



LUMS

Information Systems
Technology



HOW TO DOWNLOAD AND UPLOAD

FILES AND FOLDERS

20
24

FROM ONEDRIVE / TEAMS

You should sign into your OneDrive desktop application to download your OneDrive data. Click on **this link** to download the OneDrive application to your computer.



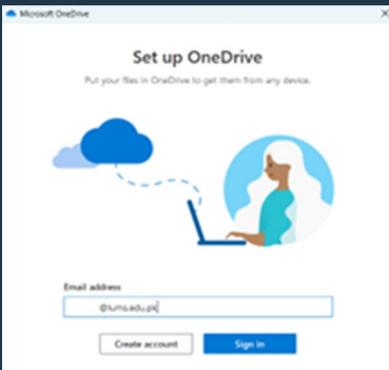
ist.lums.edu.pk



➤ After Installing, open OneDrive to Sign in.



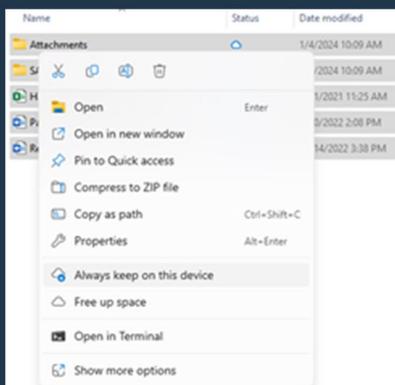
➤ Sign in with LUMS email credentials.



➤ When you log into your OneDrive, your data will be syncing with blue cloud sign

Name	Status
Attachments	☁
SAP GUI 7.7	☁ R
Hardware Assessment 48321	☁
Password Reset Portal Guide	☁
Ready tip	☁ R

➤ Select all these files and select "Always Keep on this device" by choosing this option your one drive data will be physically download on your local drive.



- > Your files are synced. Now you can copy data and paste it to your desired local /external drive.

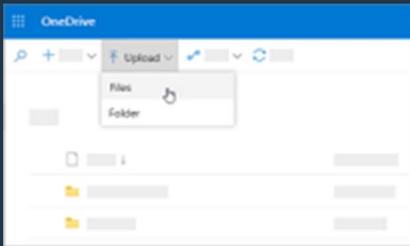
Name	Status
Attachments	✓
SAP GUI 7.7	✓ R
Hardware Assessment 48321	✓
Password Reset Portal Guide	✓
Ready tip	✓ R

How to Upload data:

You can upload files and folders to OneDrive Online to your computer with just a few clicks. Here's how:

You can store over 300 types of files on OneDrive. Sign-in to OneDrive with Microsoft Edge/Google Chrome by visiting **this link** or you can use OneDrive desktop app to upload data.

1. **Select Upload > Files or Upload > Folder.**
2. **Select the files or folder you want to upload.**
3. **Select Open or Select Folder.**



Note:

MS Teams also saves its data on OneDrive, so visit the link [Files Storage in MS Teams](#) for more information.



For queries, feel free to write us
helpdesk@lums.edu.pk