

SSOE 2 – M365 Files Download Quick Guide (*Students*)

V1.0





M365 Files Download

MOE M365 T&L Student Account Deactivation

Page

[3](#)

Installation of Applications

Install OneDrive App on Desktop

[5](#)

Install OneDrive Mobile App

[6](#)

Install Teams Client on Desktop

[7](#)

Install Teams Mobile App

[8](#)

OneDrive

Download Files from OneDrive Web

[10](#)

Download Files from OneDrive App on Desktop

[11](#)

Download Files from OneDrive Mobile App

[12](#)

Teams

Download Files from Teams Web

[15](#)

Download Files from Teams Client on Desktop

[16](#)

Download Files from Teams Mobile App

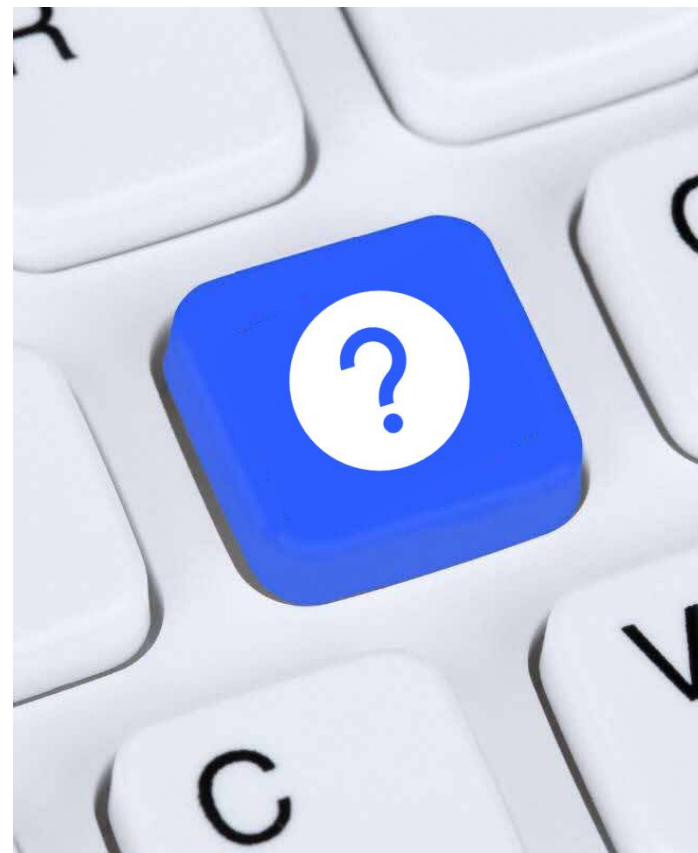
[17](#)



Support Options for Students

[24](#)

OVERVIEW



MOE M365 T&L Student Account Deactivation



What will happen to my account or files after I graduate?

Your MIMS account will be deactivated on **1 Jan 2027 (following your graduation year)**, and your M365 account and all associated data will be **deleted**.



What do I need to do?

1 Download files from OneDrive & Teams to your Personal Device by 31 Dec 2026

Follow this guide to download your files from OneDrive and Teams before your MIMS / M365 account is deactivated. We encourage you to download or save your files **in advance**.

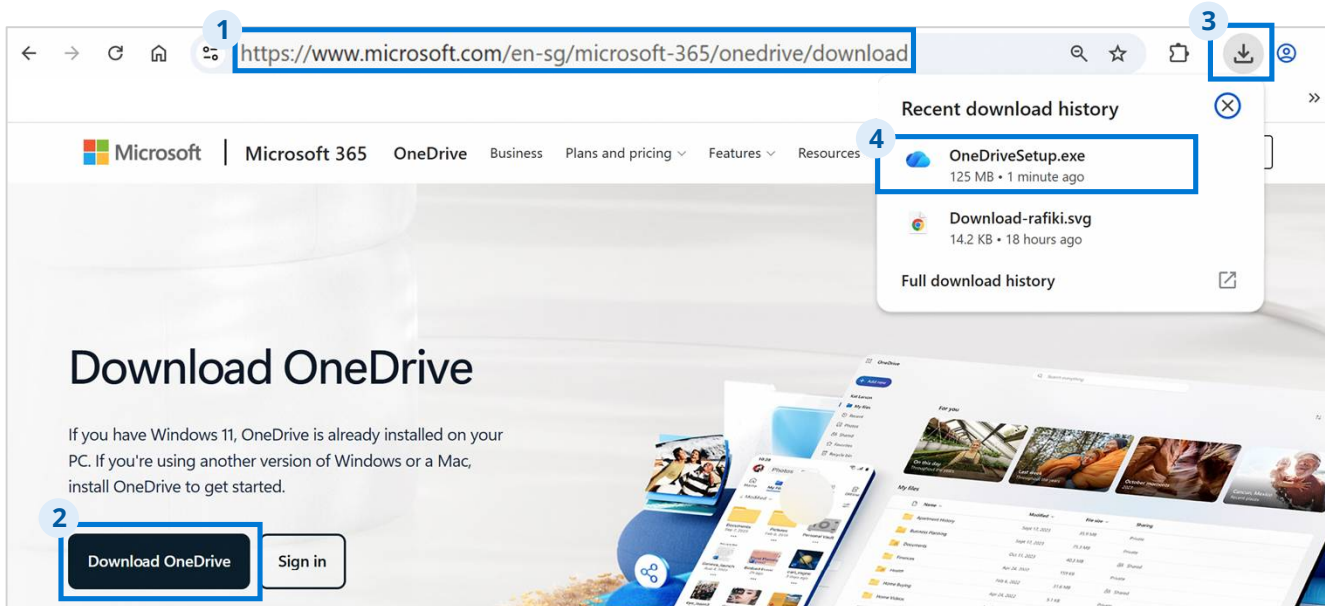
2 Stop using MOE M365 T&L OneDrive and Teams

Once you have **finished downloading** the files, please:

- (1) **Sign out** of OneDrive and Teams
- (2) **Stop adding files** onto the MOE M365 T&L OneDrive or Teams.

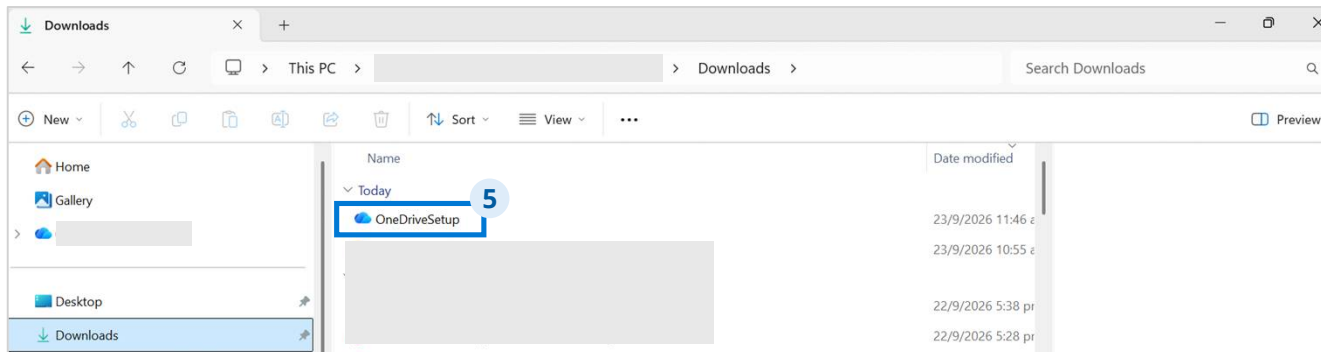
Installation of Applications

Install OneDrive App on Windows Device

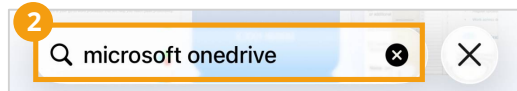
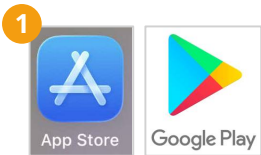


Note: Reminder to use your *personal device*.

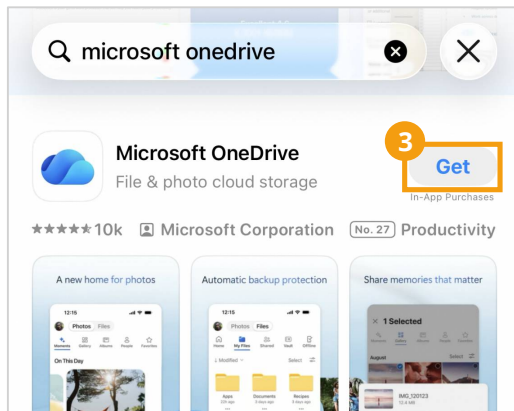
- 1 Access this link via web browser on your Personal Device:
<https://www.microsoft.com/en-sg/microsoft-365/onedrive/download>
- 2 Click on **"Download OneDrive"**.
- 3 Click on the  **downloads icon** to access the downloaded file.
- 4 Select **"OneDriveSetup.exe"**
- 5 **Double click** on **"OneDriveSetup"** to run the installer. Follow the on-screen instructions to complete installation.



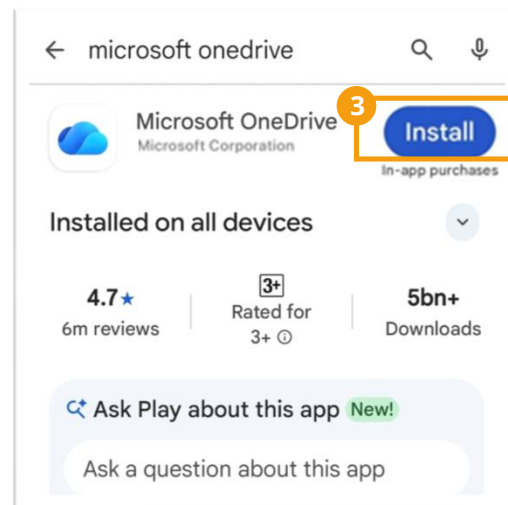
Install OneDrive Mobile App (iOS / Android)



iOS – App Store



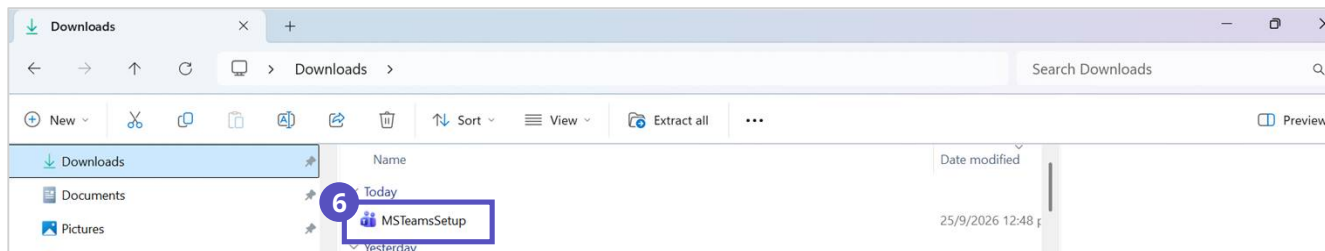
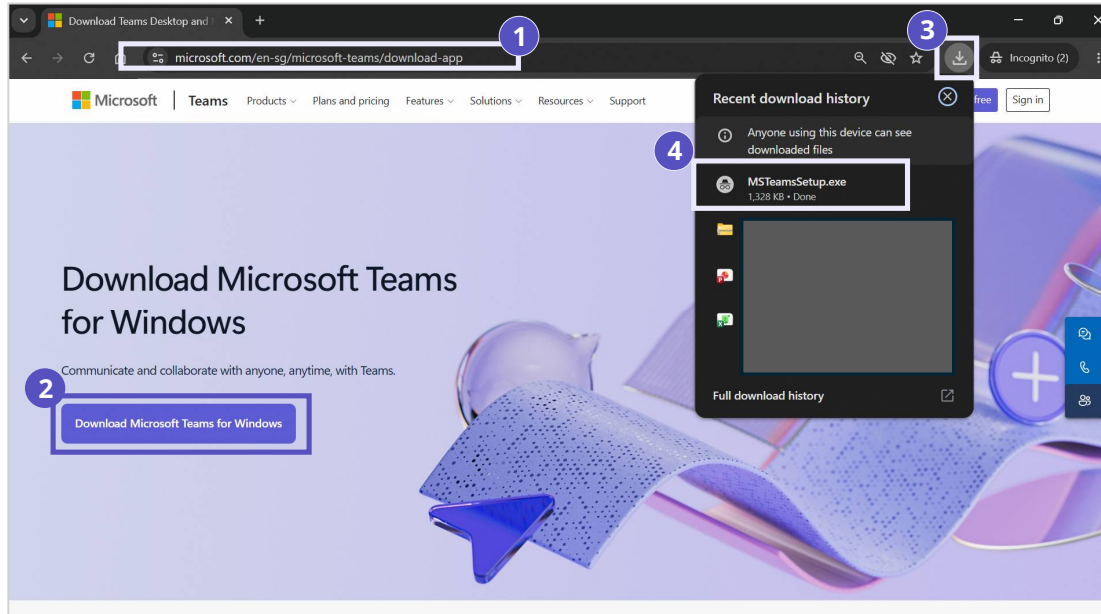
Android – Play Store



Note: Reminder to use your **personal device**.

- 1 Download Microsoft OneDrive at:
 - For iOS, go to **App Store**.
 - For Android, go to **Play Store**.
- 2 Search **"Microsoft OneDrive"**.
- 3 Click to install OneDrive mobile app:
 - For iOS, click **"Get"**.
 - For Android, click **"Install"**.

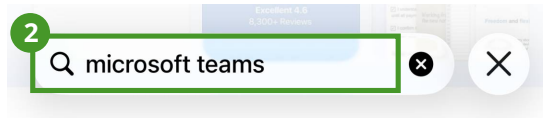
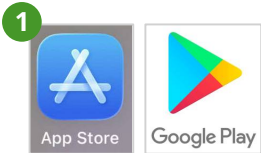
Install Teams Client on Desktop



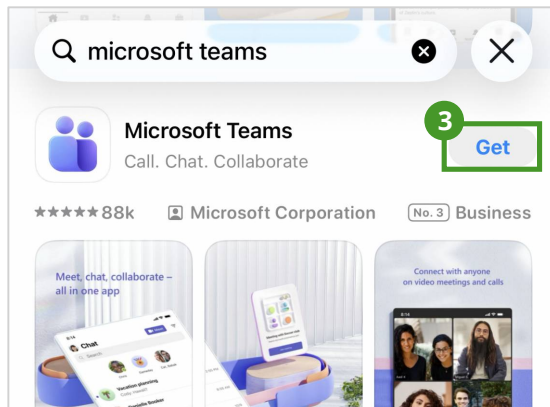
Note: Reminder to use your **personal device**.

- 1 Access this link via web browser on your Personal Device:
<https://www.microsoft.com/en-sg/microsoft-teams/download-app>
- 2 Click on **"Download Microsoft Teams for Windows"**.
- 3 Click on the  **downloads icon** to access the downloaded file.
- 4 Select **"MSTeamsSetup.exe"**
- 6 **Double click** on **"MSTeamsSetup.exe"** to run the installer. Follow the on-screen instructions to complete installation.

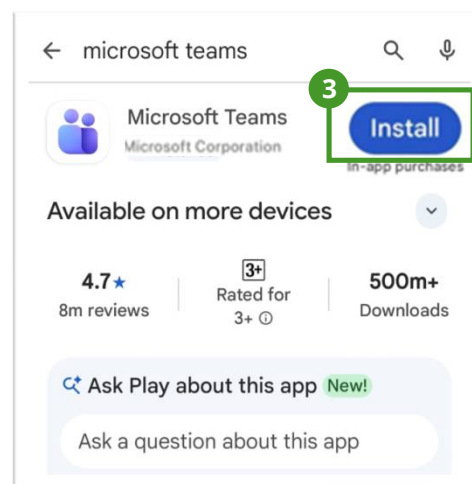
Install Teams Mobile App (iOS / Android)



iOS – App Store



Android – Play Store



Note: Reminder to use your **personal device**.

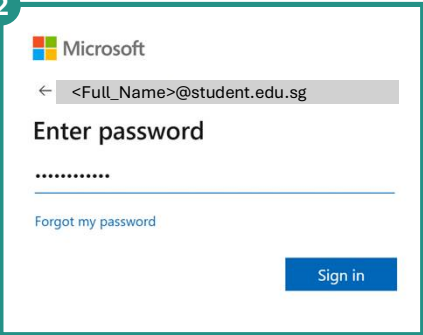
- 1 Download Microsoft Teams at:
 - For iOS, go to **App Store**.
 - For Android, go to **Play Store**.
- 2 Search **"Microsoft Teams"**.
- 3 Click to install Teams mobile app:
 - For iOS, click **"Get"**.
 - For Android, click **"Install"**.



Download Files from OneDrive Web

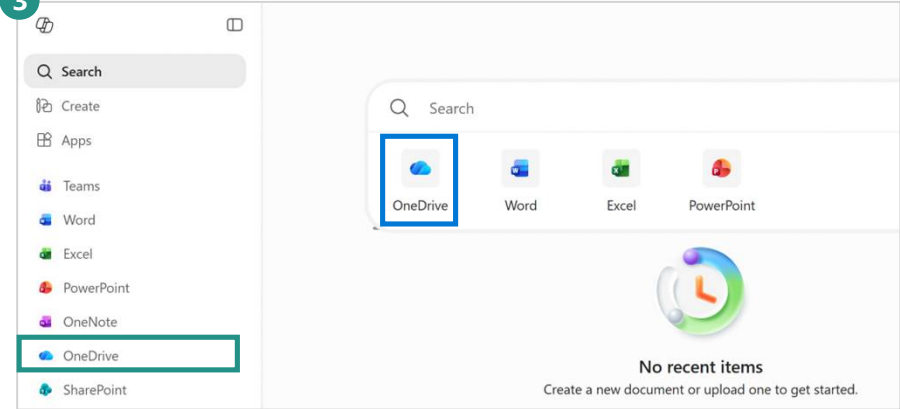


2



Microsoft
<Full_Name>@student.edu.sg
Enter password
.....
Forgot my password
Sign in

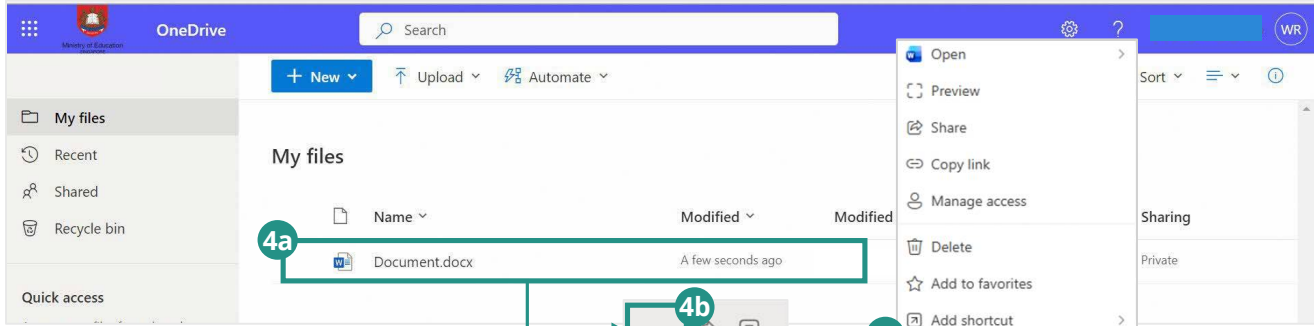
3



Search
Create
Apps
Teams
Word
Excel
PowerPoint
OneNote
OneDrive
SharePoint

OneDrive Word Excel PowerPoint
No recent items
Create a new document or upload one to get started.

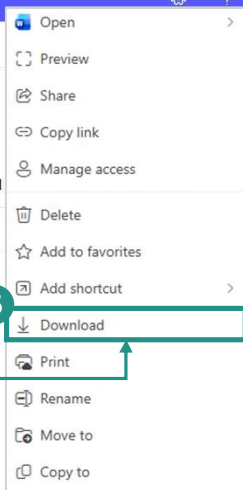
4a



OneDrive
My files
Recent
Shared
Recycle bin
Quick access

My files
Name Modified
Document.docx A few seconds ago

4b



Open
Preview
Share
Copy link
Manage access
Delete
Add to favorites
Add shortcut
Download
Print
Rename
Move to
Copy to

5

Note: Reminder to download files to your **personal device**.

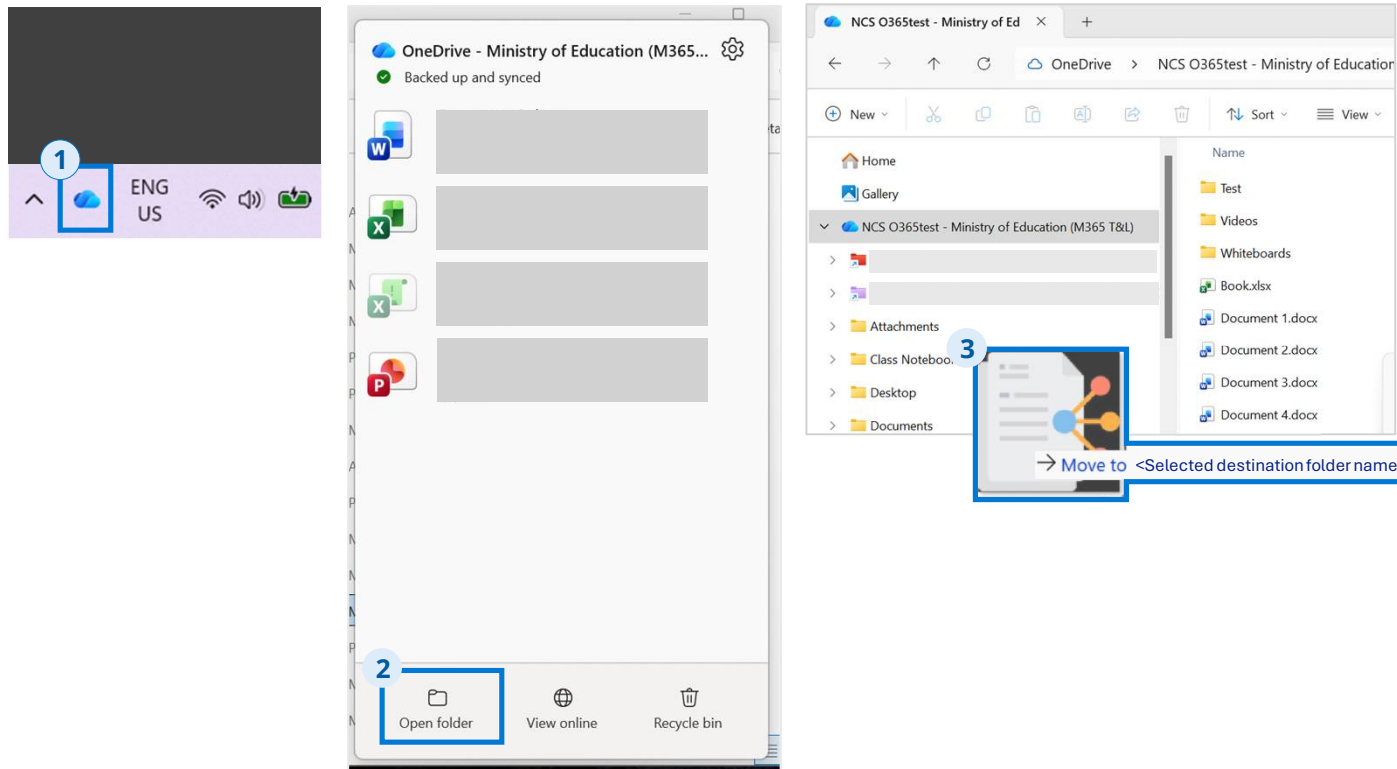
- 1 Access your OneDrive via the supported web browser on your personal device:
[Office.com](https://office.com)
- 2 Login using your **MIMS** username and password.
- 3 Select **"OneDrive"**.
- 4 Right-click on the **document** you want to download, or click the **three dots** that appear when you hover over the file.
- 5 Select **"Download"** to save the selected file to your device.



Important: Once you have finished downloading the files, please:

- (1) **Sign out** of OneDrive
- (2) **Stop adding files** onto the MOE M365 T&L OneDrive.

Download Files from OneDrive App on Windows Device



Note: Reminder to download files to your **personal device**.

- 1 Access OneDrive from the system tray at the bottom-right corner of your screen.
- 2 Click on **"Open folder"**. It will bring you to your file browser (e.g. *File Explorer* for Windows, *Finder* for macOS).
- 3 **Drag and drop** the files/folder you wish to save into your desired destination folder.



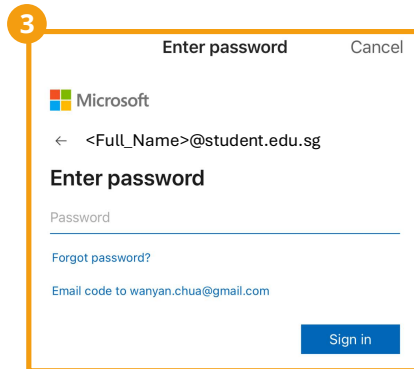
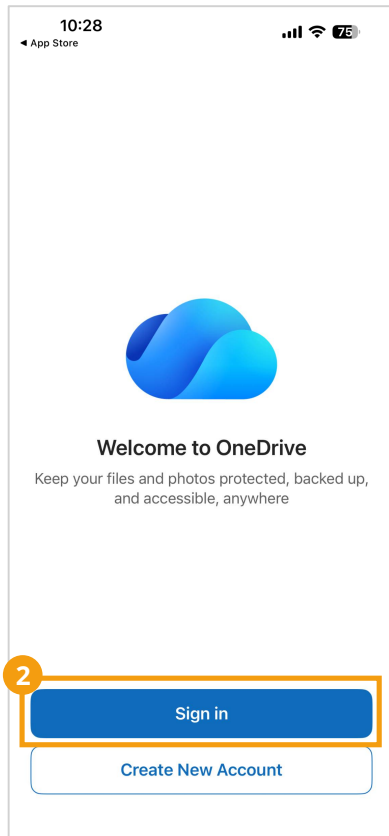
Important: Once you have finished saving the files, please:

- (1) **Sign out** of OneDrive
- (2) **Stop adding files** onto the MOE M365 T&L OneDrive.

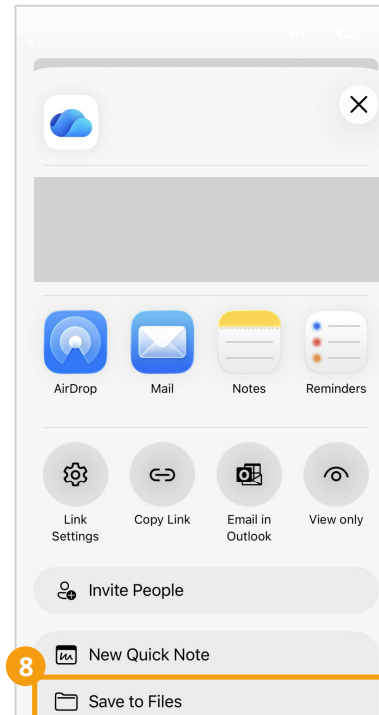
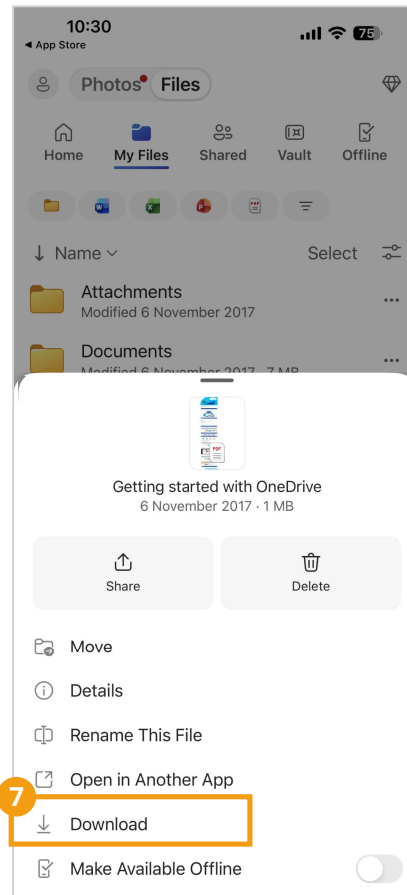
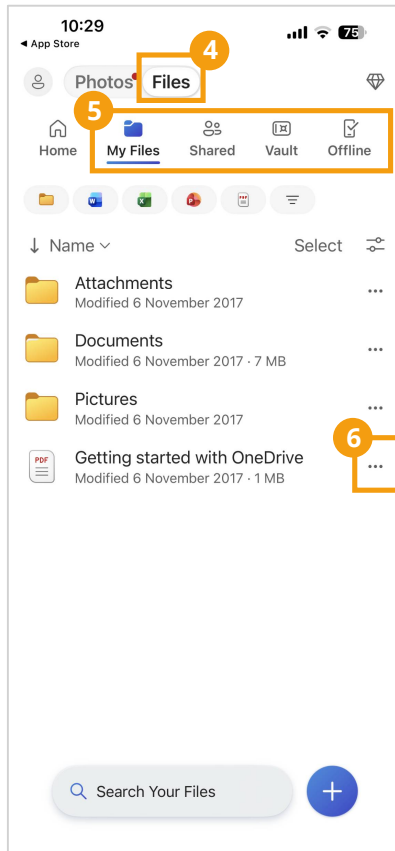
Download Files from OneDrive **Mobile App** (iOS / Android) (1 of 2)

Note: Reminder to download files to your **personal device**.

- 1 Open your OneDrive mobile app
- 2 Select **"Sign in"**.
- 3 Sign in with your **MIMS** username and password.



Download Files from OneDrive Mobile App (iOS / Android) (2 of 2)



Note: Reminder to download files to your **personal device**.

- 4 Open your OneDrive mobile app and go to **"Files"**.
- 5 Select based on your file destination.
- 6 Click the **three dots** that appear when you hover over the file.
- 7 Select **"Download"**.
- 8 Choose **"Save to Files"** and select the folder you wish to save in.

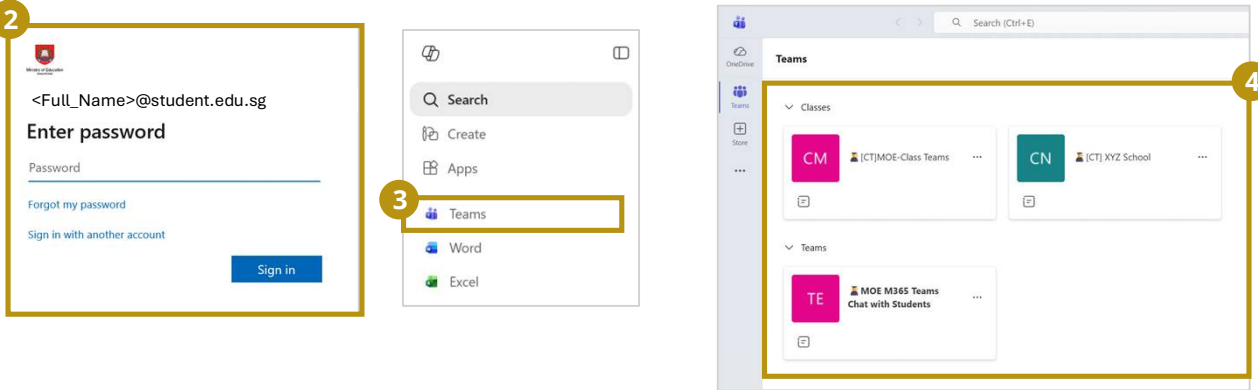


Important: Once you have finished saving the files, please:

- (1) **Sign out** of OneDrive
- (2) **Stop adding files** onto the MOE M365 T&L OneDrive.

Teams

Download Files from Teams Web



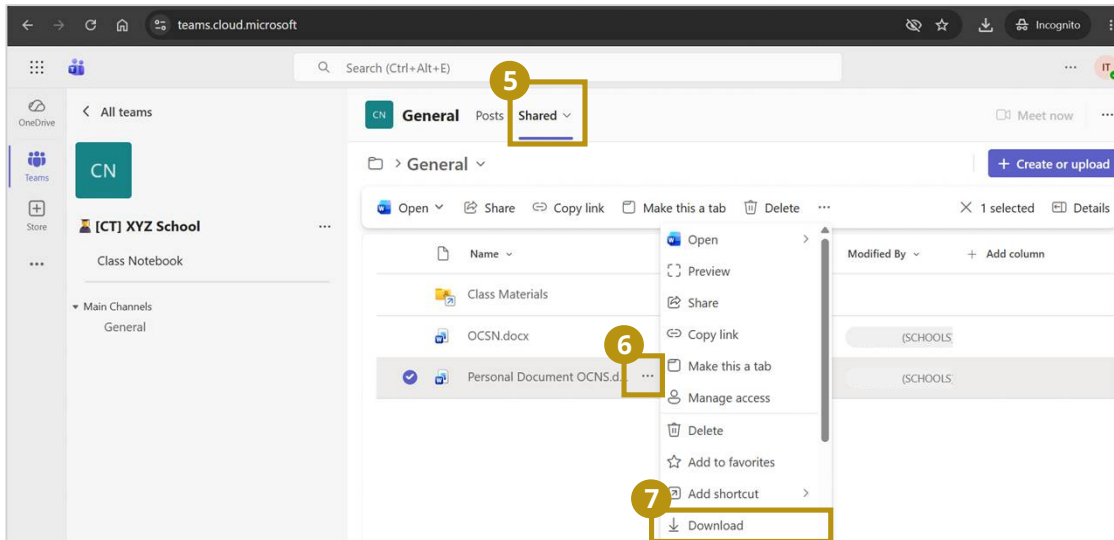
Note: Reminder to use your **personal device**.

- 1 Access your Teams via the supported web browser on your personal device: [Office.com](https://office.com)
- 2 Login using your **MIMS** username and password.
- 3 Select **"Teams"**.
- 4 Select your desired **Class / Team**.
- 5 Go to the **"Shared"** tab.
- 6 Click the **three dots** that appear when you hover over the file.
- 7 Select **"Download"**.
 - Your files will be downloaded to the 'Downloads' folder

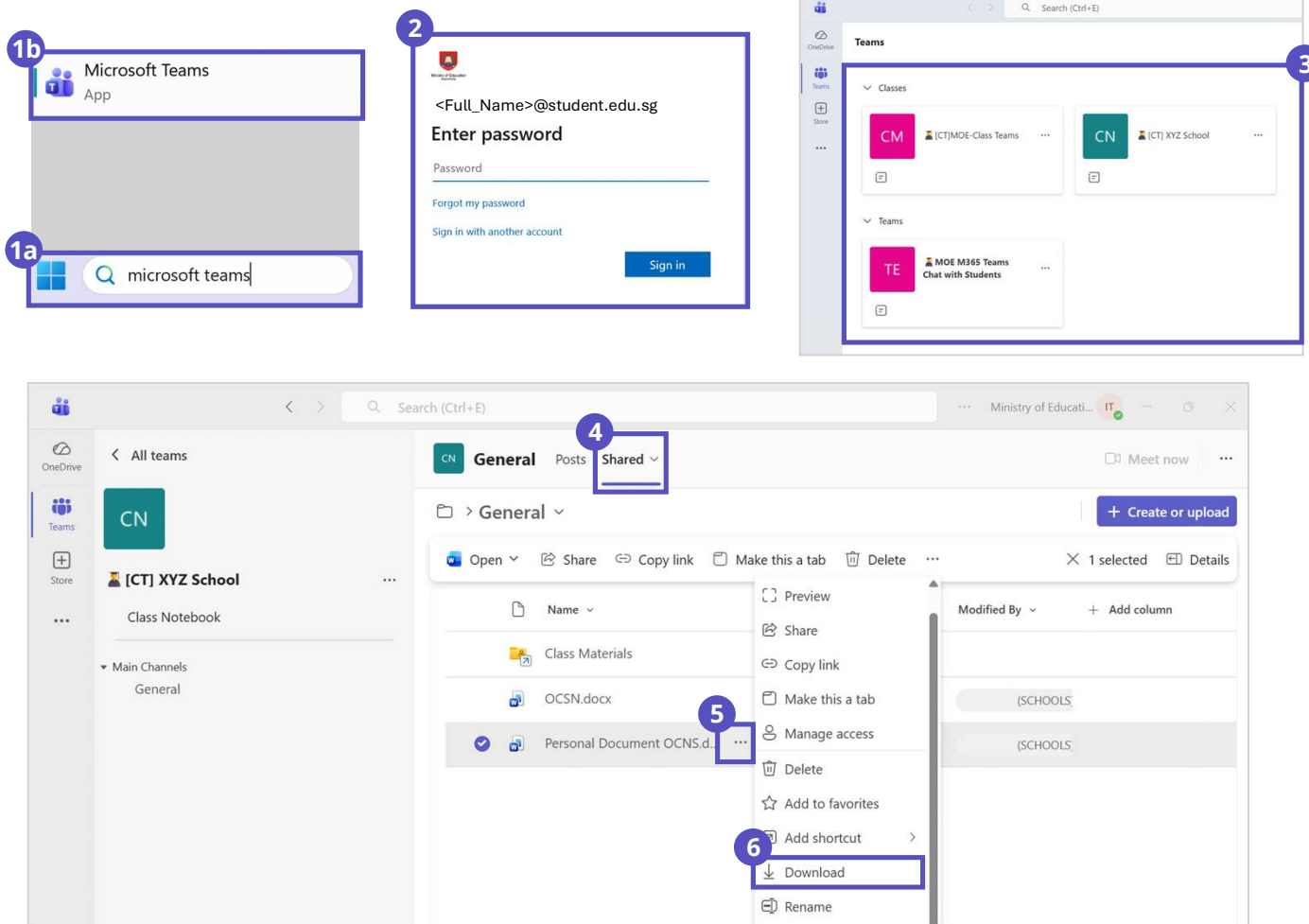


Important: Once you have finished downloading the files, please:

- (1) **Sign out** of Teams
- (2) **Stop adding files** onto the MOE M365 T&L Teams



Download Files from Teams Client on Windows Device



Note: Reminder to use your *personal device*.

- 1 Search for **"Microsoft Teams"** on your desktop and click to open the app.
- 2 Sign in with your **MIMS** username and password.
- 3 Select your desired **Class / Team**.
- 4 Go to the **"Shared"** tab.
- 5 Click the **three dots** that appear when you hover over the file.
- 6 Select **"Download"**.
 - Your files will be downloaded to the 'Downloads' folder

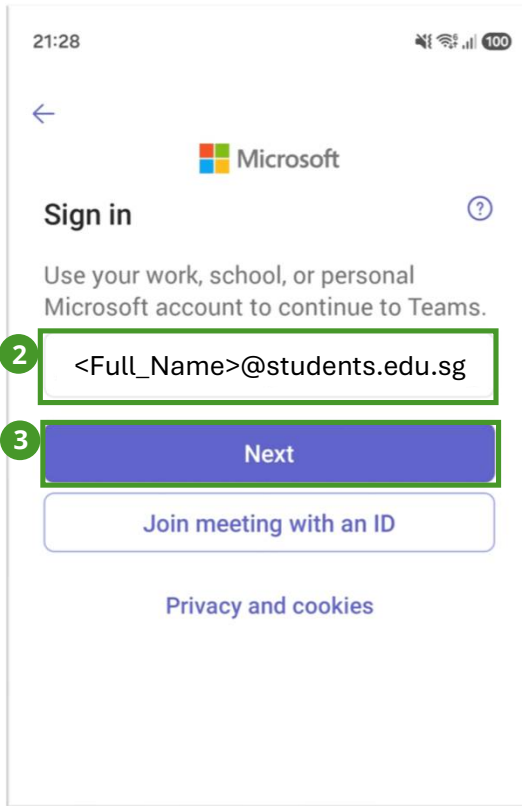


Important: Once you have finished downloading the files, please:

- (1) **Sign out** of Teams
- (2) **Stop adding files** onto the MOE M365 T&L Teams

Download Files from Teams Mobile App (iOS) (1 of 3)

Sign in to Teams



21:28

Microsoft

Sign in

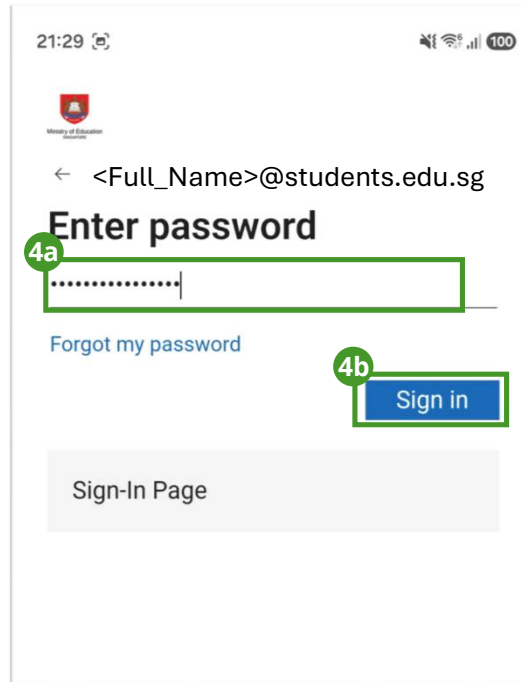
Use your work, school, or personal Microsoft account to continue to Teams.

2 <Full_Name>@students.edu.sg

3 Next

Join meeting with an ID

Privacy and cookies



21:29

Ministry of Education

<Full_Name>@students.edu.sg

Enter password

4a

Forgot my password

4b Sign in

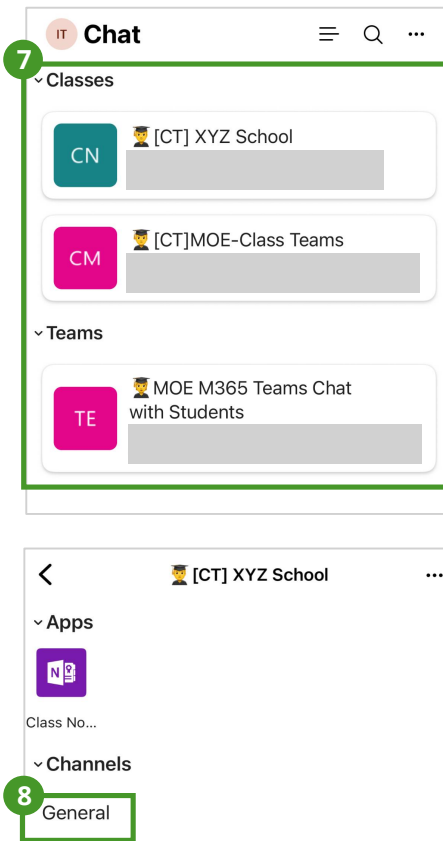
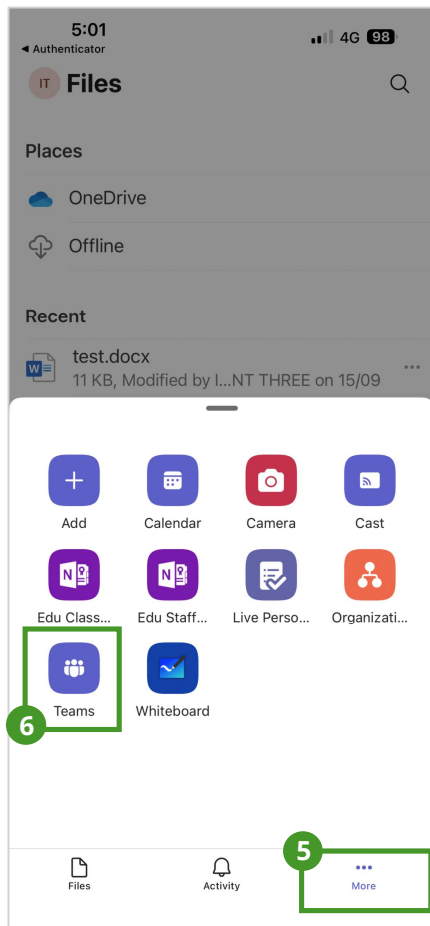
Sign-In Page

Note: Reminder to download files to your **personal device**.

- 1 Open your Microsoft Teams mobile app
- 2 Enter your **MIMS** username.
- 3 Select **"Next"**.
- 4 Enter your **MIMS** password and click **"Sign in"**.

Download Files from Teams Mobile App (iOS) (2 of 3)

Go to the Teams channel you want to download the files from



Note: Reminder to download files to your **personal device**.

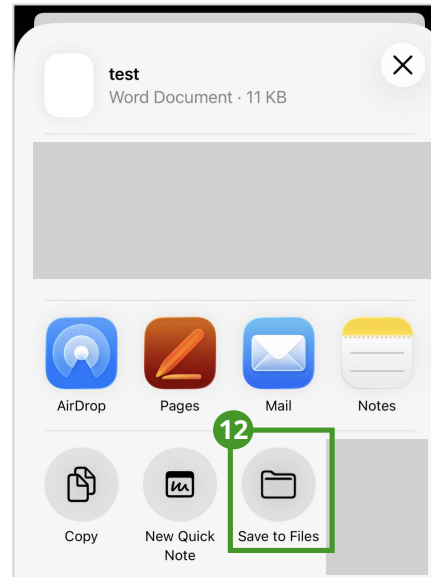
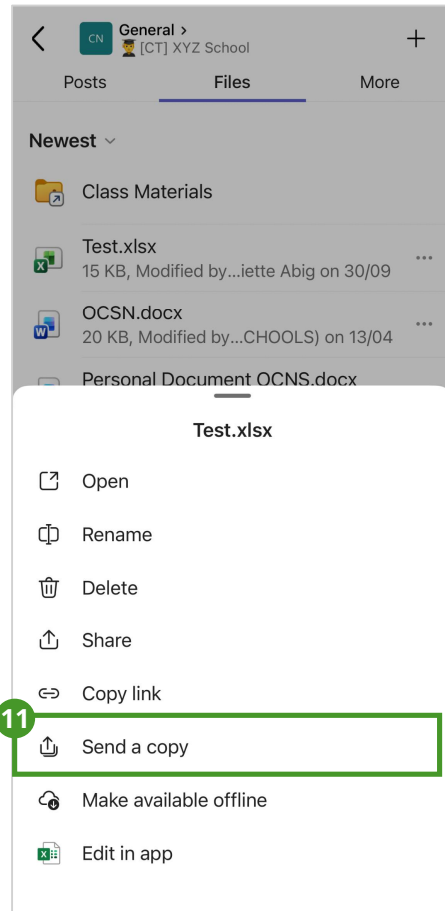
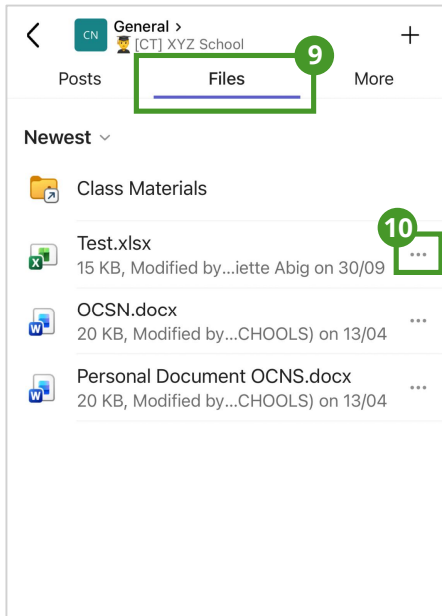
- 5 Go to **"More"**.
- 6 Select **"Teams"**.
- 7 Select your desired **Class / Team**.
- 8 Select the **Channel**.

Continue steps to download files at:

- For iOS, go to [pg 19](#).
- For Android, go to [pg 20](#).

Download Files from Teams Mobile App (iOS) (3 of 3)

Save the files



Note: Reminder to download files to your **personal device**.

- 9 Go to “Files”.
- 10 Click the **three dots** next to the file you wish to download.
- 11 Select “**Send a copy**”.
- 12 Choose “**Save to Files**” and select the folder you wish to save in.

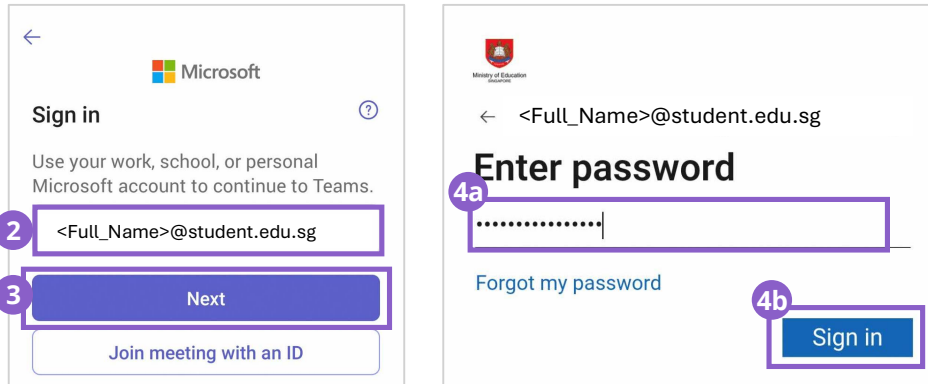


Important: Once you have finished saving the files, please:

- (1) **Sign out** of Teams
- (2) **Stop adding files** onto the MOE M365 T&L Teams.

Download Files from Teams Mobile App (Android) (1 of 3)

Sign in to Teams



Microsoft

Sign in

Use your work, school, or personal Microsoft account to continue to Teams.

2 <Full_Name>@student.edu.sg

3 Next

Join meeting with an ID

Ministry of Education

<Full_Name>@student.edu.sg

4a Enter password

4b Sign in

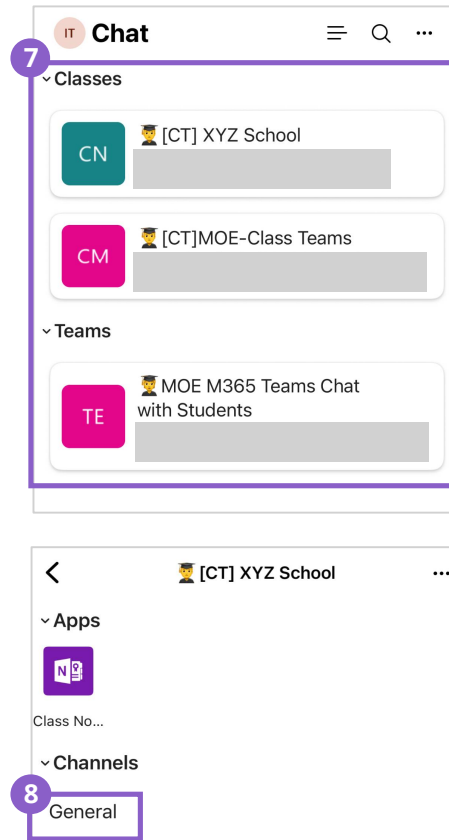
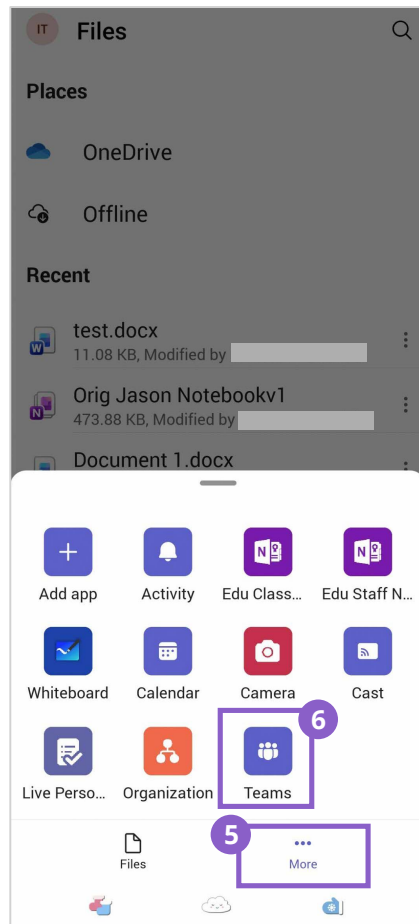
Forgot my password

Note: Reminder to download files to your **personal device**.

- 1 Open your Microsoft Teams mobile app
- 2 Enter your **MIMS** username.
- 3 Select **"Next"**.
- 4 Enter your **MIMS** password and click **"Sign in"**.

Download Files from Teams Mobile App (Android) (2 of 3)

Go to the Teams channel you want to download the files from

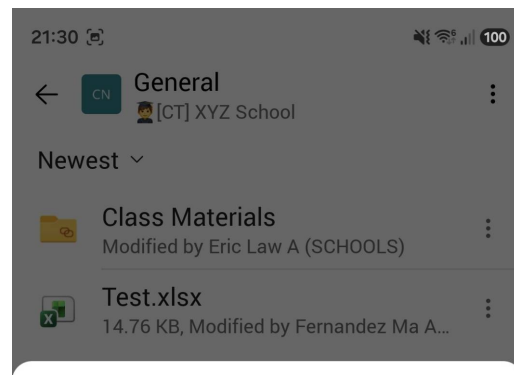
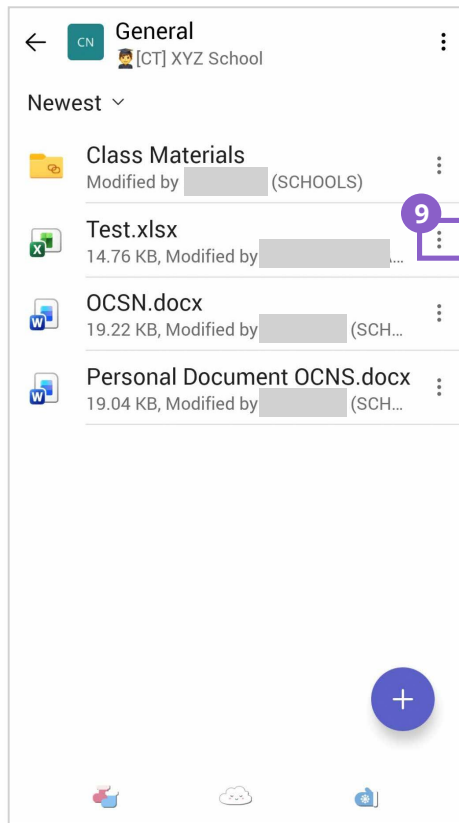


Note: Reminder to download files to your **personal device**.

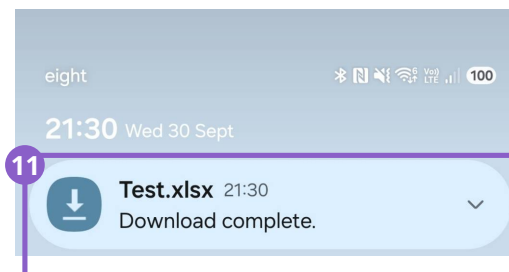
- 5 Go to **"More"**.
- 6 Select **"Teams"**.
- 7 Select your desired **Class / Team**.
- 8 Select the **Channel**.

Download Files from Teams Mobile App (Android) (3 of 3)

Go to the Teams channel you want to download the files from



- Open
- Download
- Rename
- Delete
- Share
- Copy link
- Open in app



Note: Reminder to download files to your **personal device**.

- Click the **three dots** next to the file you wish to download.
- Select **"Download"**.
- You will receive a notification once the download is complete.



Important: Once you have finished saving the files, please:

- Sign out** of Teams
- Stop adding files** onto the MOE M365 T&L Teams.

Support Options for **Students**

Please contact **your teacher** should you want further information regarding OneDrive/Teams or if you encounter any issues.



