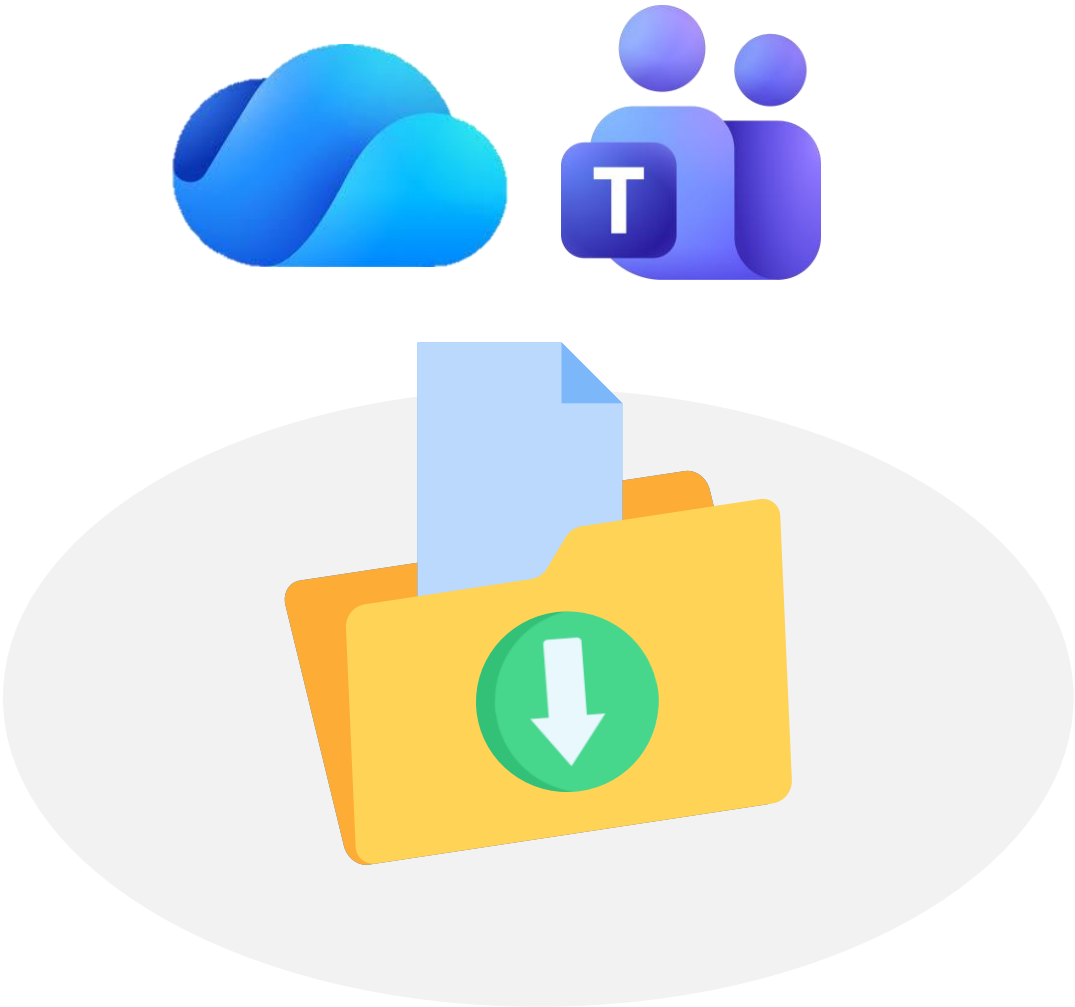
SSOE 2 –
M365 Files Download Quick Guide
(Students)

V1.0



SSOE 2
SUPPORTING EVERY LEARNING MOMENT

OVERVIEW

M365 Files Download

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Support Options for Students

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MOE M365 T&L Student Account Deactivation

Return to Overview



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

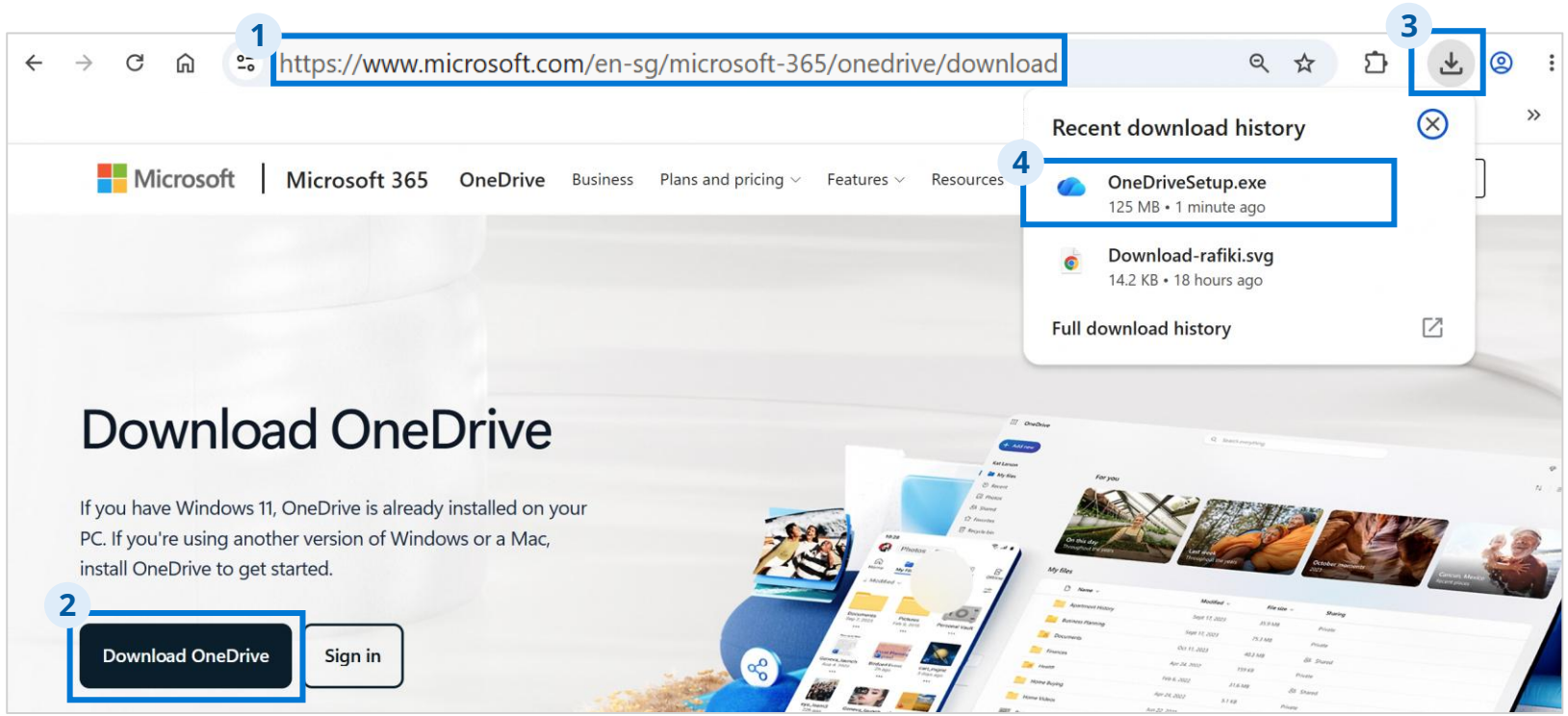
Once you have **finished downloading** the files, please:

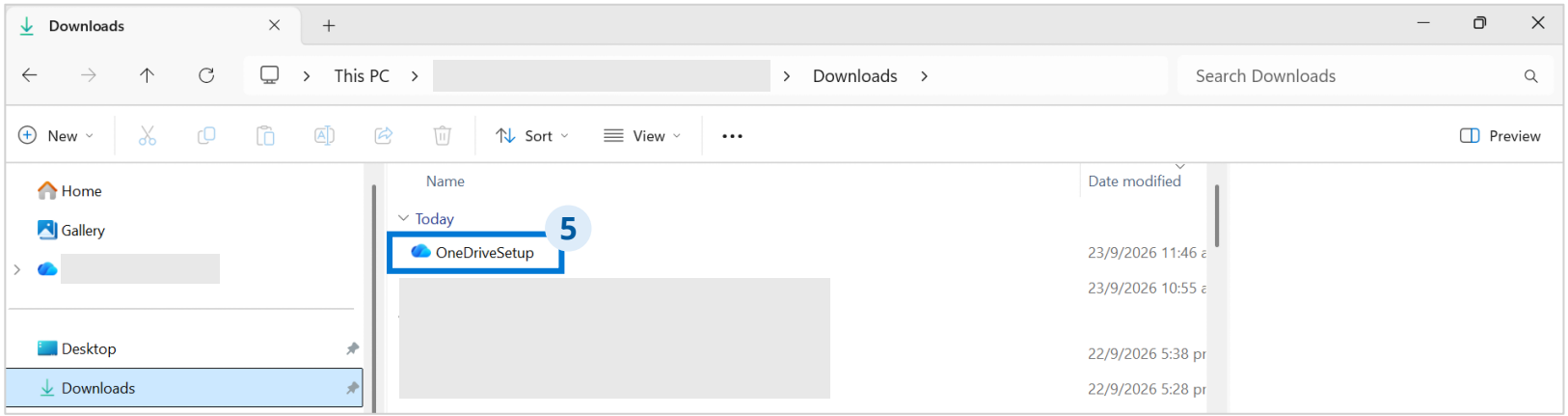
(1) Sign out of OneDrive and Teams
(2) Stop adding files onto the MOE M365 T&L OneDrive or Teams.

Installation of Applications

Install OneDrive App on Windows Device

Return to Overview





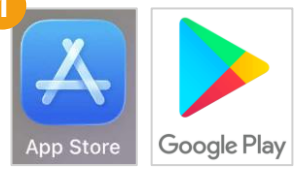
Note:** Reminder to use your **personal device.

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.

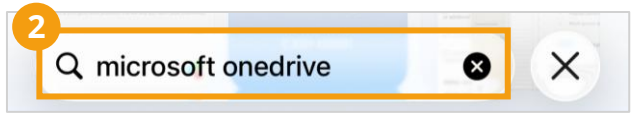
Install OneDrive Mobile App (iOS / Android)

Return to Overview

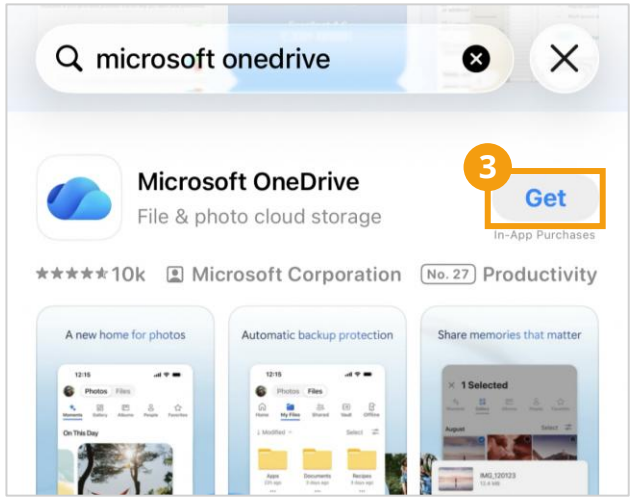
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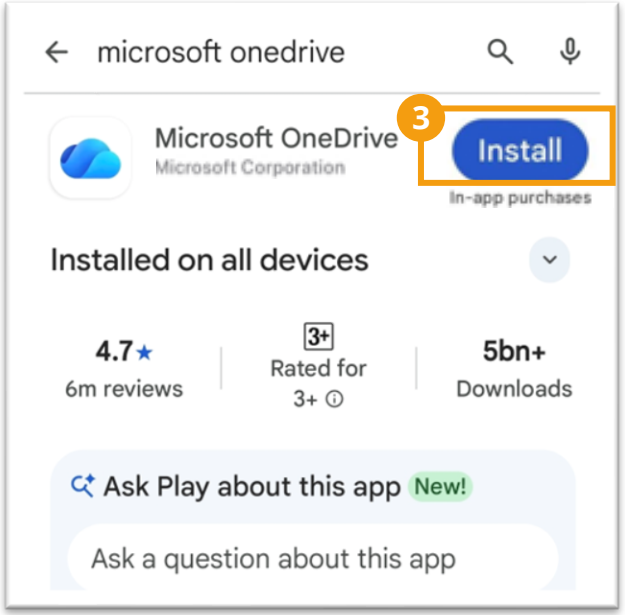
2



iOS – App Store



Android – Play Store

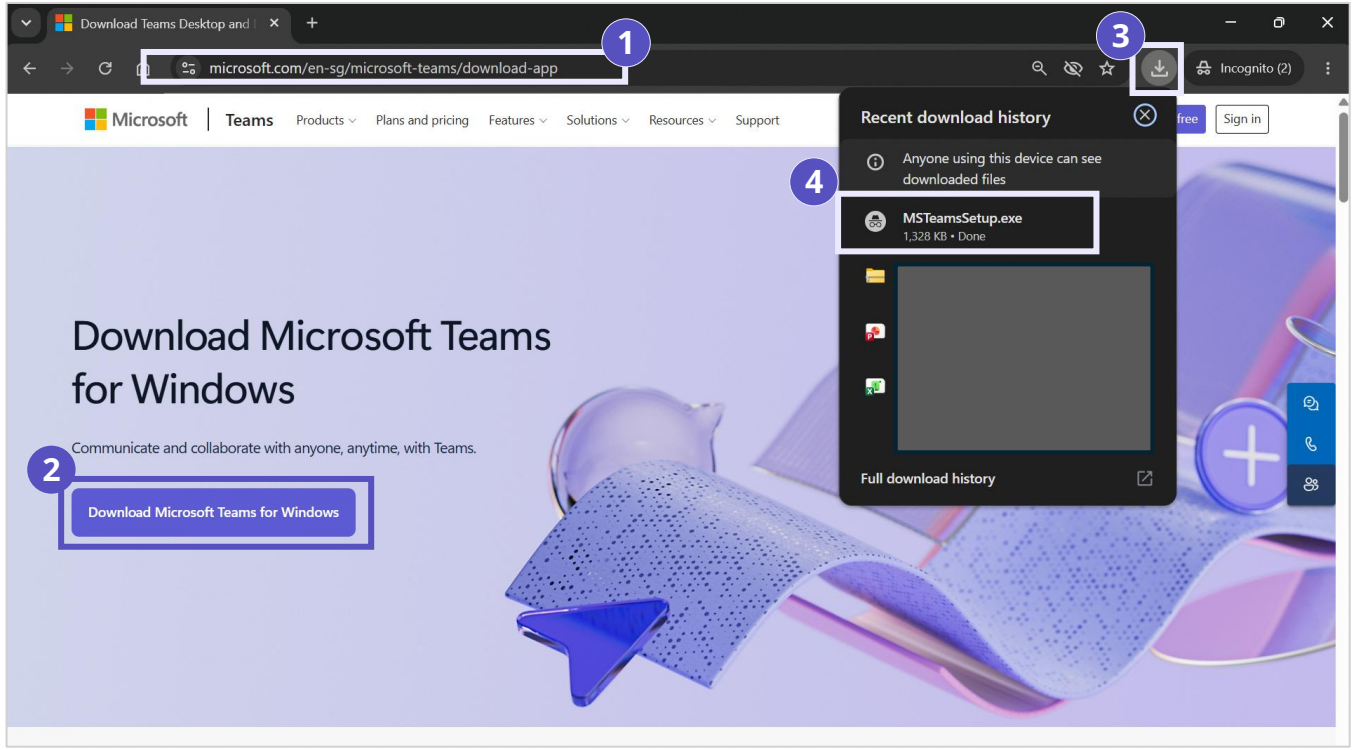


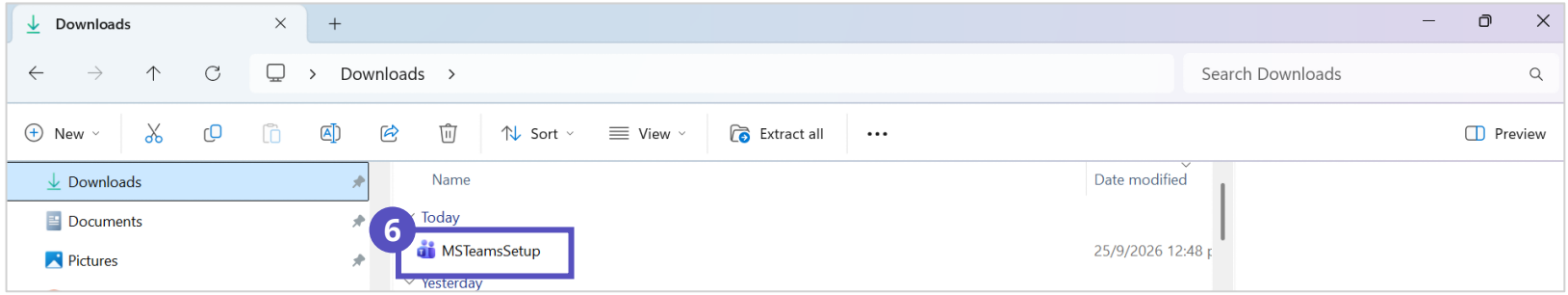
> ***Note:*** *Reminder to use your* ***personal device.***

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

Return to Overview





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

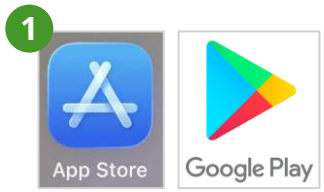
1. Access this link via web browser on your Personal Device: https://www.microsoft.com/en-sg/microsoft-teams/download-app
2. Click on **"Download Microsoft Teams for Windows"**.
3. Click on the downloads icon to access the downloaded file.
4. Select **"MSTeamsSetup.exe"**
6. **Double click** on **"MSTeamsSetup.exe"**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

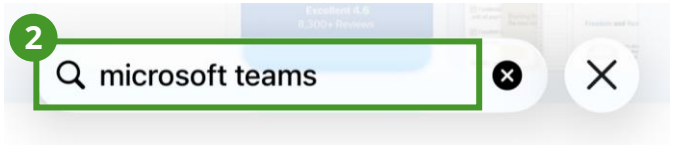
Install Teams Mobile App (iOS / Android)

Return to Overview

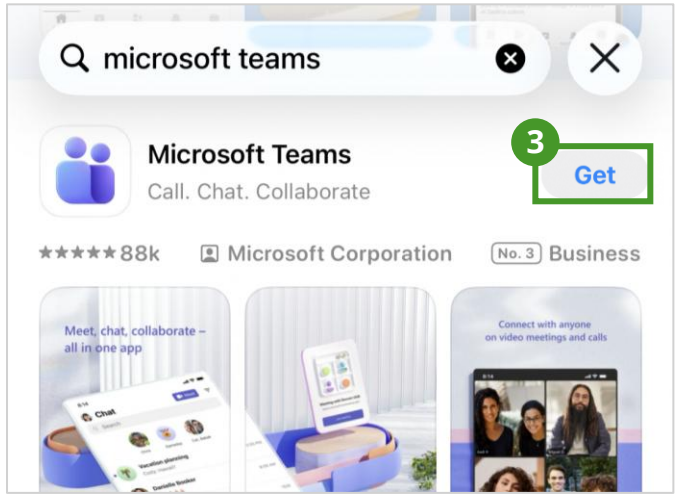
Note: *Reminder to use your* ***personal device.***

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"****.*

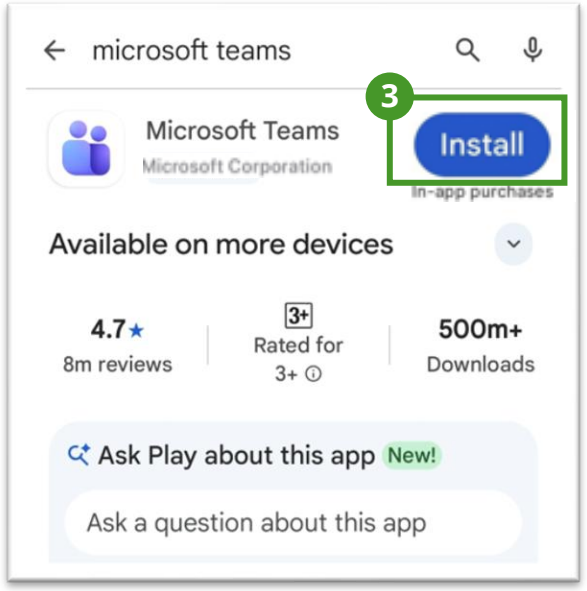




iOS – App Store



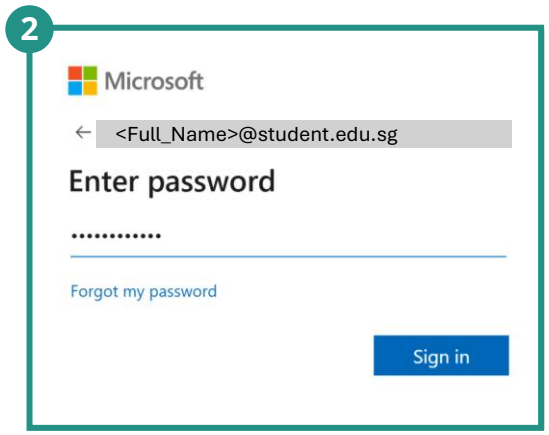
Android – Play Store

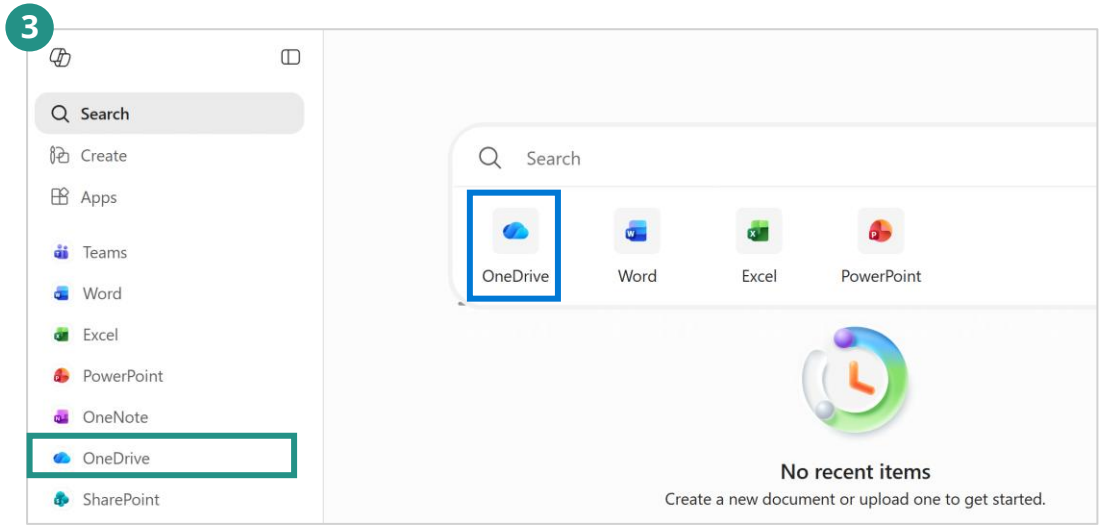


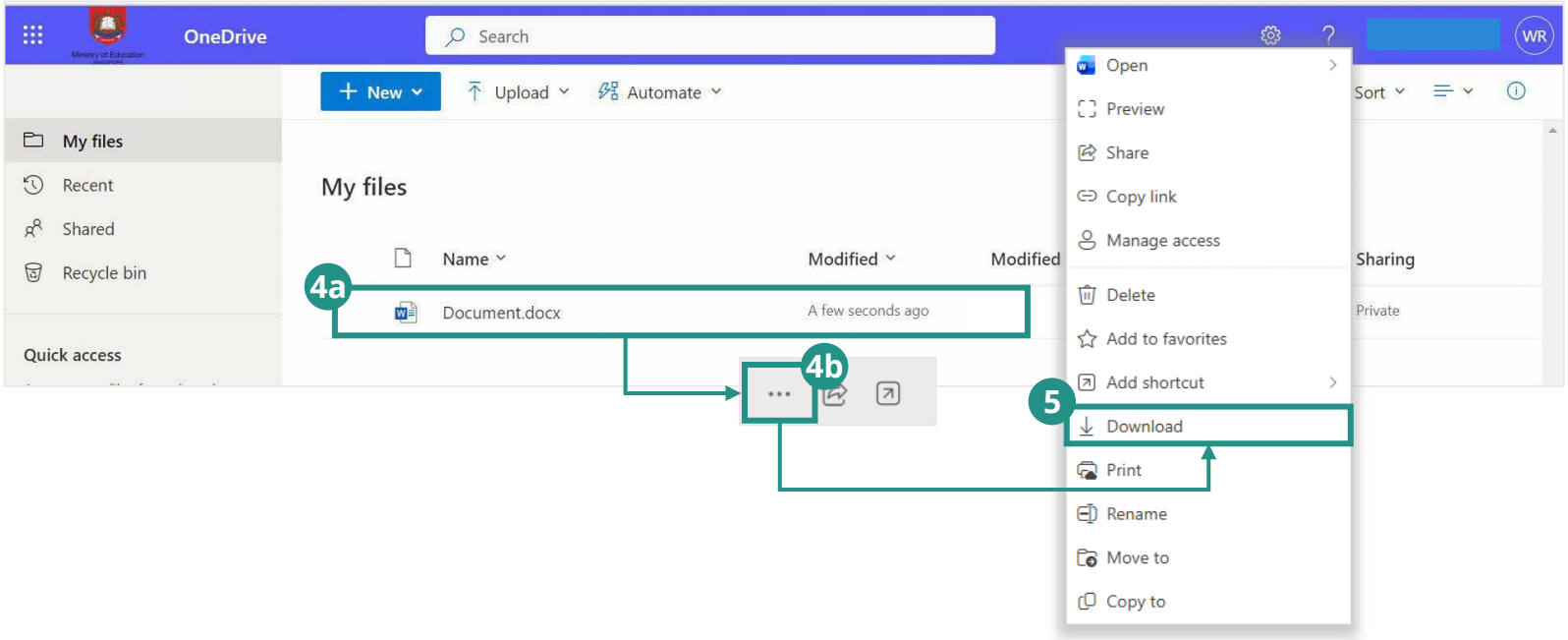
OneDrive

Download Files from OneDrive Web

Return to Overview







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

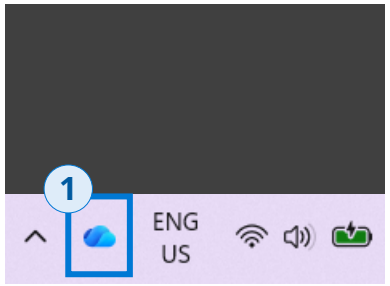
1. Access your OneDrive via the supported web browser on your personal device: Office.com
2. Login using your **MIMS** username and password.
3. Select **"OneDrive"**.
4. Right-click on the **document** you want to download, or click the **three dots** that appear when you hover over the file.
5. Select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

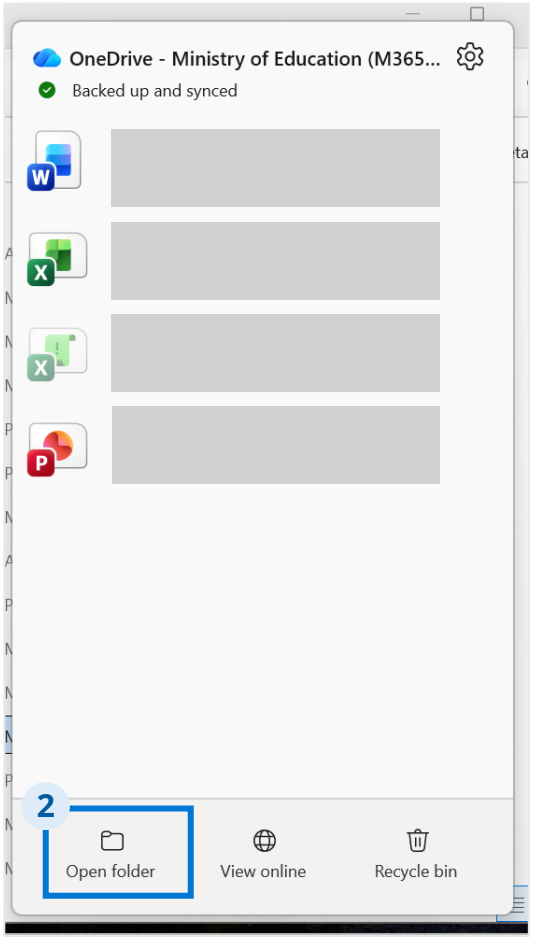
Important: Once you have finished downloading the files, please:

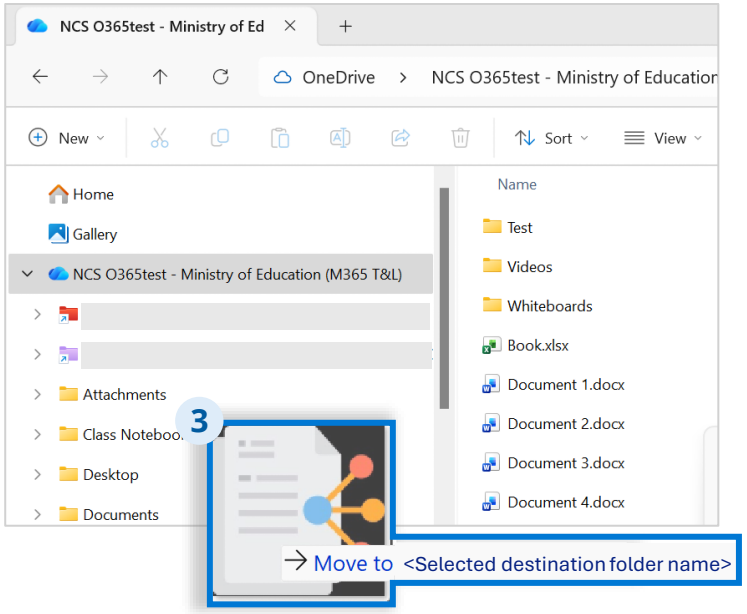
(1) Sign out of OneDrive
(2) Stop adding files onto the MOE M365 T&L OneDrive.

Download Files from OneDrive App on Windows Device

Return to Overview







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

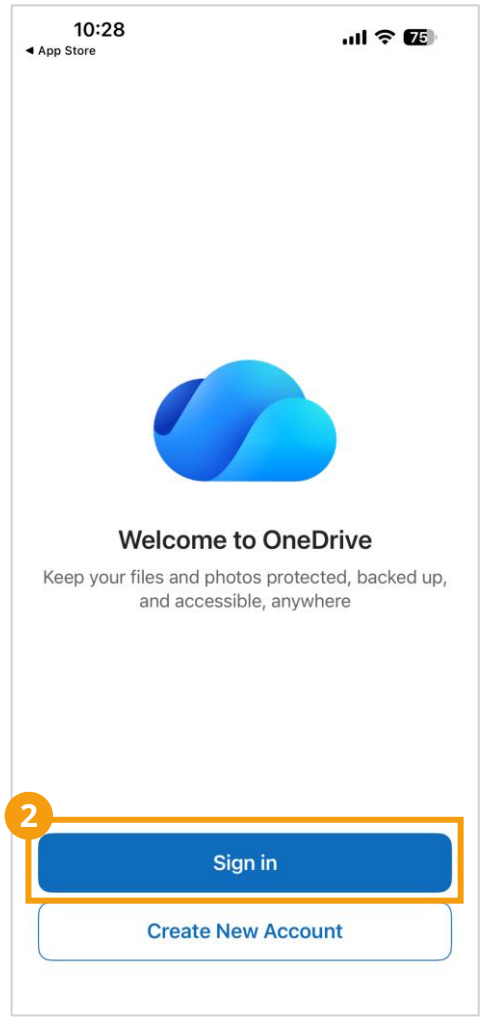
1. Access OneDrive from the system tray at the bottom-right corner of your screen.
2. Click on **"Open folder"**. It will bring you to your file browser *(e.g. File Explorer for Windows, Finder for macOS).*
3. **Drag and drop** the files/folder you wish to save into your desired destination folder.

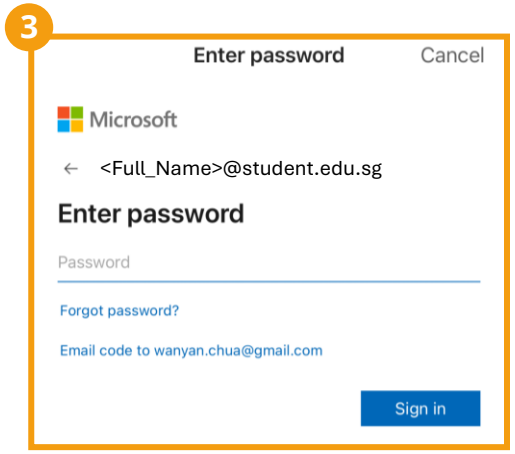
Important: Once you have finished saving the files, please:

(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)*

Return to Overview



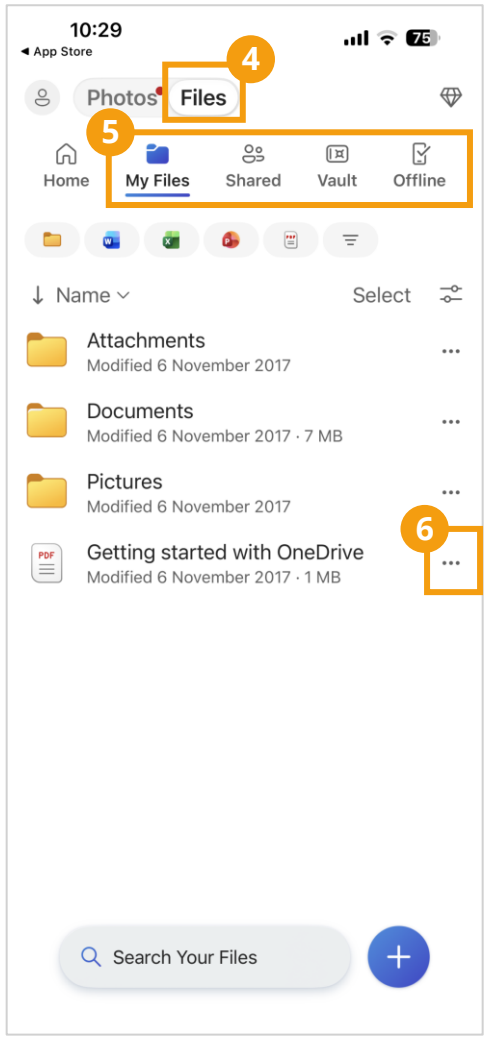


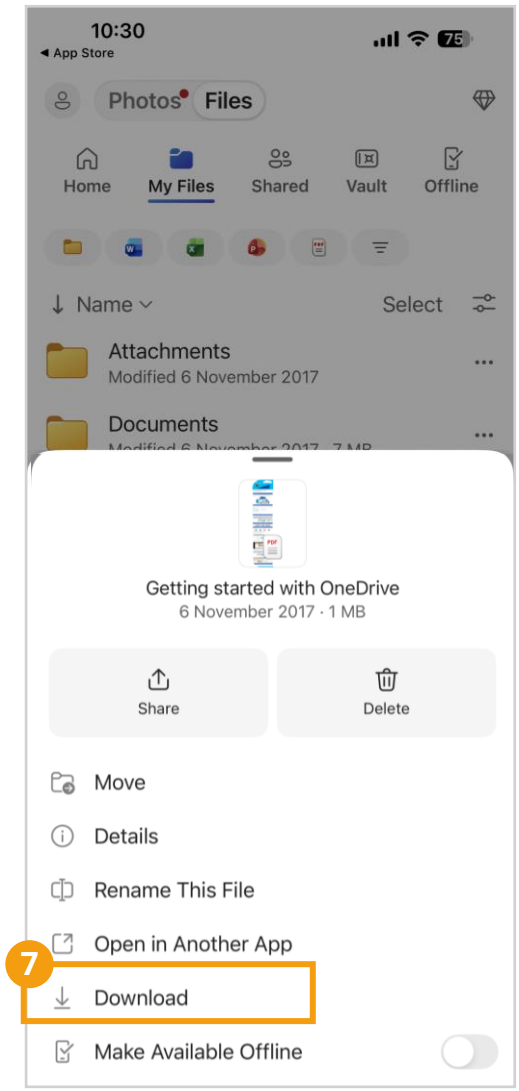
Note: *Reminder to download files to your* ***personal device.***

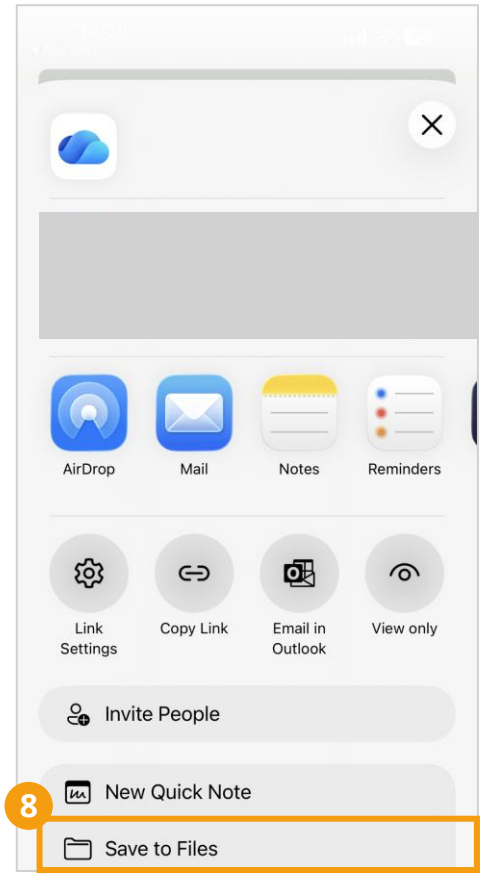
1. Open your OneDrive mobile app
2. Select **"Sign in"**.
3. Sign in with your **MIMS** username and password.

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

Return to Overview







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

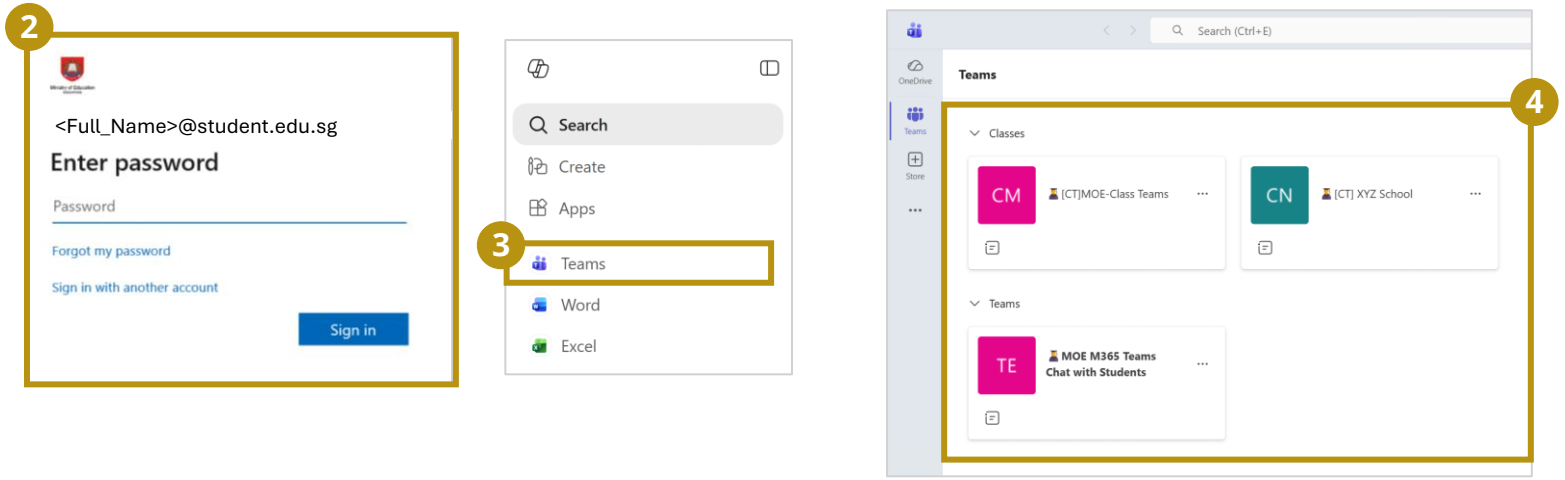
4. Open your OneDrive mobile app and go to **"Files"**.
5. Select based on your file destination.
6. Click the **three dots** that appear when you hover over the file.
7. Select **"Download".**
8. Choose **"Save to Files"** and select the folder you wish to save in.

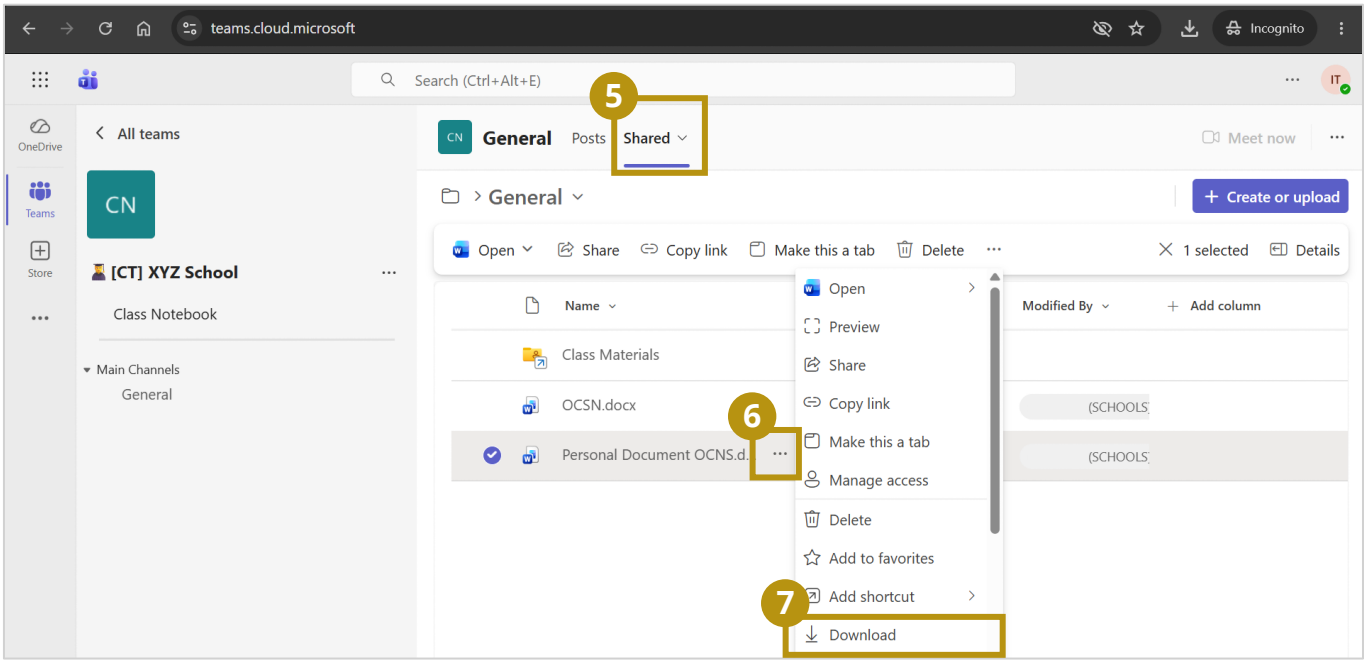
Important: Once you have finished saving the files, please:

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

Teams

Download Files from Teams Web





Return to Overview

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

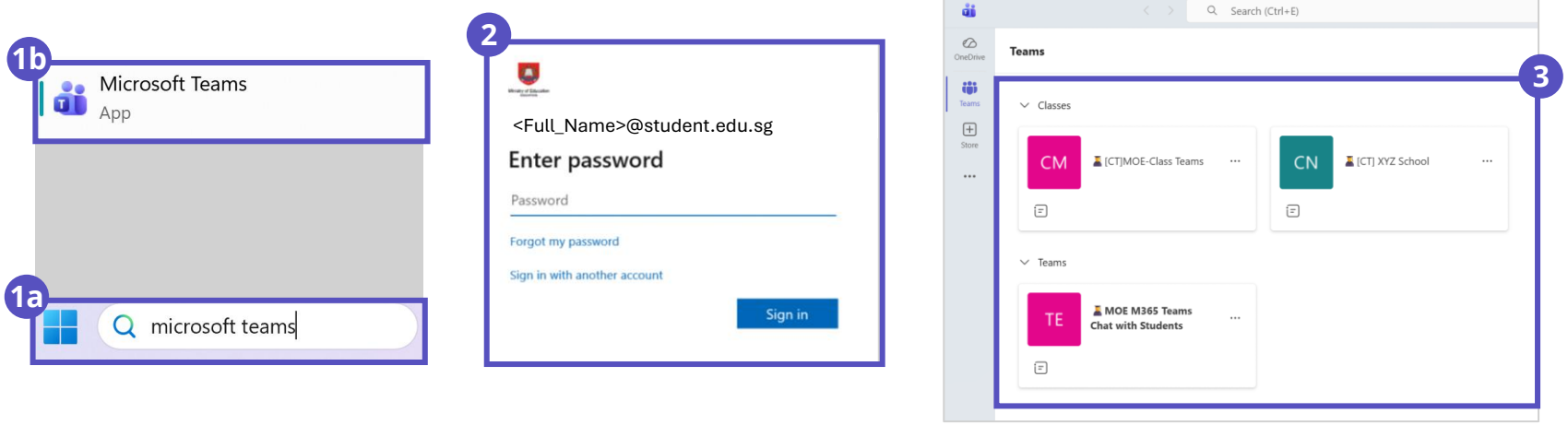
1. Access your Teams via the supported web browser on your personal device: Office.com
2. Login using your **MIMS** username and password.
3. Select **"Teams"**.
4. Select your desired **Class / Team.**
5. Go to the **"Shared"** tab.
6. Click the **three dots** that appear when you hover over the file.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

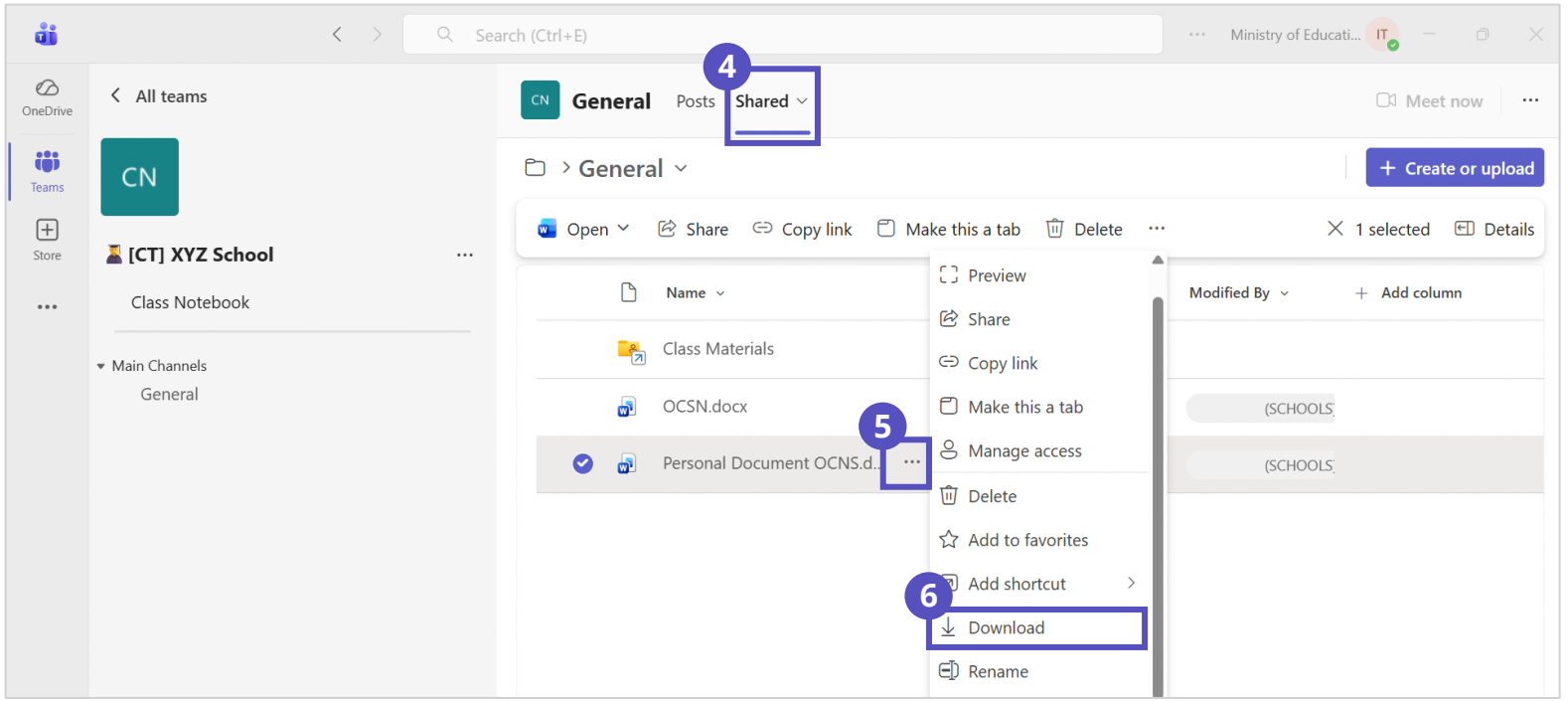
Important: Once you have finished downloading the files, please:

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

Download Files from Teams Client on Windows Device

Return to Overview





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*

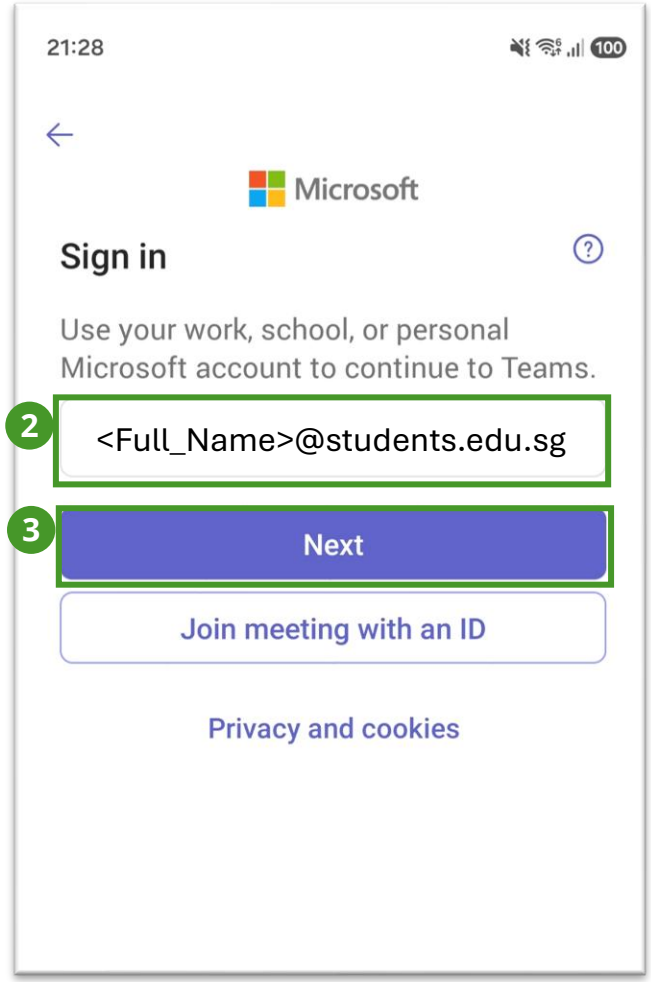
Important: Once you have finished downloading the files, please:

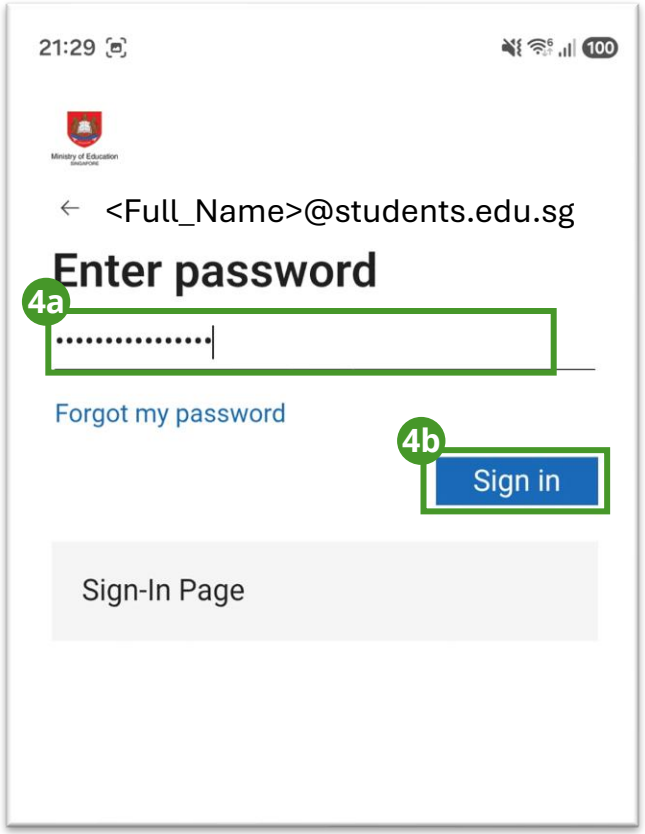
(1) Sign out of Teams
(2) Stop adding files onto the MOE M365 T&L Teams

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

Return to Overview

Sign in to Teams





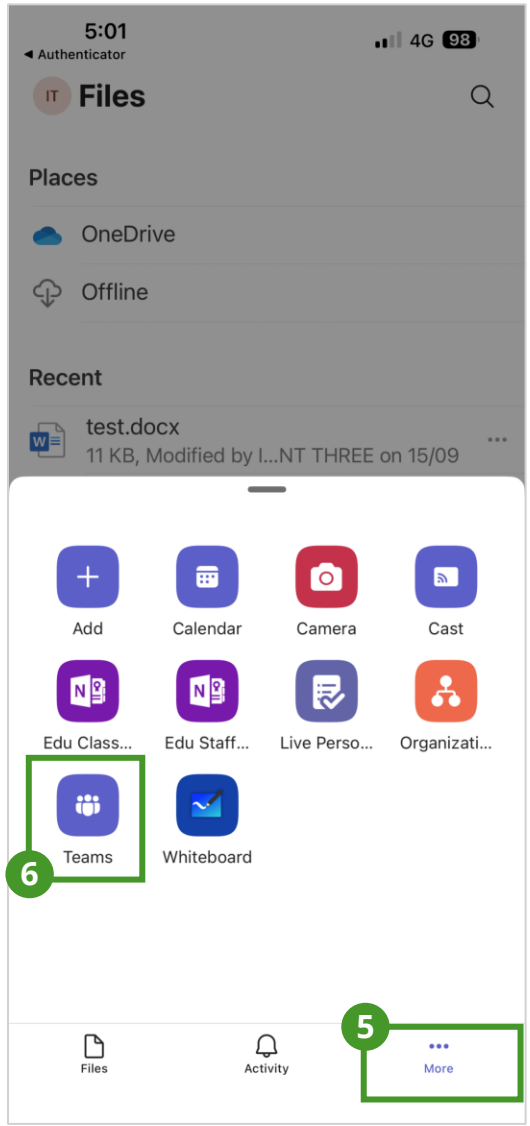
Note:** Reminder to download files to your **personal device.

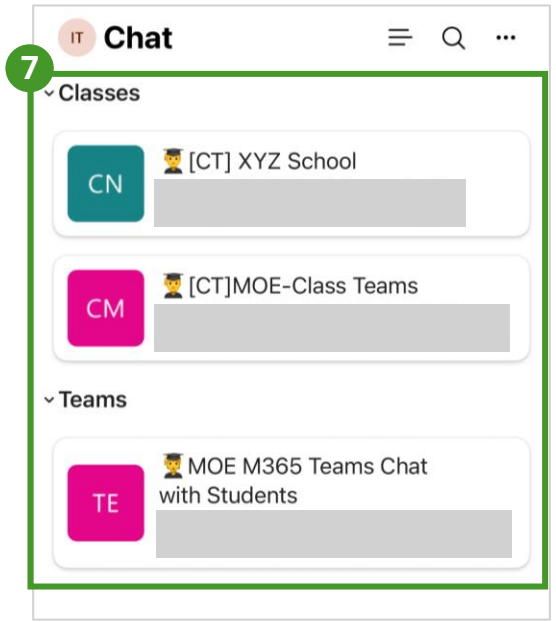
1. Open your Microsoft Teams mobile app
2. Enter your **MIMS** username.
3. Select **"Next"**.
4. Enter your **MIMS** password and click **"Sign in"**.

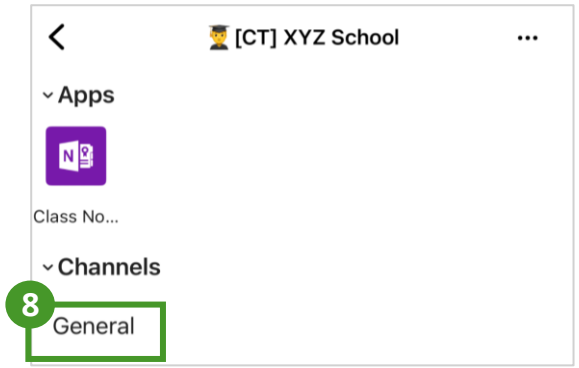
Download Files from Teams Mobile App (iOS) *(2 of 3)*

Return to Overview

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**.

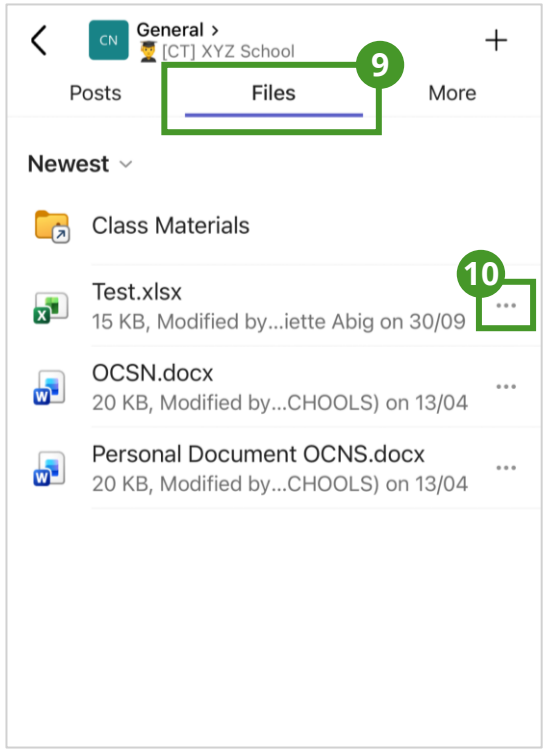
Continue steps to download files at:

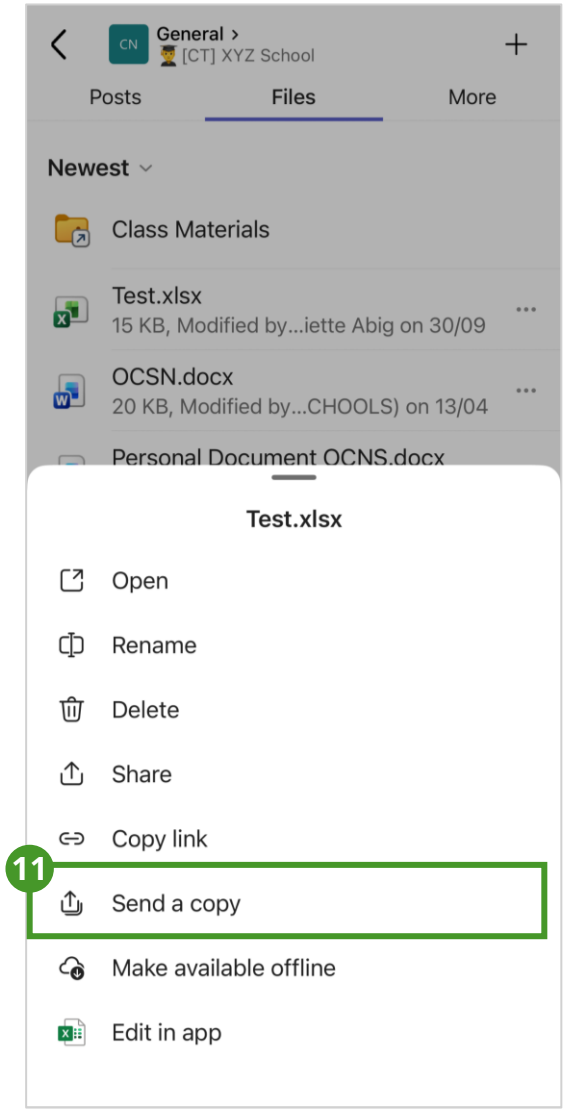
- *For iOS, go to **pg 19**.*
- *For Android, go to **pg 20**.*

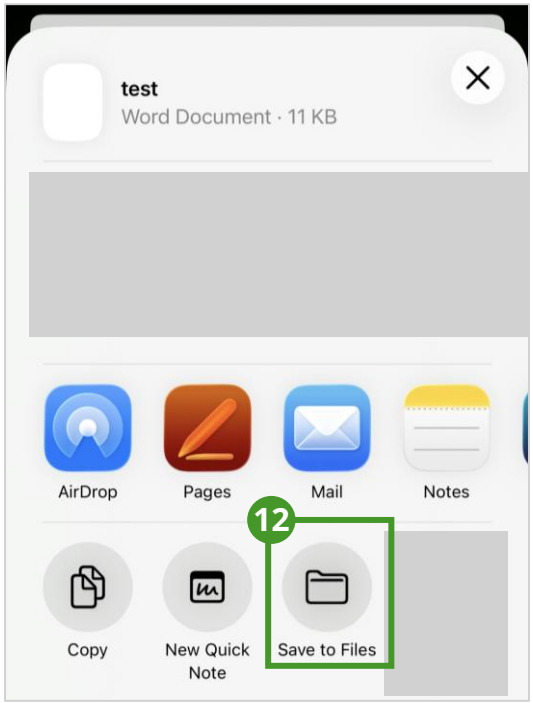
Download Files from Teams Mobile App (iOS) *(3 of 3)*

Return to Overview

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.

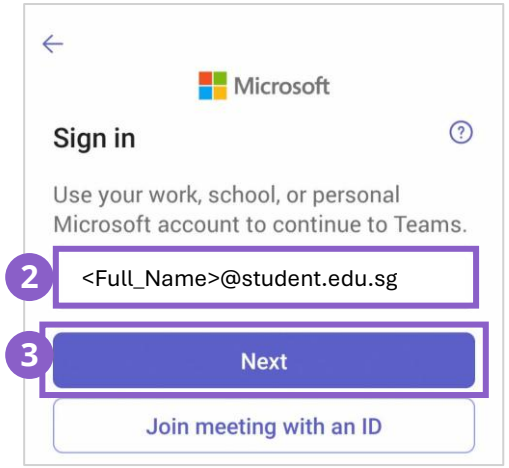
Important: Once you have finished saving the files, please:

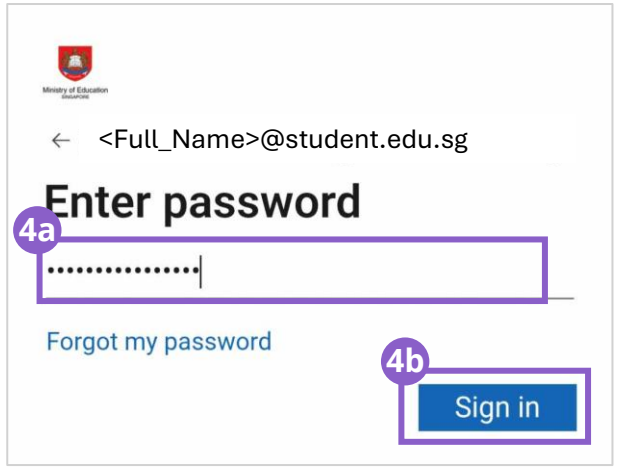
(1) Sign out of Teams
(2) Stop adding files onto the MOE M365 T&L Teams.

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

Return to Overview

Sign in to Teams





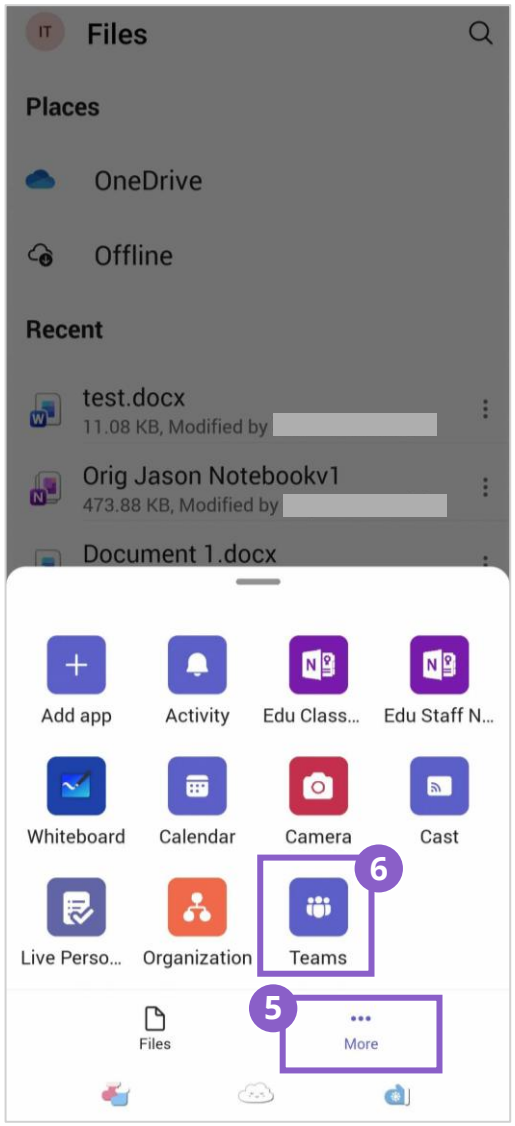
Note: *Reminder to download files to your* ***personal device.***

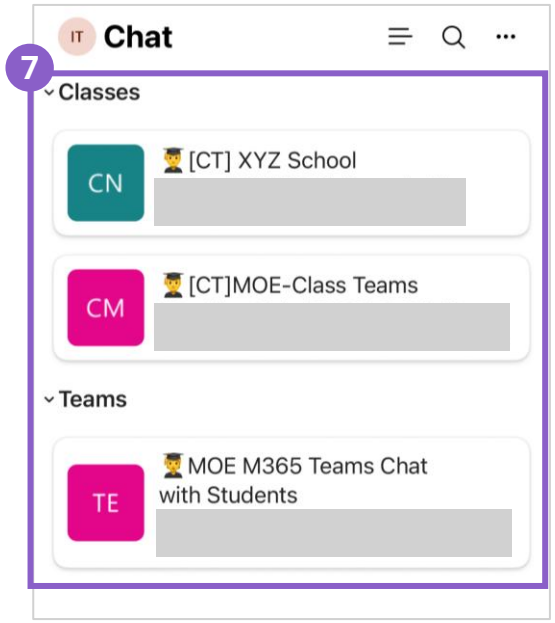
1. Open your Microsoft Teams mobile app
2. Enter your **MIMS** username.
3. Select **"Next"**.
4. Enter your **MIMS** password and click **"Sign in"**.

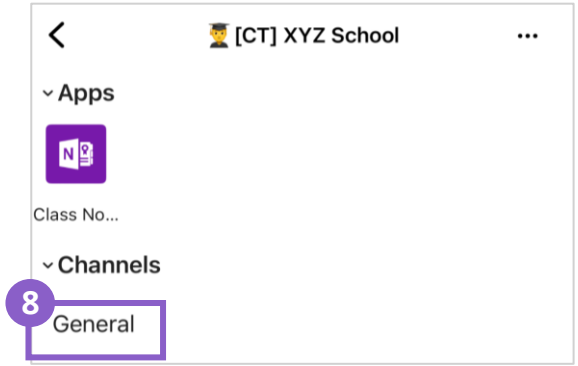
Download Files from Teams Mobile App (Android) *(2 of 3)*

Return to Overview

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







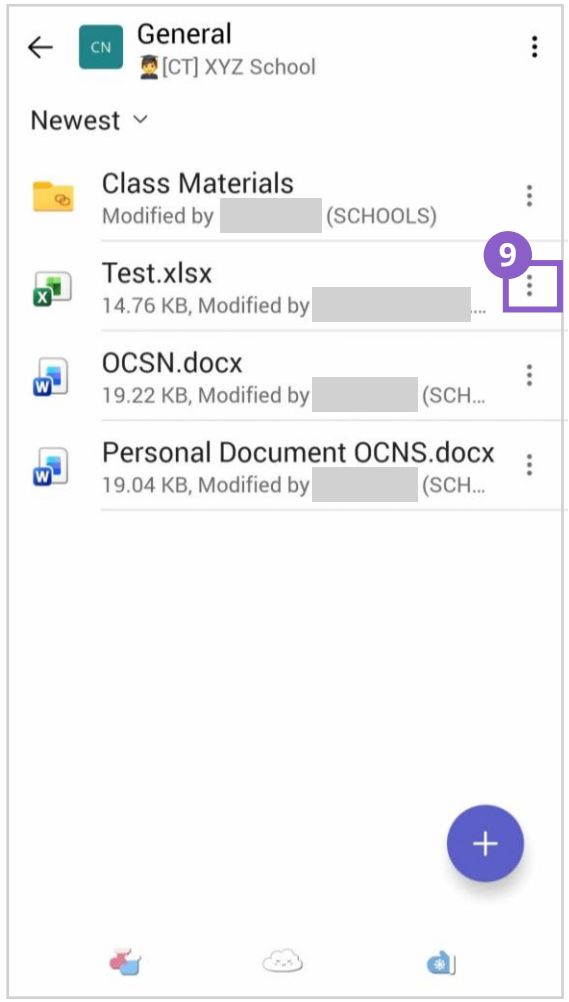
Note:** Reminder to download files to your **personal device.

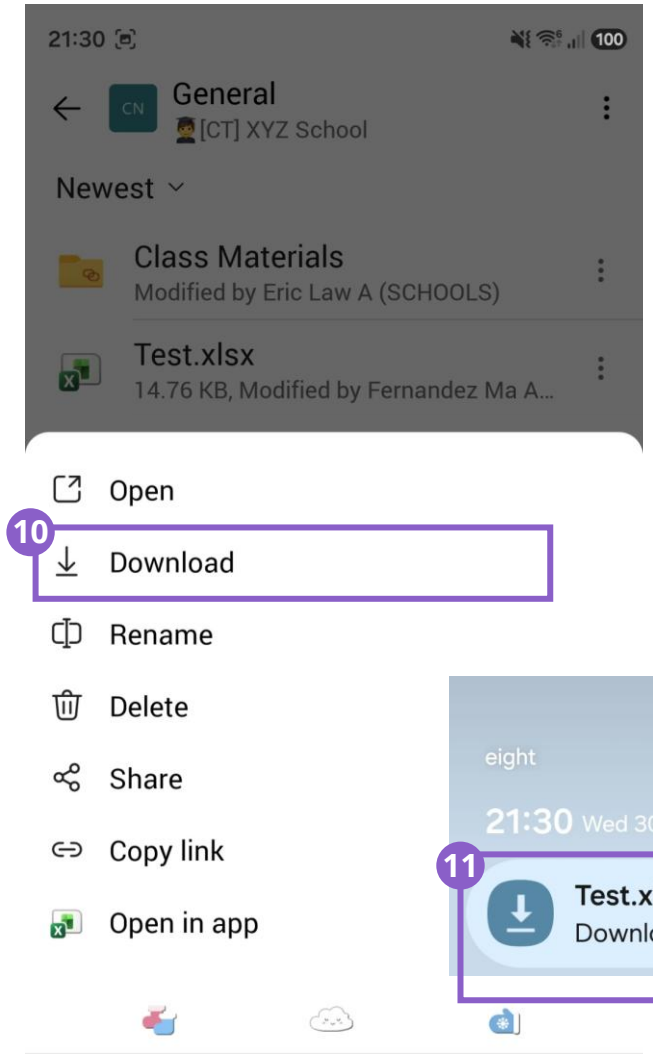
5. Go to **"More"**.
6. Select **"Teams"**.
7. Select your desired **Class / Team.**
8. Select the **Channel**.

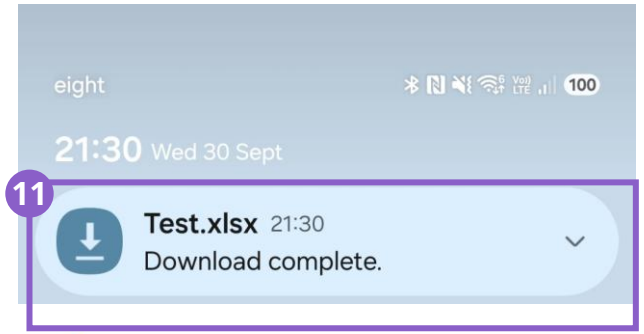
Download Files from Teams Mobile App (Android) *(3 of 3)*

Return to Overview

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.




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