

Saving Data from OneDrive and SharePoint

1. Before You Begin

- Check the deactivation date of your Microsoft 365 account.
- Make sure you still have access to OneDrive and/or SharePoint.
- Prepare a safe location to store your data (e.g. an external drive or personal cloud).
- Verify that your local storage space is sufficient to contain all files.

2. Saving Data from OneDrive for Business

- 1 Log in to your account via the browser at the Biccocca [OneDrive](#) site.
- 2 Select the files or folders you wish to save.
- 3 Click **Download** on the top bar — a ZIP file containing your data will be generated.
- 4 Once the download is complete, extract the contents of the ZIP file into a secure folder.
- 5 Check that the files open correctly and are readable offline.

3. Saving Data from SharePoint Online

- 1 Access the [SharePoint](#) site related to the document library you're interested in.
- 2 Go to the document library containing the files to save.
- 3 Select the desired items and click **Download**.
- 4 Alternatively, synchronize the library with the OneDrive client on your PC and copy the files locally.
- 5 Keep the backup in an external area not linked to your corporate account.

4. Useful Tips

- Download folders individually if there are many files.
- If your organization imposes download restrictions, ask your IT administrator for assistance.
- Perform a final check of the downloaded files and keep an offline copy.
- After your account expires, you may no longer have access to your data.