

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

V1.0



OVERVIEW



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

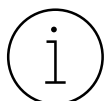
[15](#)

Download Files from Teams Client on Desktop

[16](#)

Download Files from Teams Mobile App

[17](#)



Support Options for Students

[24](#)



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**.

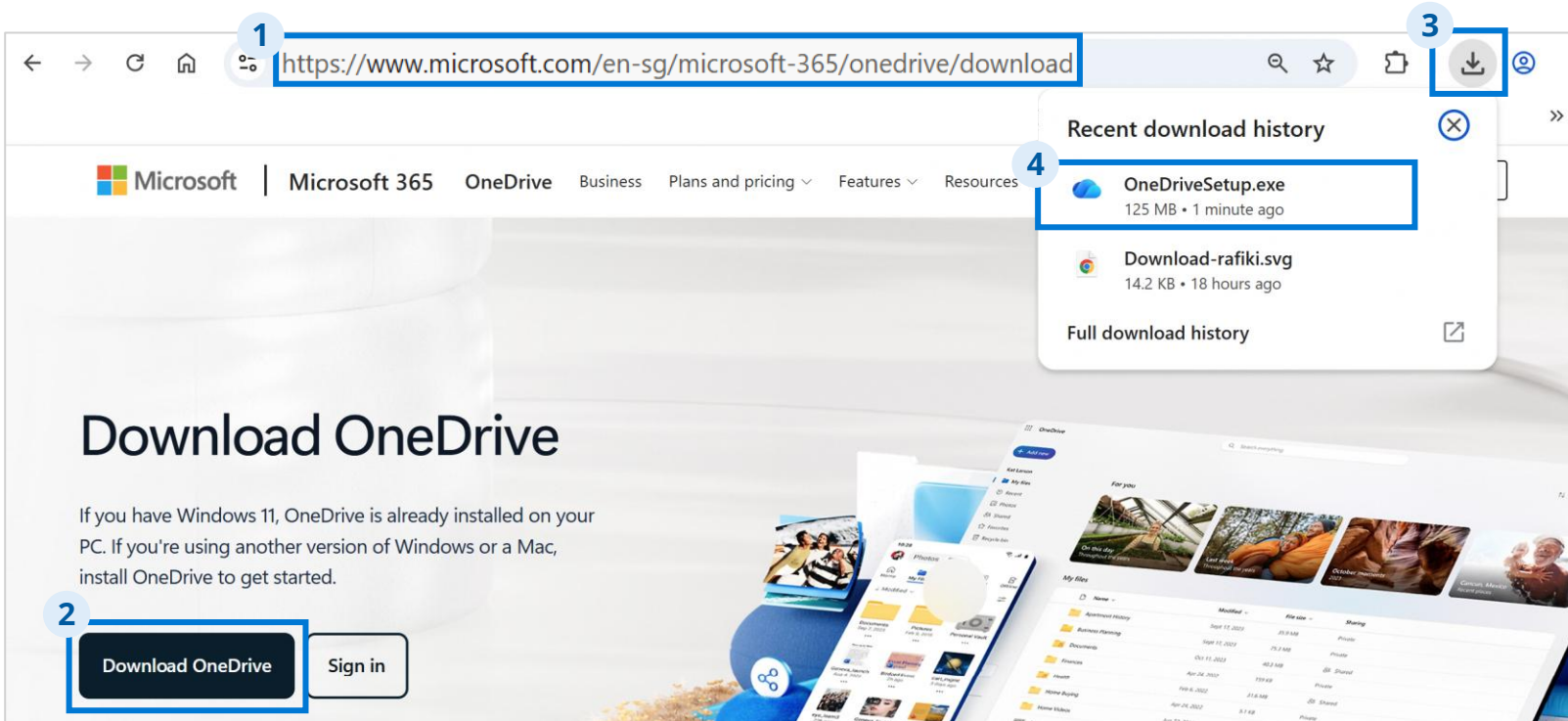
2 Stop using MOE M365 T&L OneDrive and Teams

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.

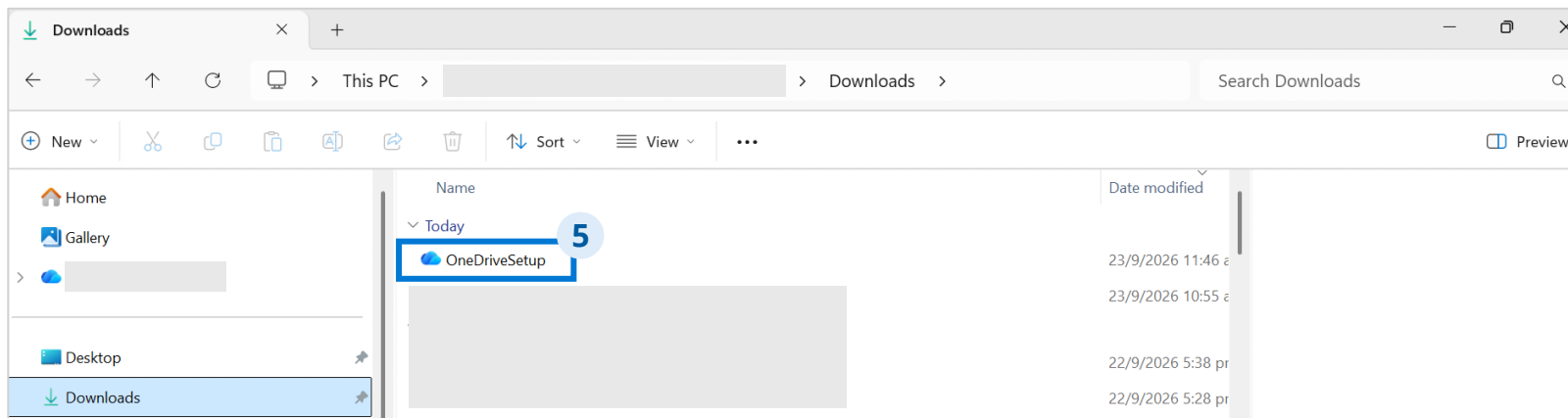
Installation of Applications

Install OneDrive App on Windows Device

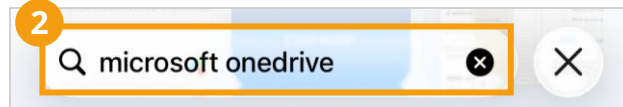
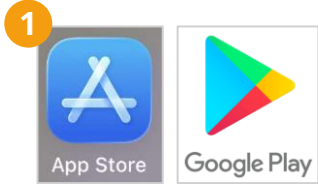


Note: Reminder to use your *personal device*.

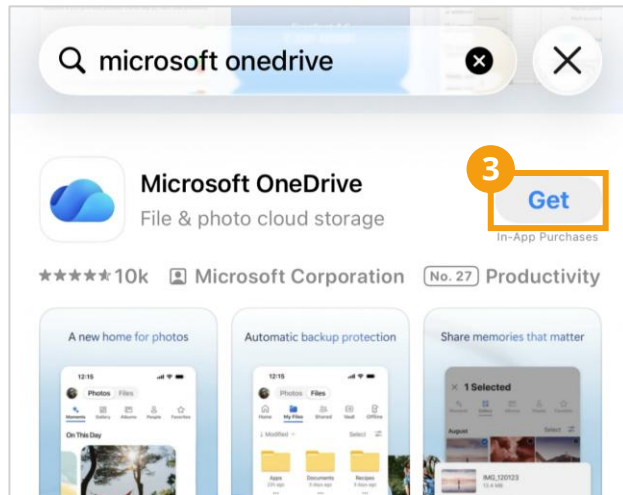
- 1 Access this link via web browser on your Personal Device:
<https://www.microsoft.com/en-sg/microsoft-365/onedrive/download>
- 2 Click on **“Download OneDrive”**.
- 3 Click on the  **downloads icon** to access the downloaded file.
- 4 Select **“OneDriveSetup.exe”**
- 5 **Double click** on **“OneDriveSetup”**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



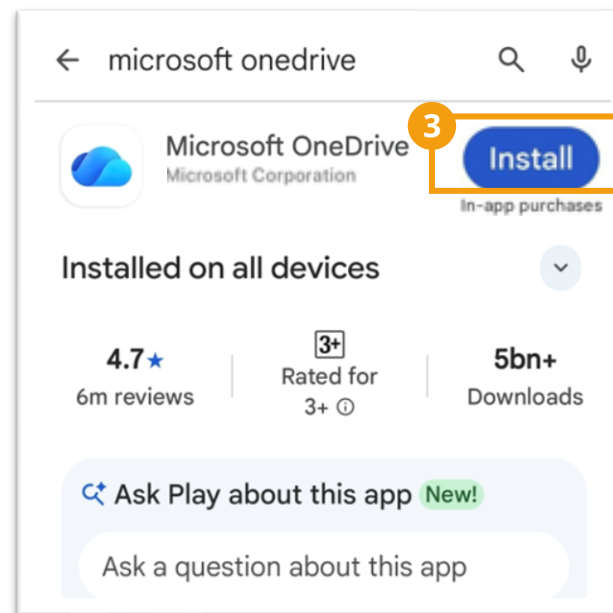
Install OneDrive Mobile App (iOS / Android)



iOS – App Store



Android – Play Store



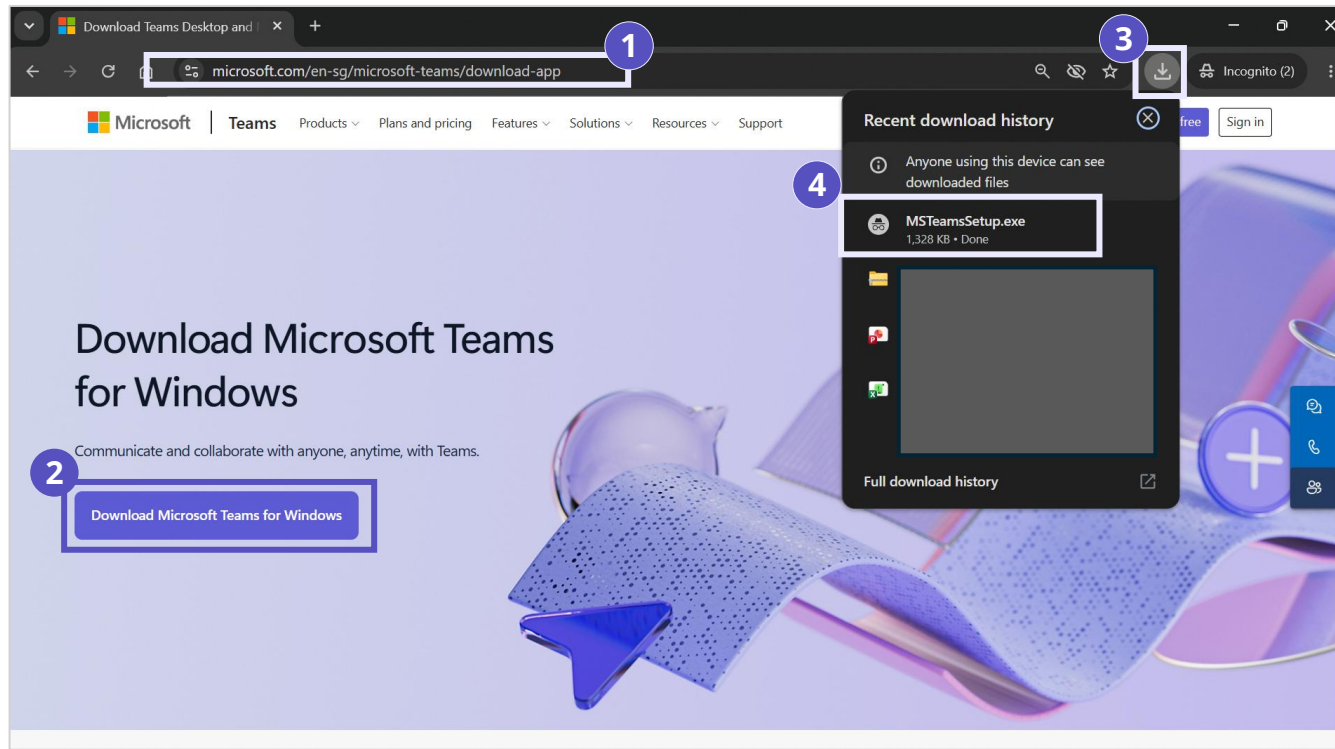
Note: Reminder to use your *personal device*.

- 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"**.

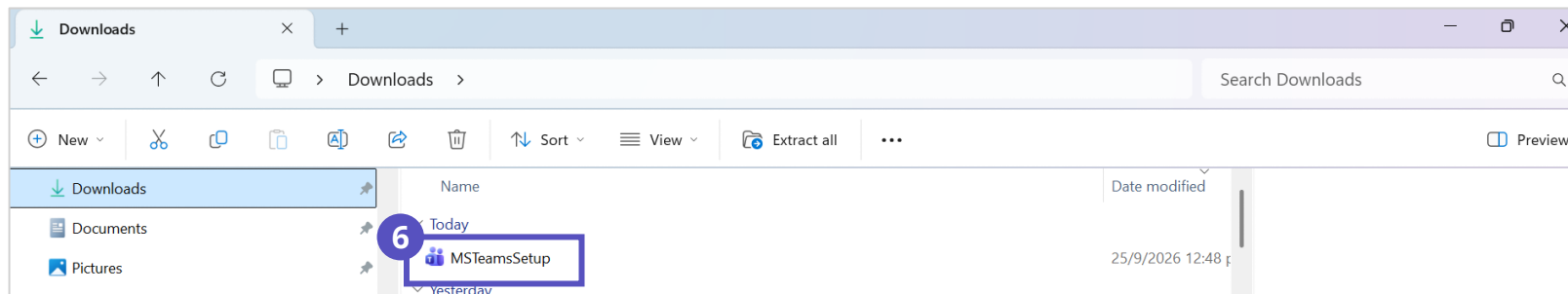
Install Teams Client on Desktop



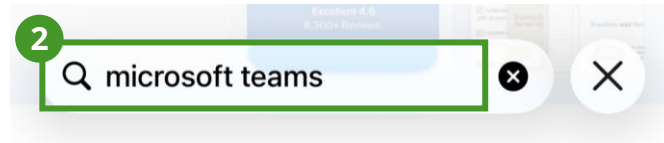
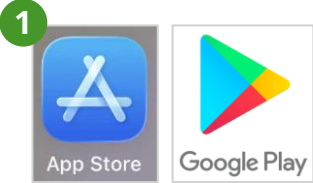
Note: Reminder to use your *personal device*.



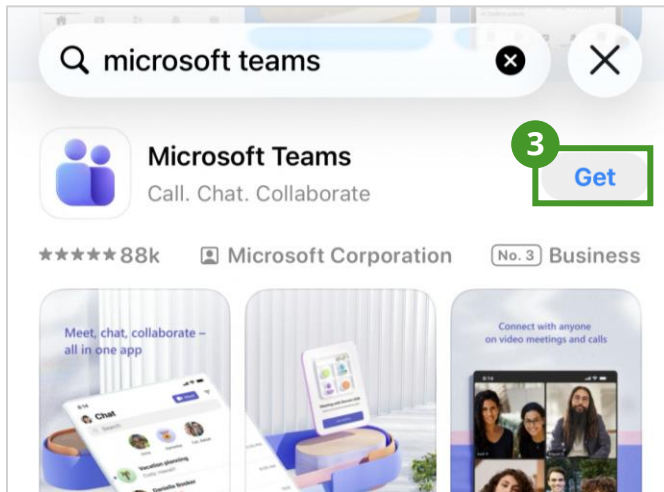
- 1 Access this link via web browser on your Personal Device:
<https://www.microsoft.com/en-sg/microsoft-teams/download-app>
- 2 Click on **“Download Microsoft Teams for Windows”**.
- 3 Click on the  **downloads icon** to access the downloaded file.
- 4 Select **“MSTeamsSetup.exe”**
- 6 **Double click**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



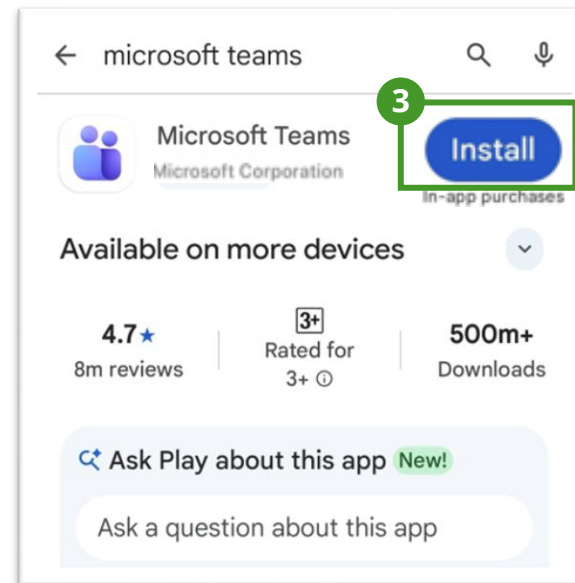
Install Teams Mobile App (iOS / Android)



iOS – App Store



Android – Play Store

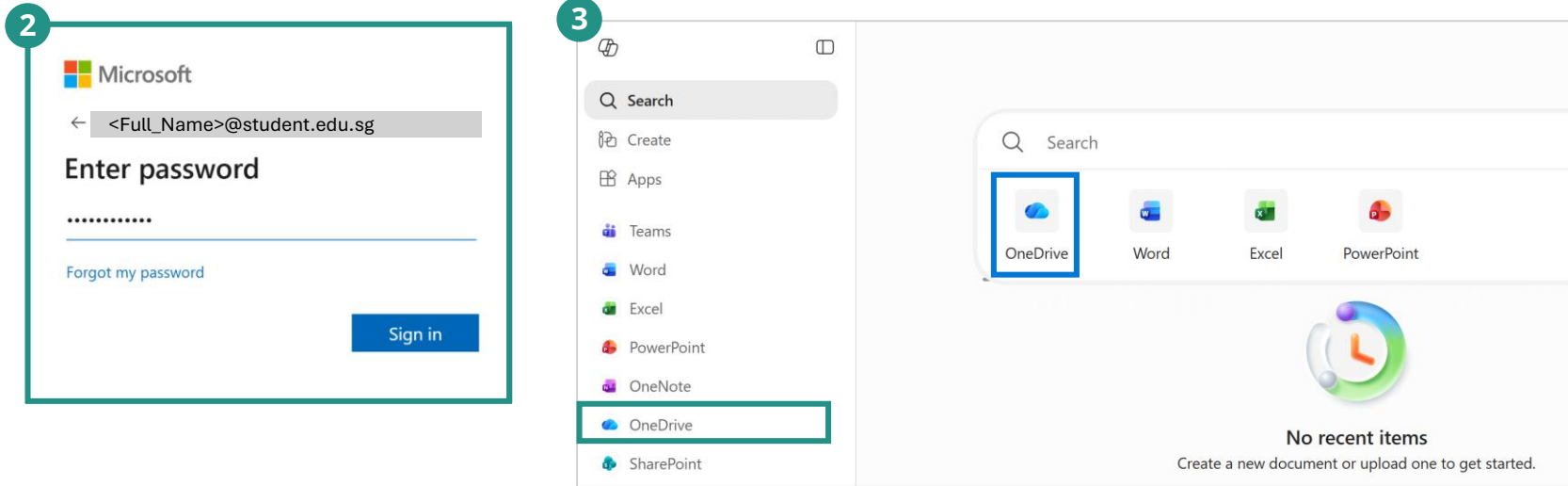


Note: Reminder to use your *personal device*.

- 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”**.

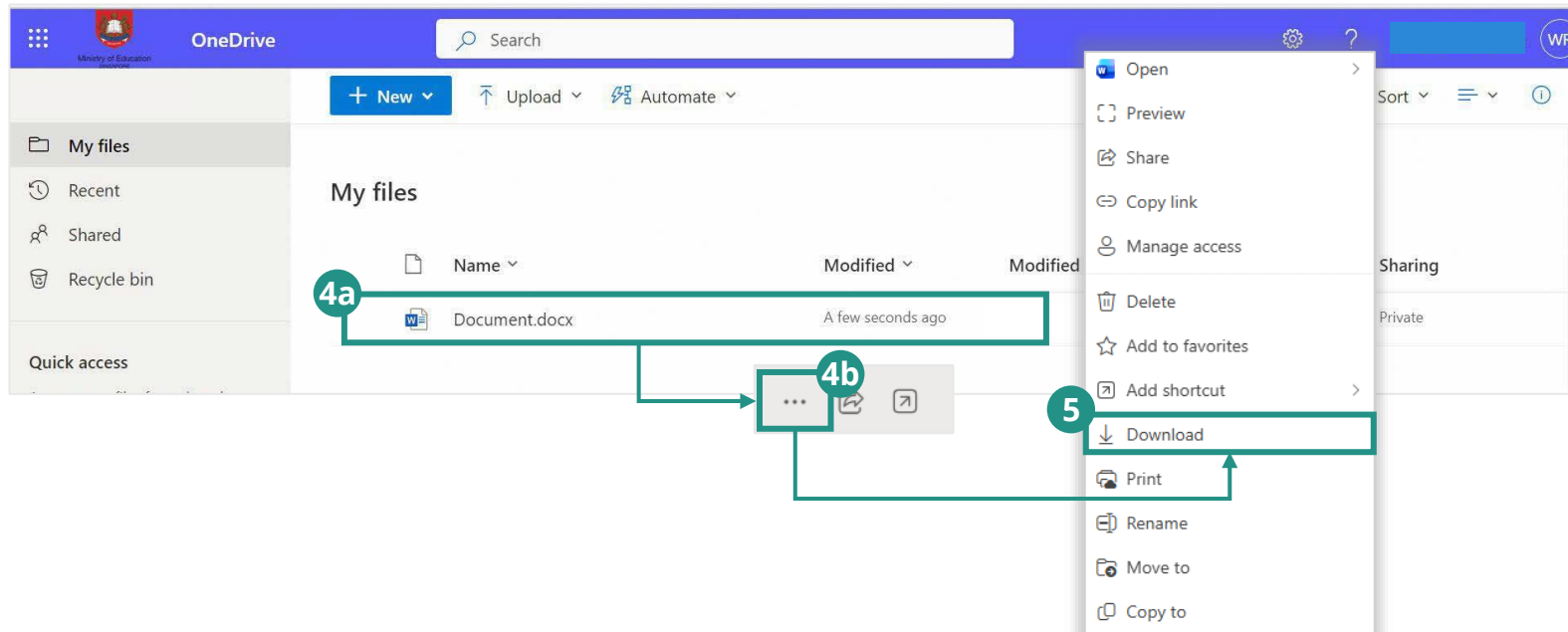


Download Files from OneDrive Web



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

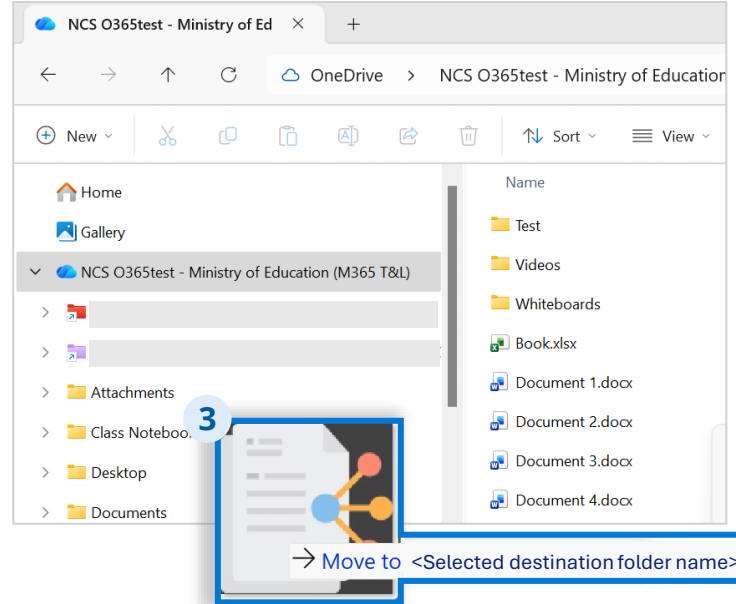
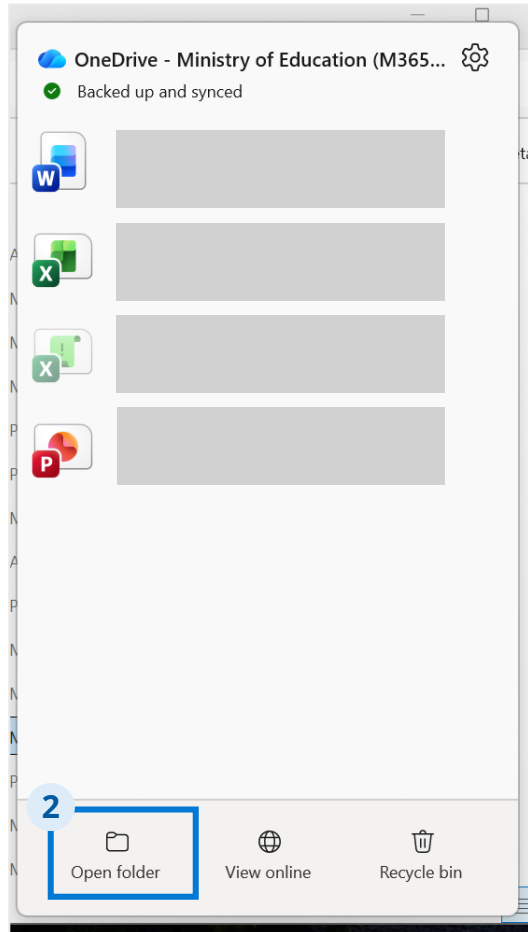
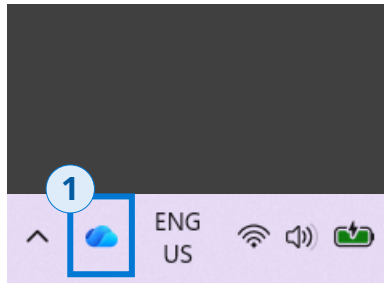
- 1 Access your OneDrive via the supported web browser on your personal device:
Office.com
- 2 Login using your **MIMS** username and password.
- 3 Select **"OneDrive"**.
- 4 Right-click on the **document** you want to download, or click the **three dots** that appear when you hover over the file.
-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

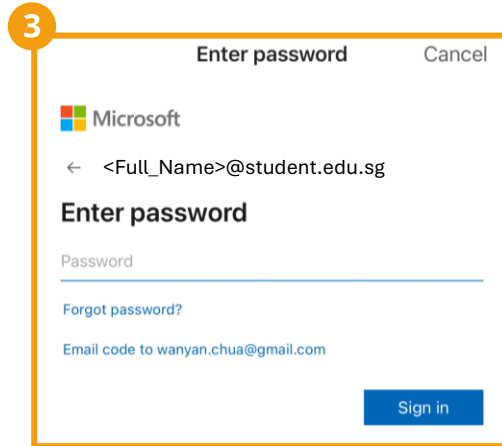
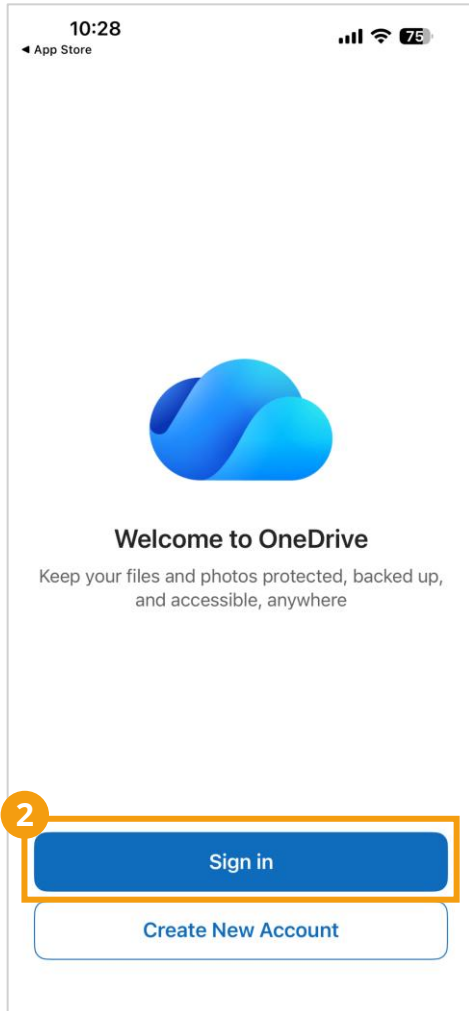
- 1 Access OneDrive from the system tray at the bottom-right corner of your screen.
- 2 Click on **"Open folder"**. It will bring you to your file browser (e.g. File Explorer for Windows, Finder for macOS).
- 3 **Drag and drop** the files/folder you wish to save into your desired destination folder.



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.

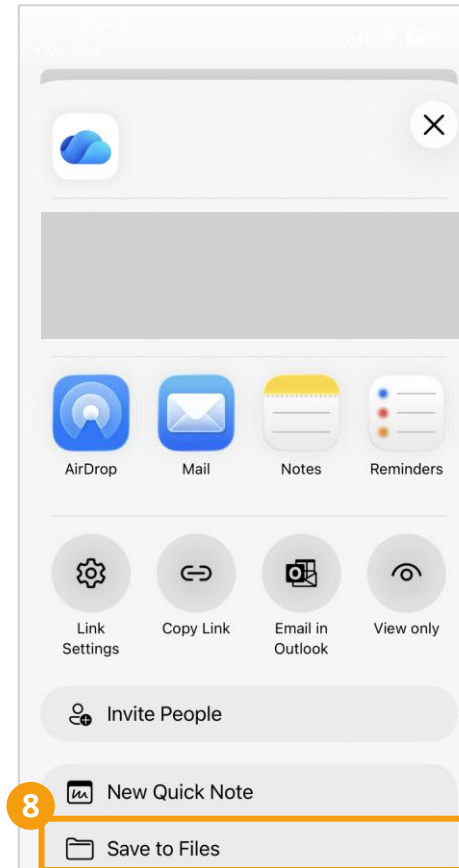
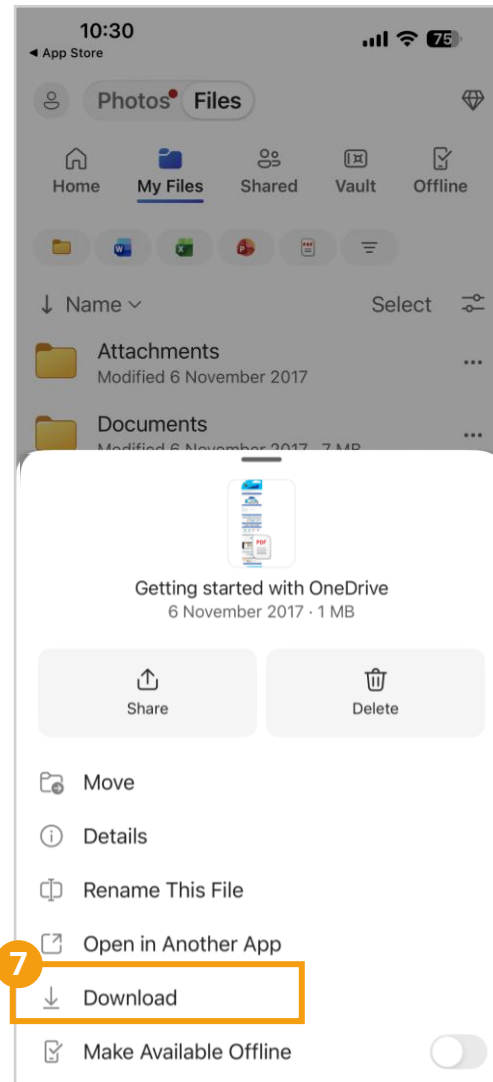
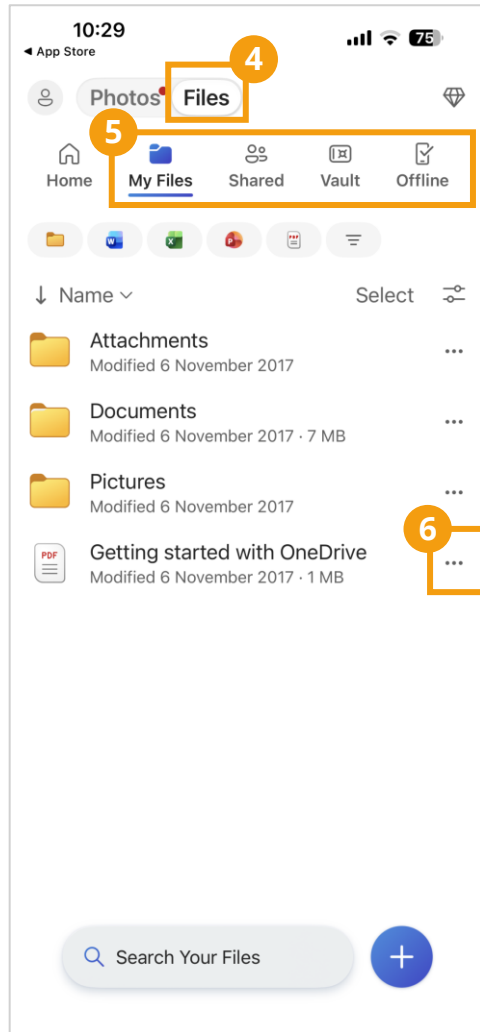
Download Files from OneDrive Mobile App (iOS / Android) (1 of 2)



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.

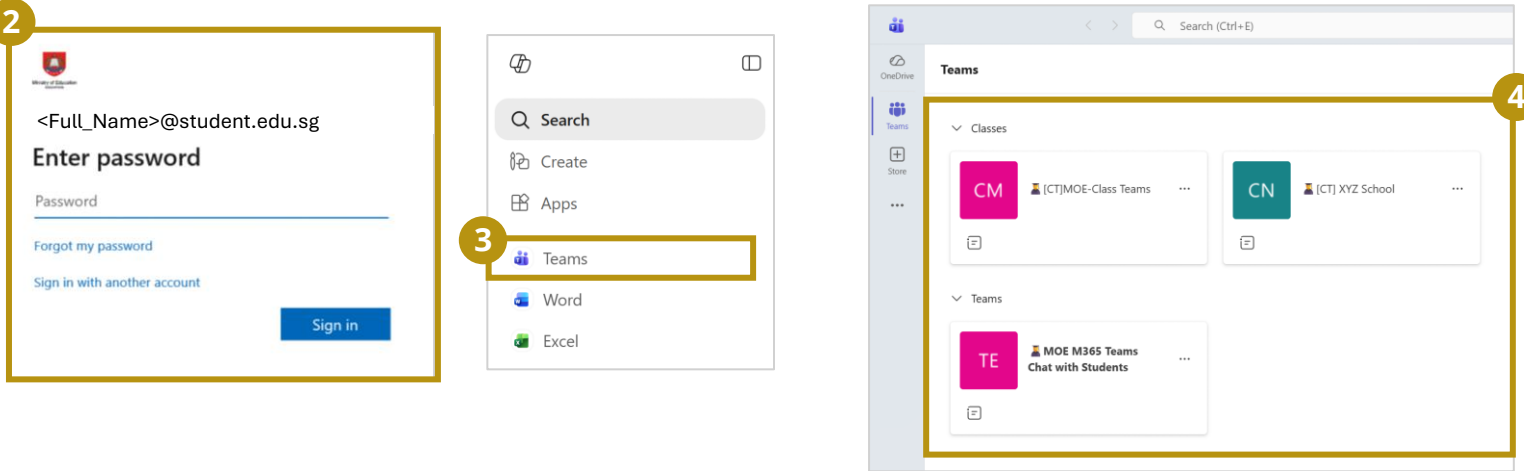


Important: Once you have finished saving the files, please:

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

Teams

Download Files from Teams Web



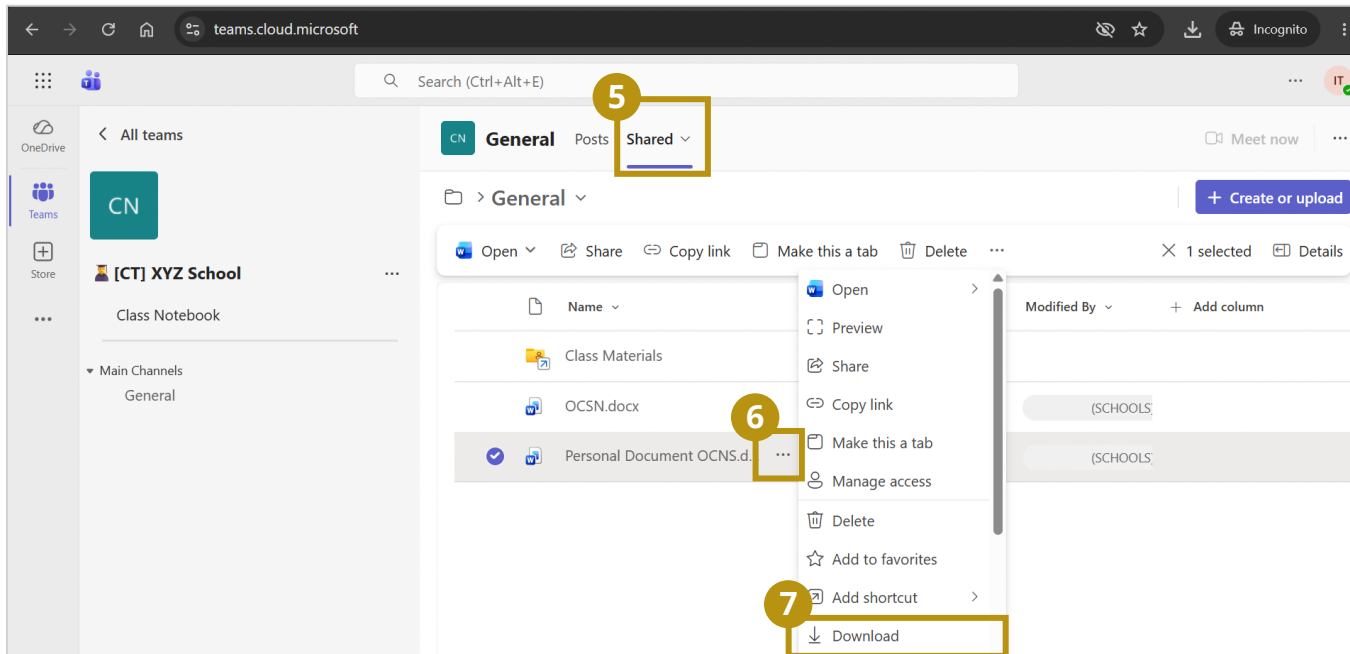
Note: Reminder to use your *personal device*.

- 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

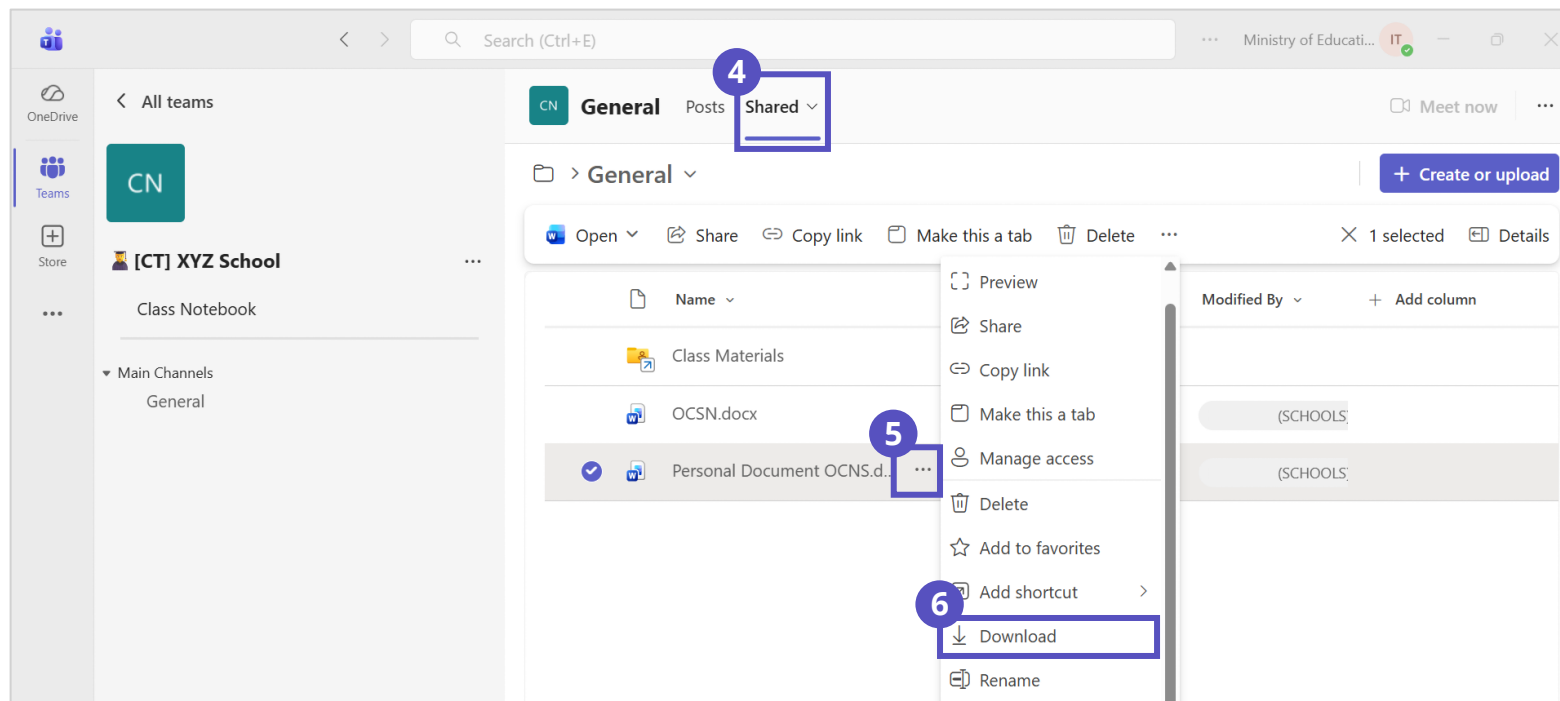
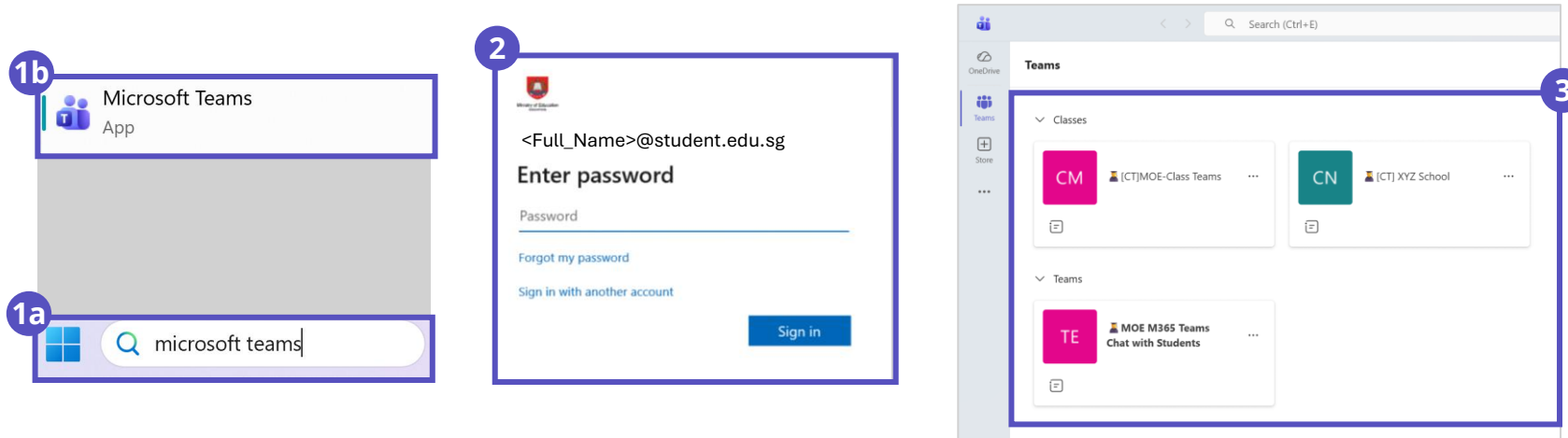


Important: Once you have finished downloading the files, please:

- (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

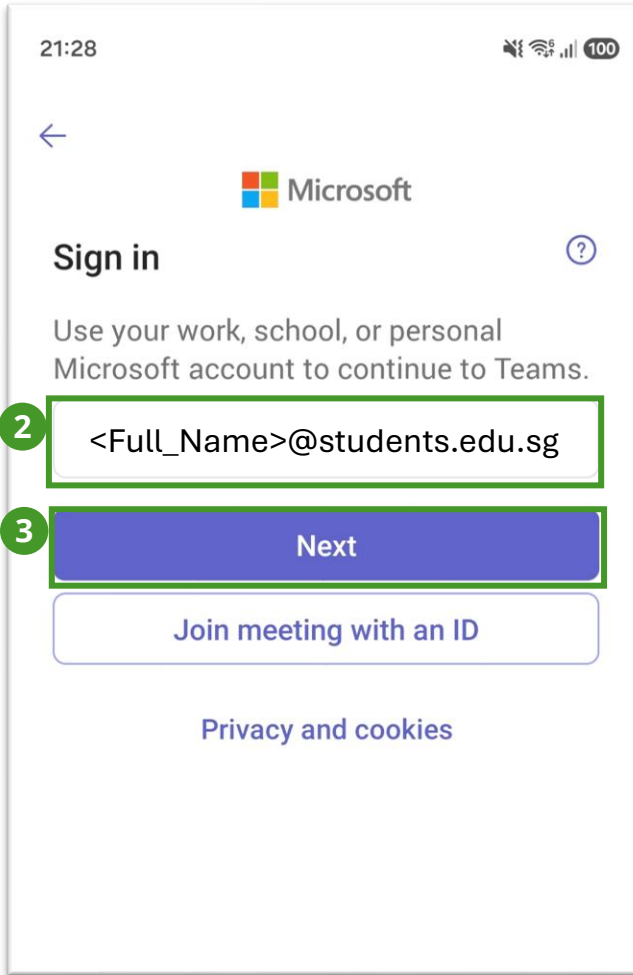


Important: Once you have finished downloading the files, please:

- (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

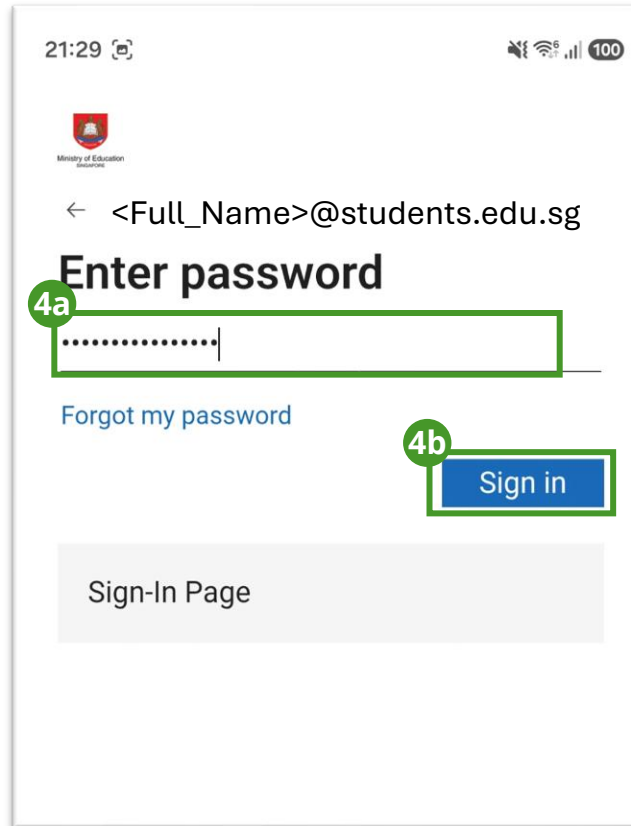
Use your work, school, or personal Microsoft account to continue to Teams.

2 <Full_Name>@students.edu.sg

3 Next

Join meeting with an ID

Privacy and cookies



21:29

Ministry of Education Singapore

<Full_Name>@students.edu.sg

Enter password

4a

Forgot my password

4b Sign in

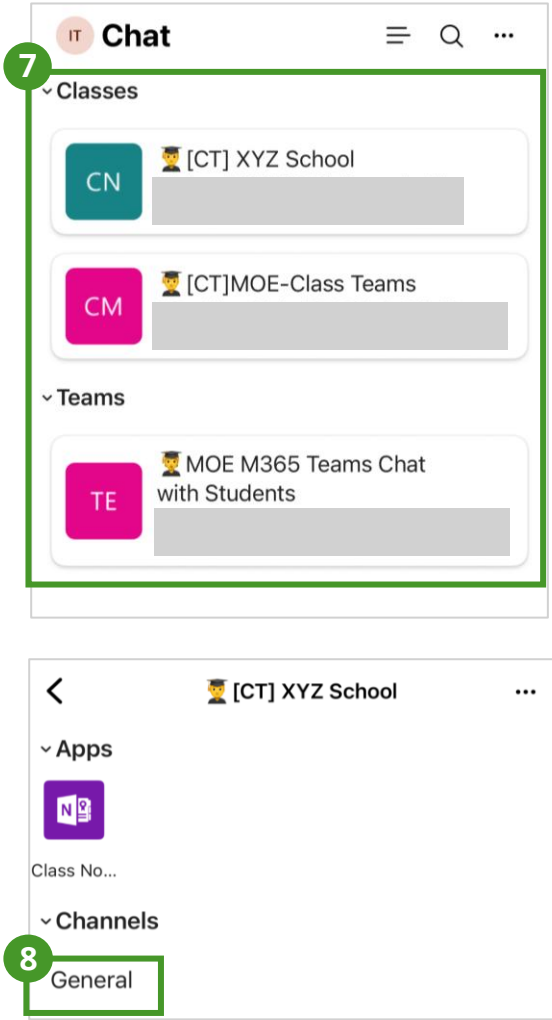
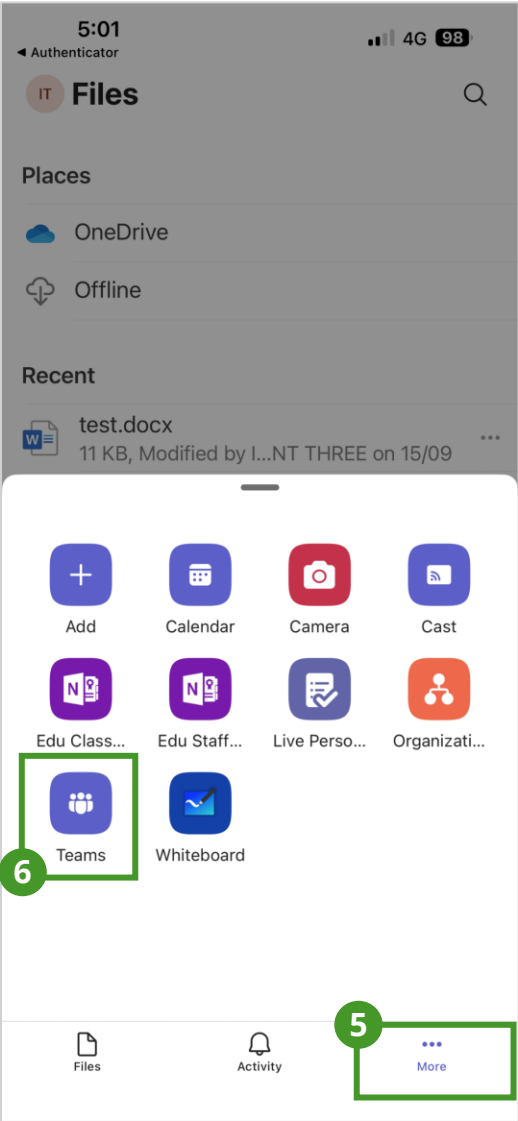
Sign-In Page

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*.

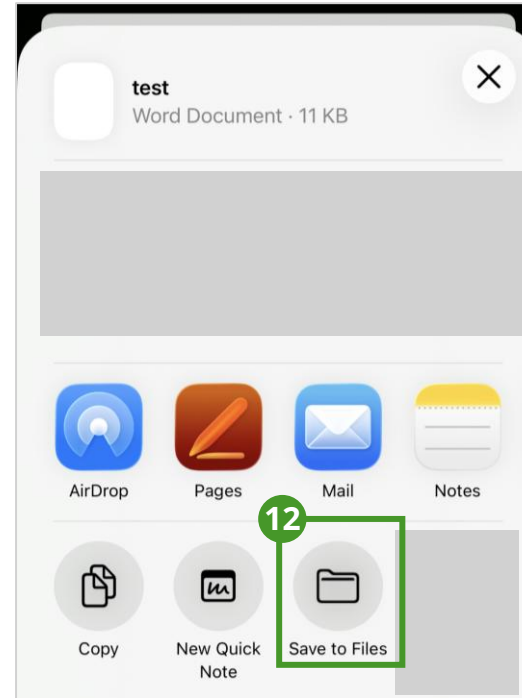
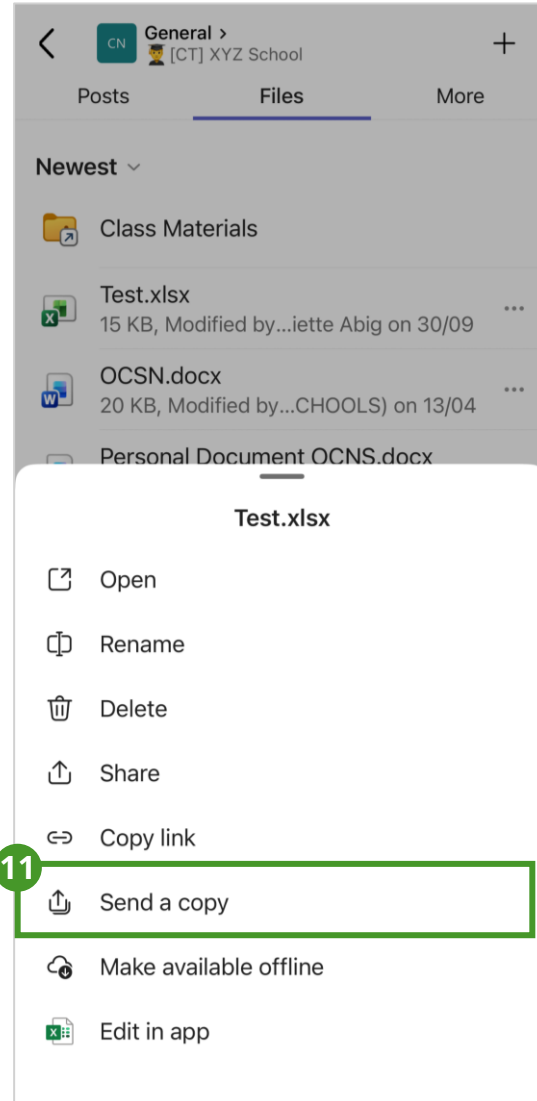
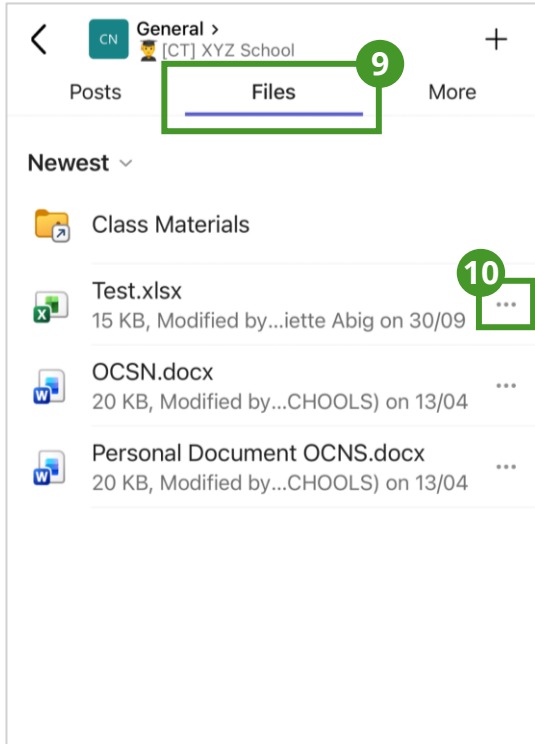
- 5 Go to **"More"**.
- 6 Select **"Teams"**.
- 7 Select your desired **Class / Team**.
- 8 Select the **Channel**.

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.

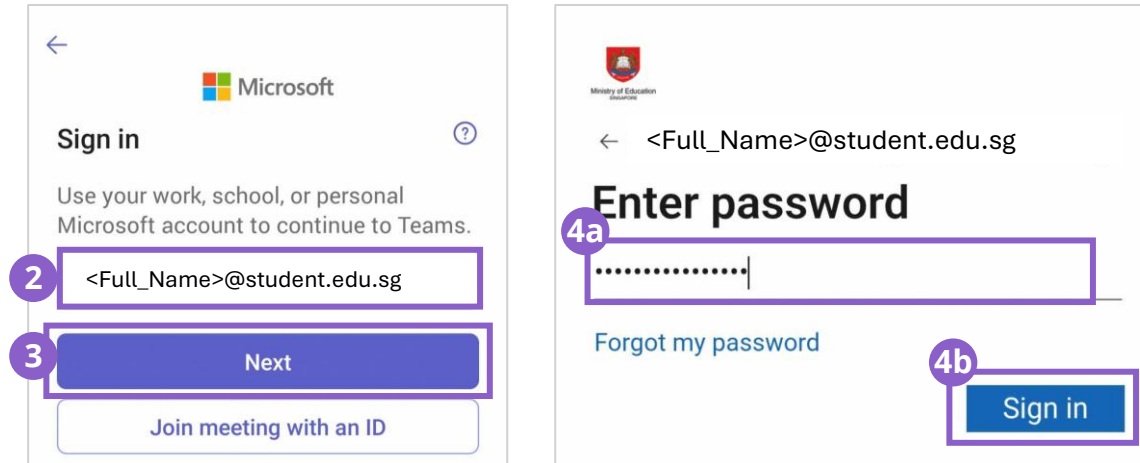


Important: Once you have finished saving the files, please:

- (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



2

3 **Next**

4a

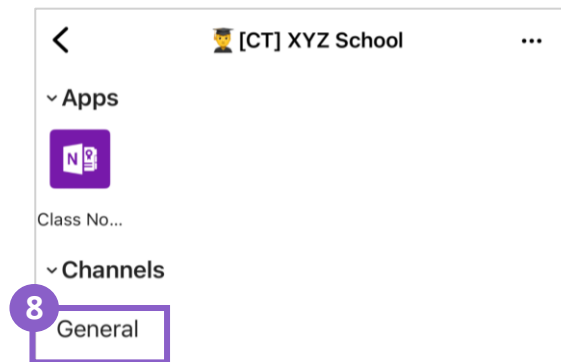
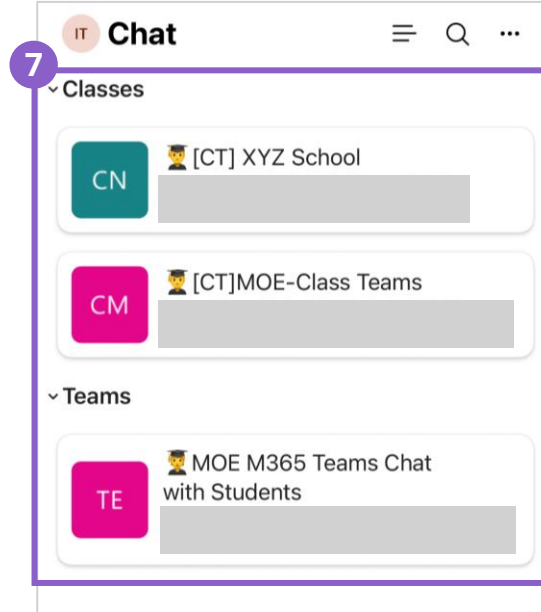
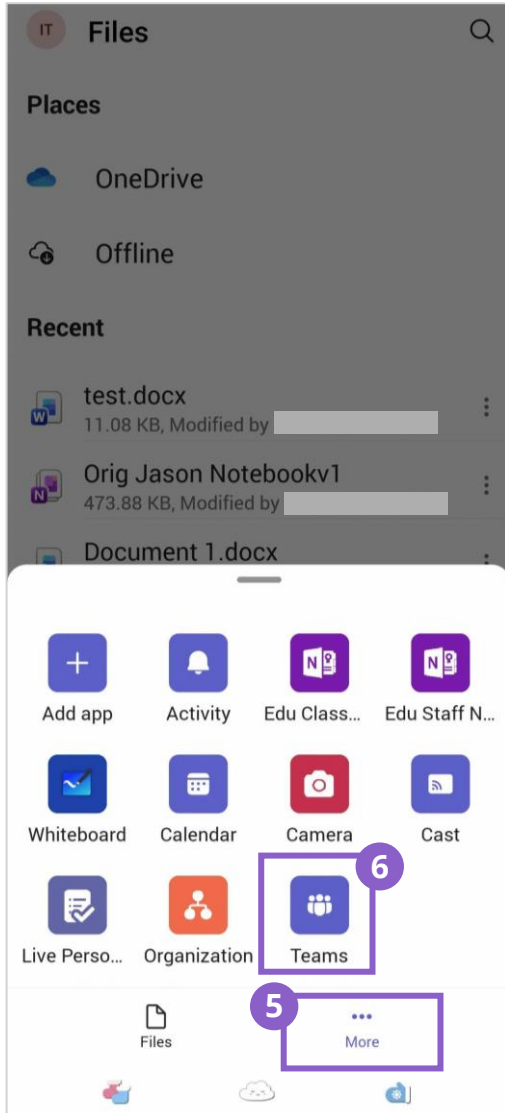
4b **Sign in**

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

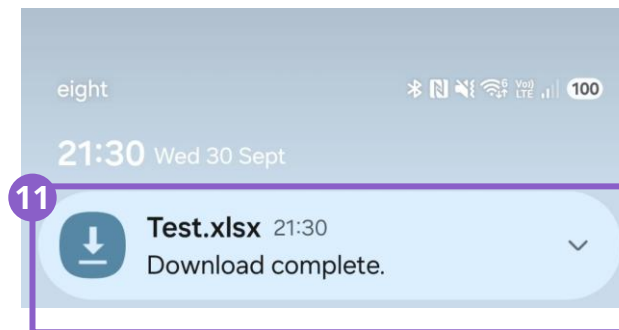
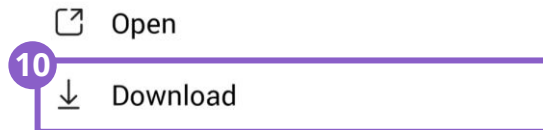
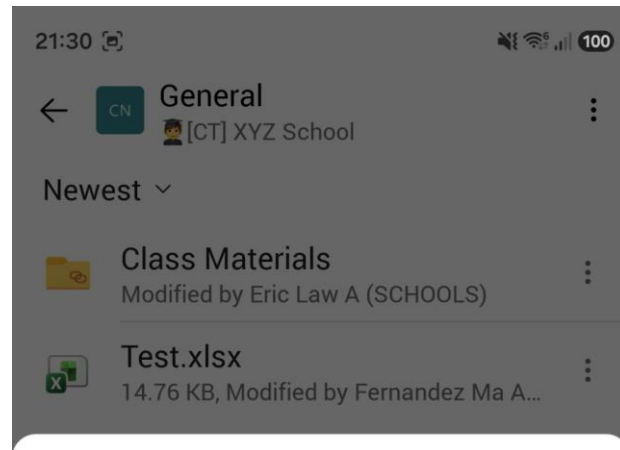
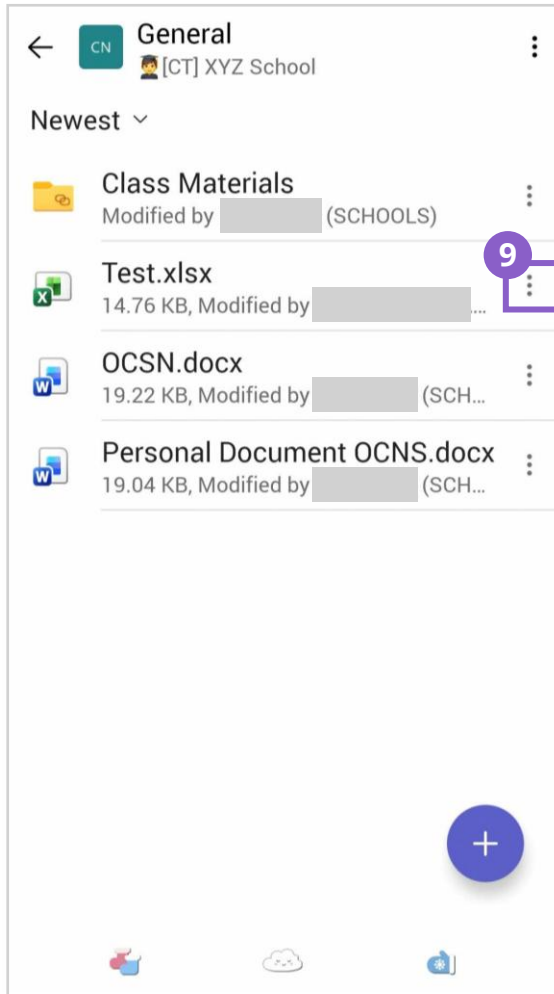


Note: Reminder to download files to your *personal device*.

- 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



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

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



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.

Support Options for **Students**

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



