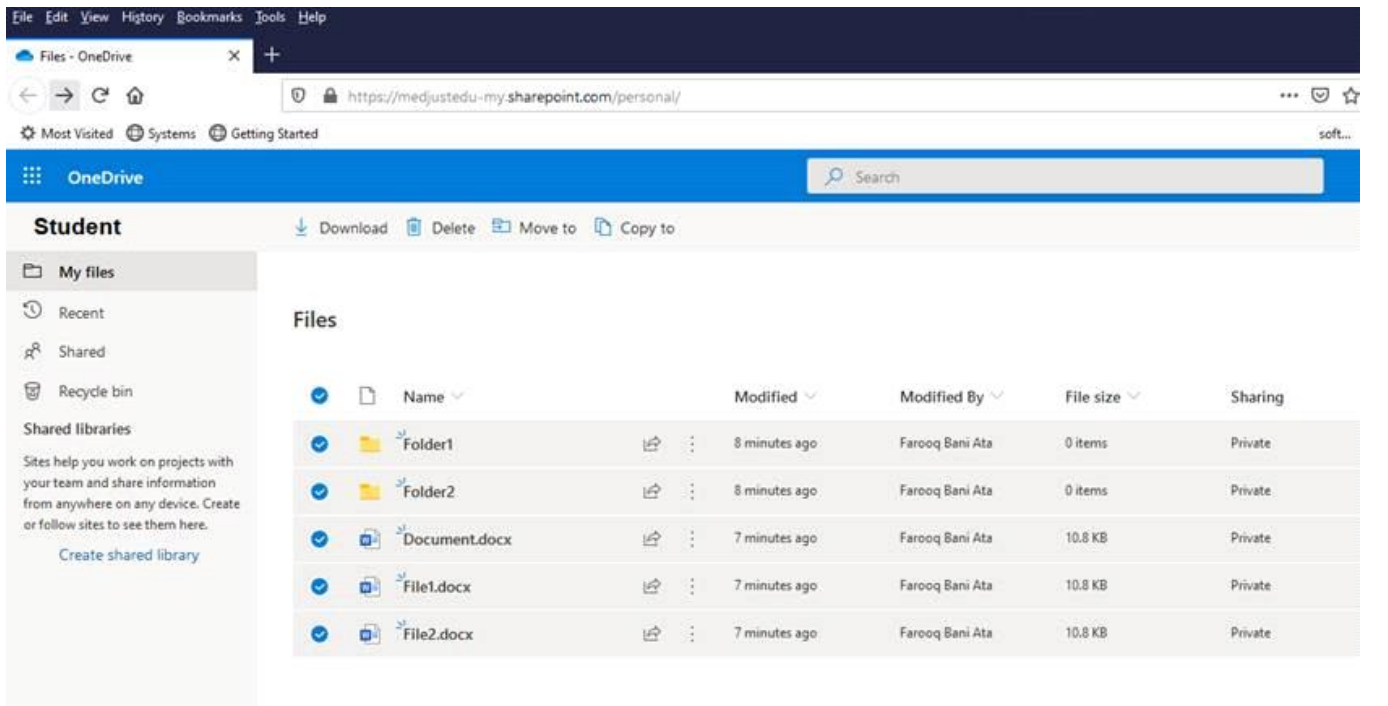


4. Click to select all folders and files

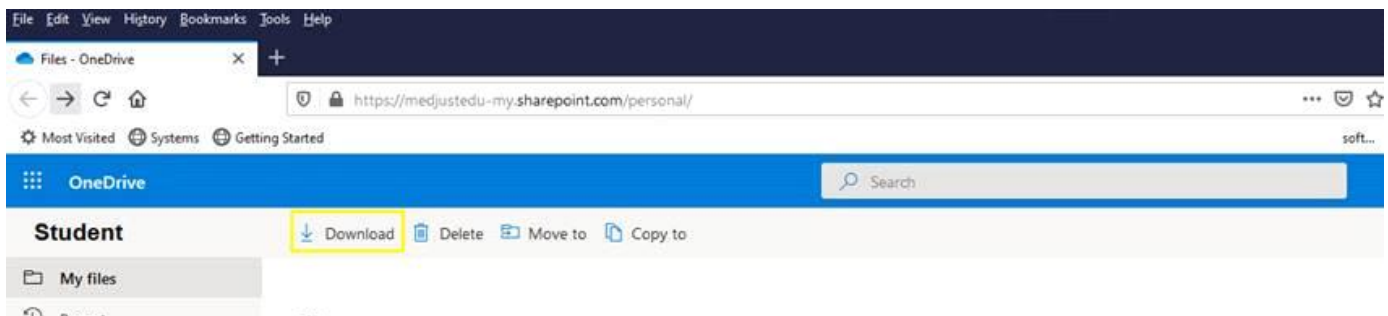


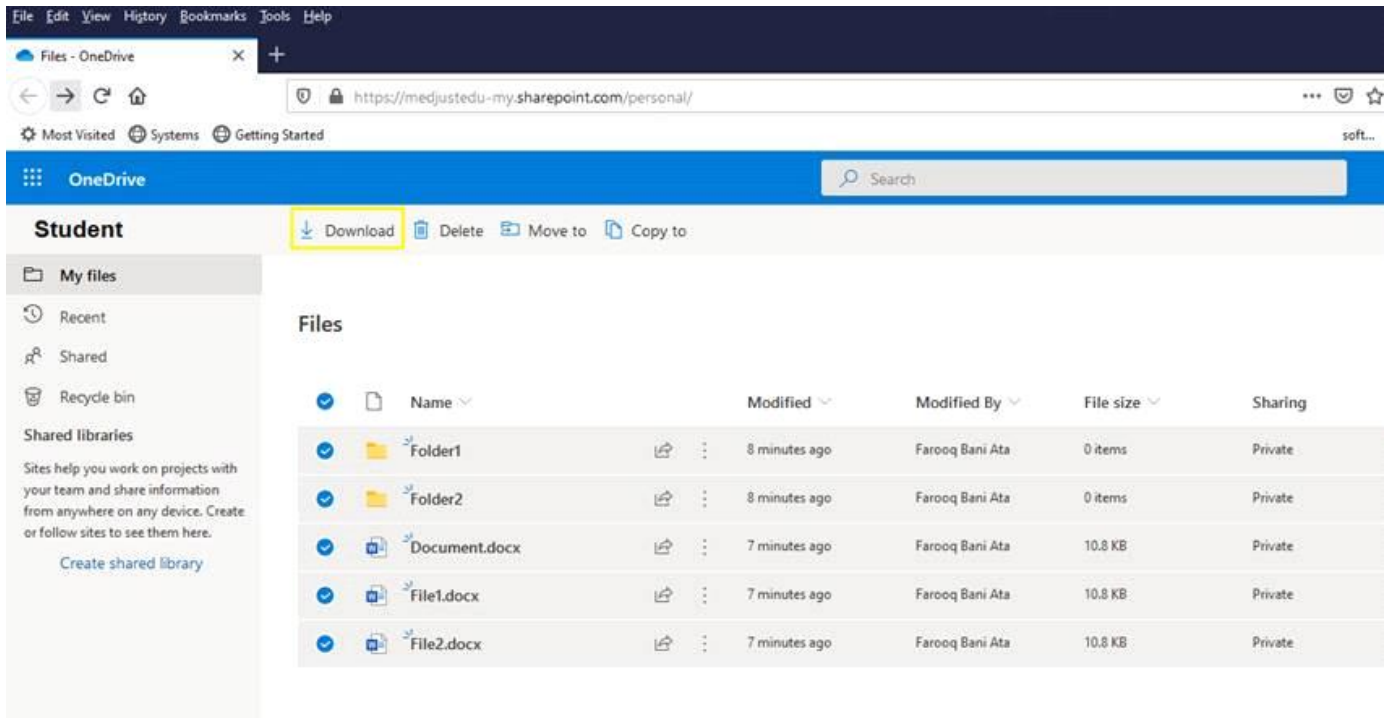


5. All folders and files selected now.

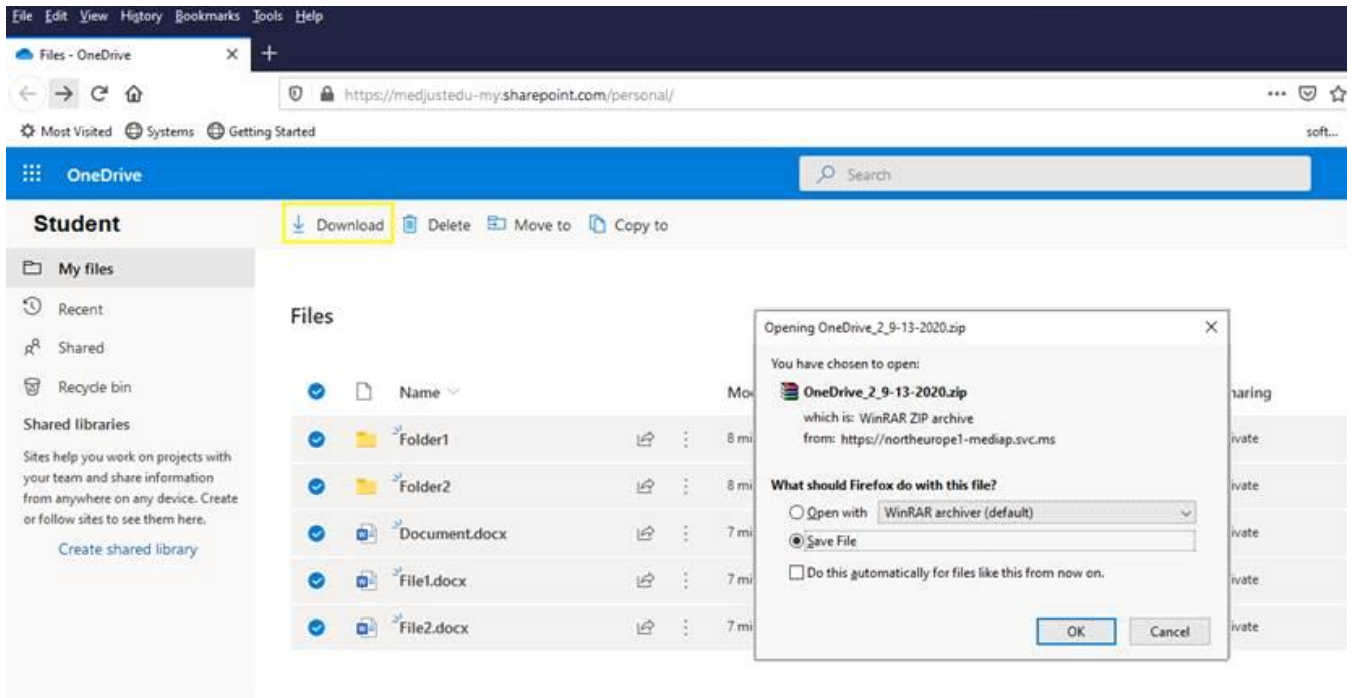


6. Click **Download**





7. Save the file to your Desktop, be sure that you have free space to store all One Drive files, after download finished review downloaded files and folders to ensure you have downloaded all files.

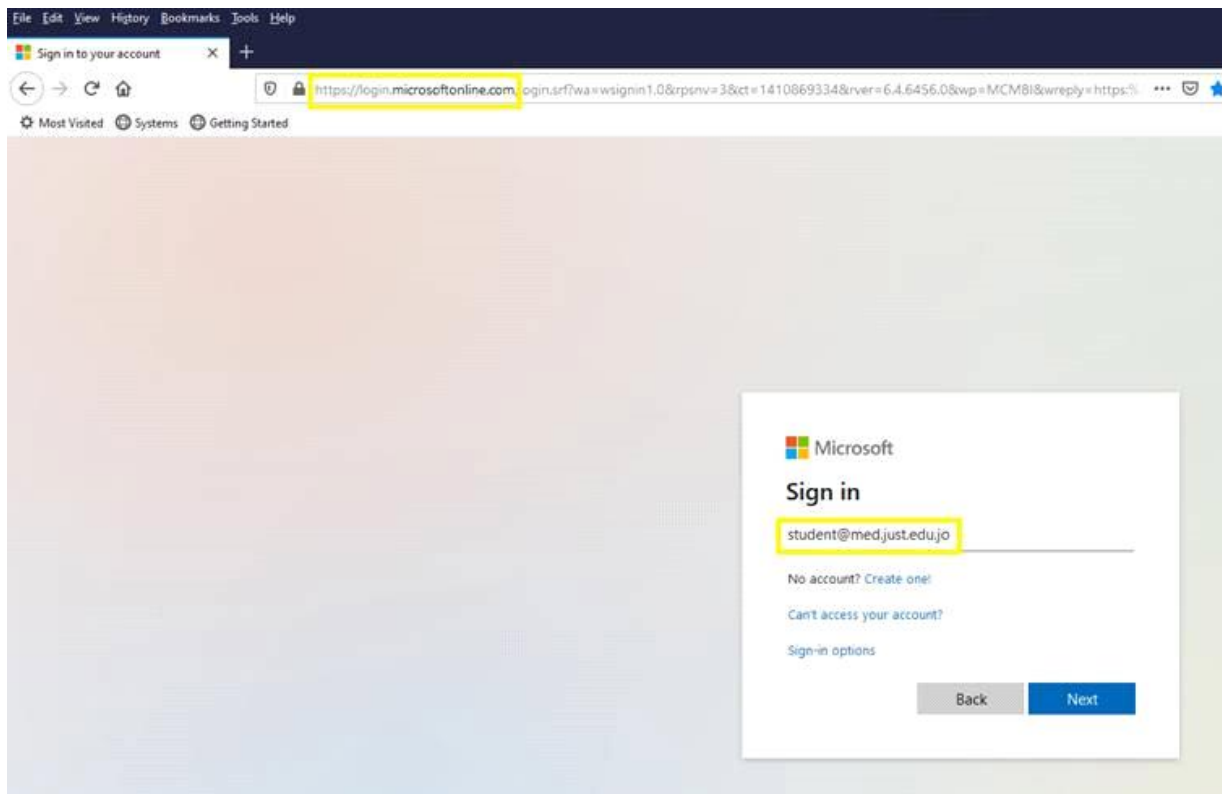


**Note:** - If you select multiple files or folders and then select Download, your browser will start downloading a .zip file containing all the files and folders you selected.

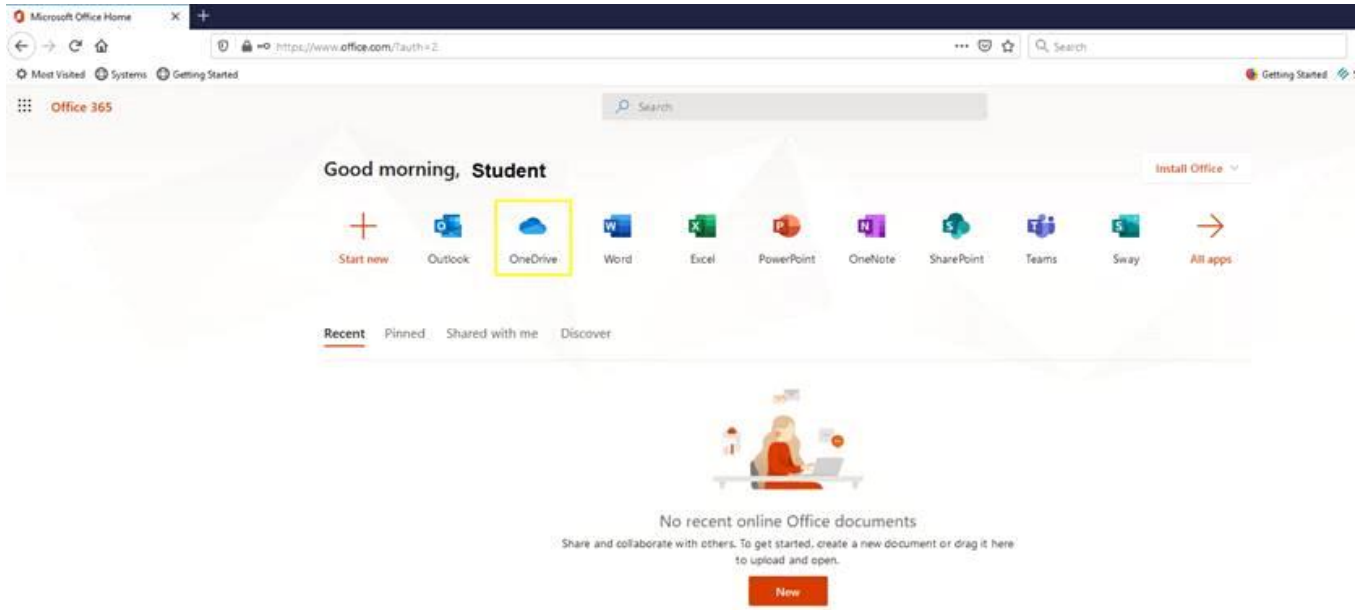
## Upload Files and folders to OneDrive:

You can upload previously downloaded files from **student@xmed.just.edu.jo** to the new account **student@med.just.edu.jo** by following the next steps:

1. Use any internet browser to login to your email account by using **student@med.just.edu.jo** from this site <https://login.microsoftonline.com>.  
Or login to your OneDrive directly from this link with the same account <https://onedrive.live.com/about/en-us/signin>



2. Click on **OneDrive**



Click **Upload** then select **files** to browse your desktop to locate the downloaded .zip file and select it, the process of uploading the file will start it takes time depending on the file size.

Or drag files and folders from your desktop to the browser the drop them, upload will start too

