

Moving your files from OneDrive



Go to your OneDrive account

1. Type portal.office365.com in the address bar of your internet browser.

2. At the login screen, enter your CGTC student email address (example: jsmith1@student.centralgatech.edu) and password.

3. Click the **Sign in** button.

4. Click the **OneDrive** button.

- If you don't see the OneDrive button, click the  box in the top left corner of the screen, then click the OneDrive button in the dropdown menu.

Work or school account

someone@example.com

Password


Keep me signed in



Move your files to your personal storage device

1. Move your mouse pointer over the name of the file that you would like to save; click the circle that appears to the left of the file name.

2. The circle will change from  to  and options will appear at the top of the screen.

3. Click the  **Download** button at the top of the screen.

4. A window will open; navigate to the location that you would like to save the file to (remember: save your files to a flash drive or your personal (not a public or CGTC) computer).

5. Click the **Save** button

6. Complete steps **1 - 5** for all files that you want to save from your OneDrive account.



Don't forget

- Save the files from your OneDrive account to a flash drive or your personal computer/laptop. If you save your files to a CGTC computer, including those in classrooms, the Library, or the Academic Success Center, your files will be deleted.
- All content in OneDrive accounts will be deleted when we change to Office 365. If you would like to keep your documents/files, save them before **December 9**.



Have questions or need help?

Call (478) 988-6800 or visit the **Academic Success Center** in Warner Robins (room C-101), Macon (room D-124), or Milledgeville (room A-121).