



Save Your Student Files Before Leaving Kent School District

STEPS TO DOWNLOAD WORK & EMAILS TO A PERSONAL DEVICE



KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

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Save Your Work Before You Leave KSD

When you leave the Kent School District (KSD), you will lose access to Microsoft Office 365. This includes all your work and files saved in Teams, OneNote, OneDrive, SharePoint, Outlook, and other Office 365 apps while you were a student.

We recommend saving your work or personal content before you graduate or move to another school district. Learn how to download your personal material before your last day of school at KSD using the instructions within this document.

1. Download your files to your personal device.
2. Upload your files to your [personal Google Drive](#) or OneDrive (page 7).

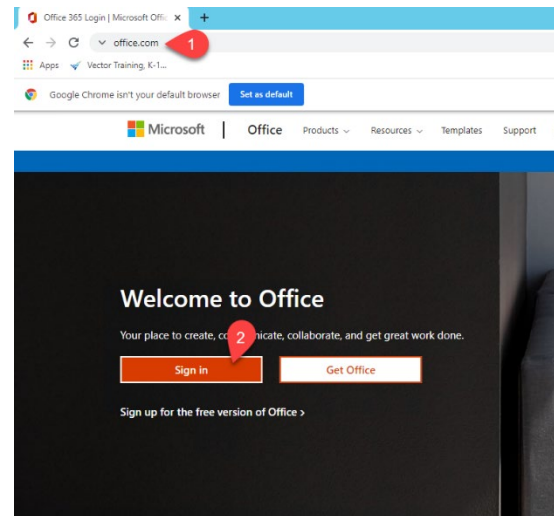
Download KSD Files to Your Personal Device

Before you can upload files to your personal OneDrive or Google Drive, you will need to download the files or folders you want from your KSD OneDrive.

1. Visit office.com.

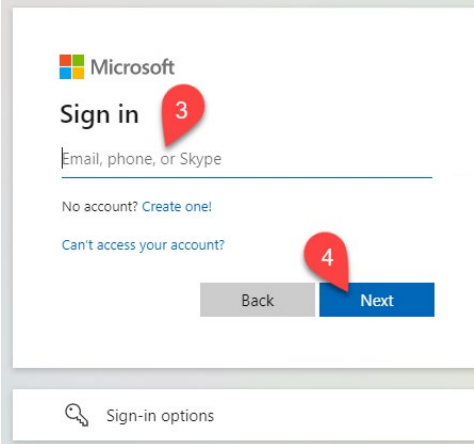
In this example, we are using Google Chrome as the web browser.

2. Click **Sign in**.



3. Enter your KSD email. It follows the snXXXXXX@kent.k12.wa.us format.

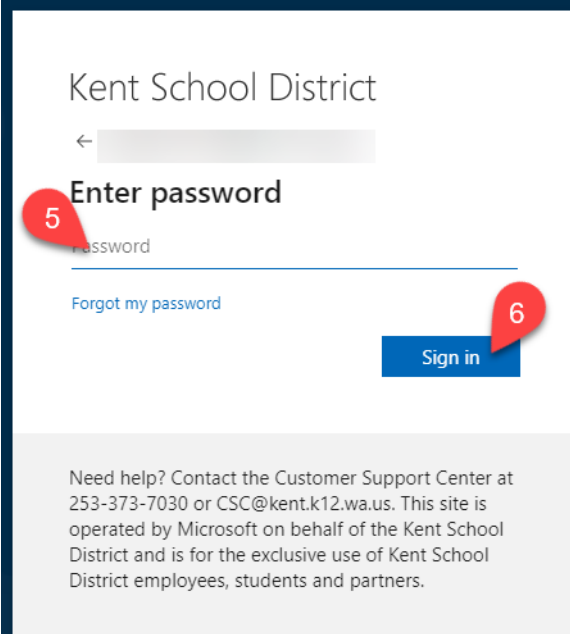
4. Click **Next**.



The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in" with a red callout bubble containing the number 3 pointing to the text. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" and "Next". The "Next" button has a red callout bubble containing the number 4 pointing to it. Below the buttons is a section titled "Sign-in options" with a key icon.

5. Enter your KSD password. This is the same one you use to log into your device.

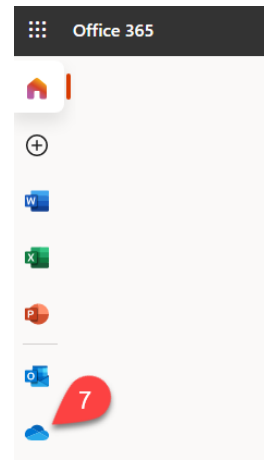
6. Click **Sign in**.



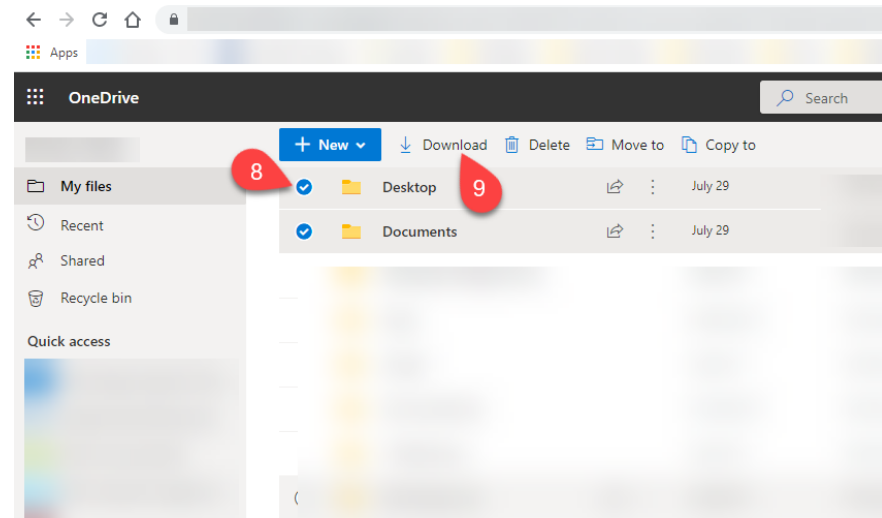
The image shows the Kent School District login page. At the top is the text "Kent School District". Below it is a back arrow icon and a grey rectangular box. Underneath is the text "Enter password" with a red callout bubble containing the number 5 pointing to it. Below this is a text input field with the placeholder text "Password". To the right of the input field is a link that says "Forgot my password". At the bottom right is a blue button that says "Sign in" with a red callout bubble containing the number 6 pointing to it. At the bottom of the page is a grey box containing the text: "Need help? Contact the Customer Support Center at 253-373-7030 or CSC@kent.k12.wa.us. This site is operated by Microsoft on behalf of the Kent School District and is for the exclusive use of Kent School District employees, students and partners."



7. Click the OneDrive icon on the that looks like a blue cloud.

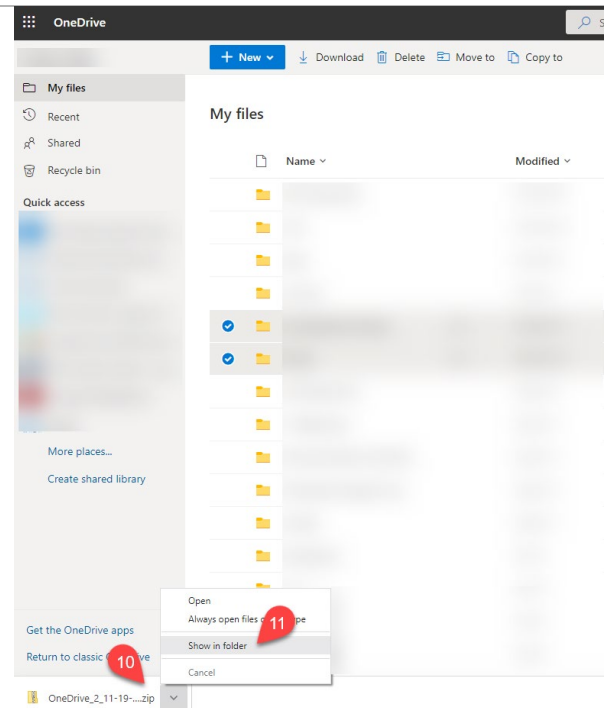


8. Select the files or folders that you want to download by clicking on the circle next to the folder(s) you want to download. A checkmark will appear in a blue circle to let you know that you have selected the folder.
9. Once you have all the folders you want selected, click **Download**.



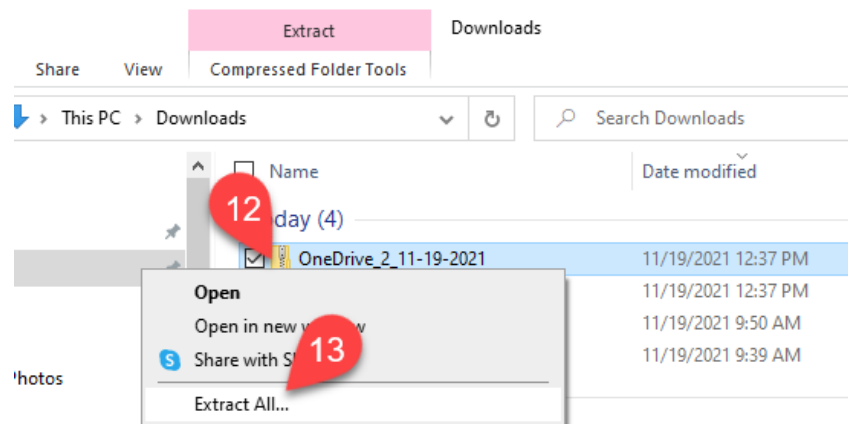
10. Once it's done downloading, click the arrow.

11. Click **Show in Folder**.



12. Right click on the folder.

13. Click **Extract All**.

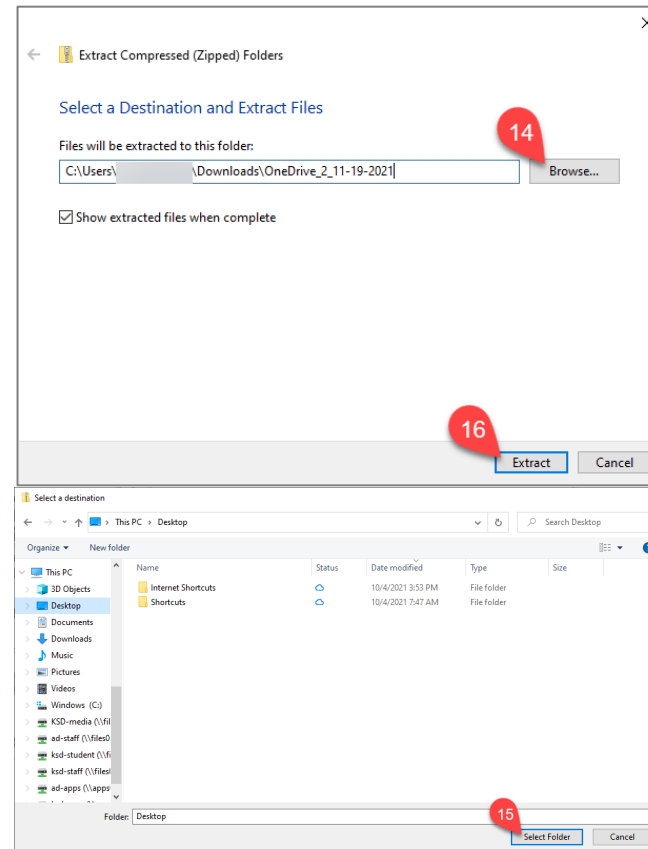


14. Click **Browse**.

15. Navigate to where you want the files to be saved on your device and click **Select Folder**.

16. Click **Extract**.

You are done! Next, you will need to upload your files to your [personal Google Drive](#) or OneDrive (page 7).



Upload Office Documents to Google Drive

Follow the [instructions to upload OneDrive folders to Google Drive](#).



Upload Office Documents to Personal OneDrive

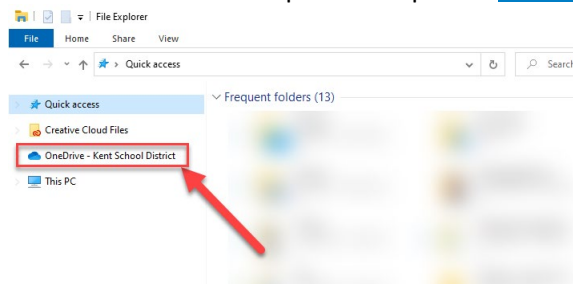
Once you have downloaded your files, there are two options to upload your files to your personal OneDrive:

1. **Method 1 (Page 7):** Upload to OneDrive using File Explorer on your device if you have a large number of files and folders to upload.
2. **Method 2 (Page 10):** Upload to OneDrive online using your online Office 365 account if you only have a few files or folders to upload.

Method 1: Upload Files to Your Personal OneDrive Using File Explorer

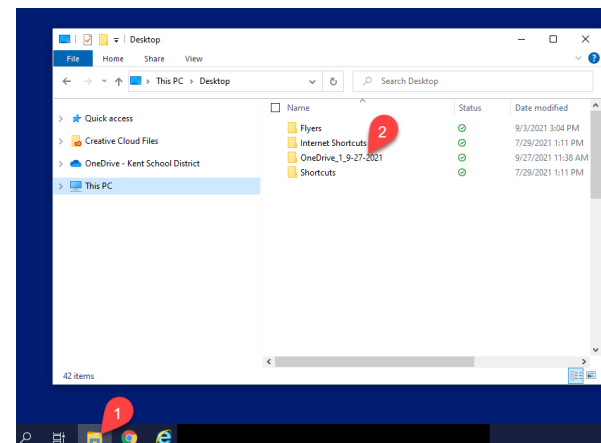
We recommend using this method if:

- You have a large number of files and folders to upload.
- Your OneDrive shows up in File Explorer. [Follow instructions to install and set up OneDrive in File Explorer.](#)



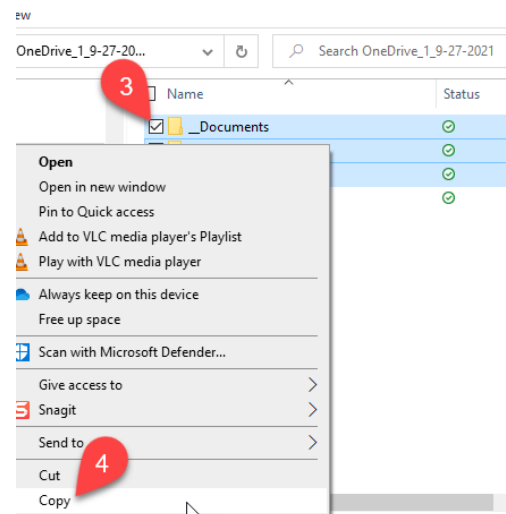
1. Open **File Explorer** on your personal device.
2. Navigate to where you downloaded your OneDrive files and open the OneDrive folder.

In this example, the file was saved to the desktop.



3. Select all the files and folders within that OneDrive folder by clicking on the box next to the folder icon so that a checkmark appears in the box.

4. Right-click on the selected documents and click **Copy**.

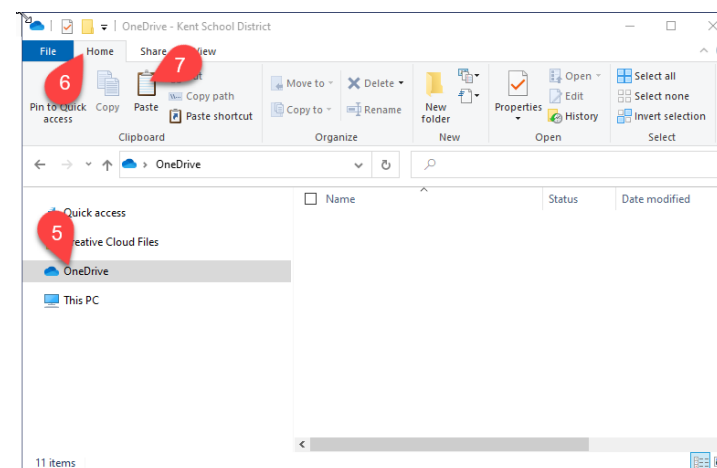


5. Click on **OneDrive** on the left-hand side of the window.

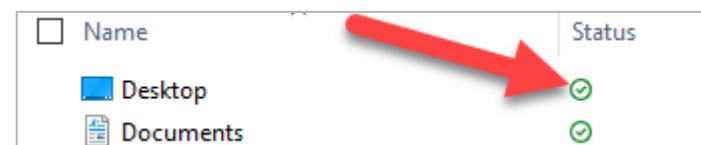
6. Click on the **Home** tab.

7. Click the **Paste** button.

Your files will start copying over and start syncing to your OneDrive. It may take a while if you have a lot of files, you are copying over and syncing.



You know it is done syncing when there are green check marks in the status column next to the names of the files or folders.



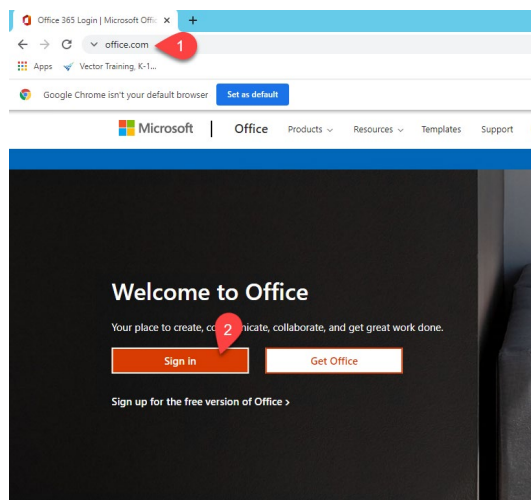
Method 2: Upload Files to Your Personal OneDrive Using Online Office 365

We recommend you only do a few folders and files at a time, otherwise OneDrive may time out and not all your files and folders will be uploaded.

1. Visit office.com.

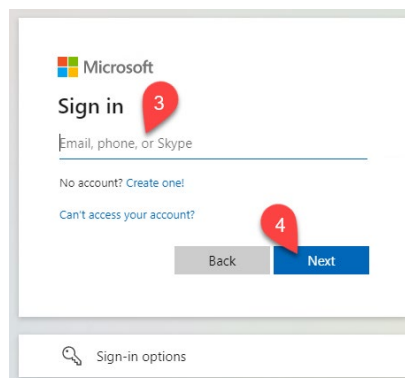
In this example, we are using Google Chrome as the web browser.

2. Click **Sign in**.

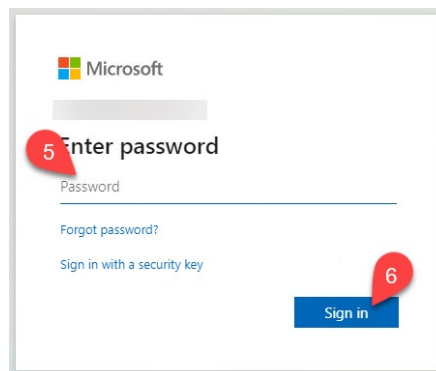


3. Enter your email associated with your Office 365 account.

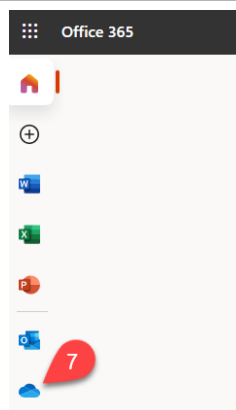
4. Click **Next**.



5. Enter your password associated with your Office 365 account.
6. Click **Sign in**.

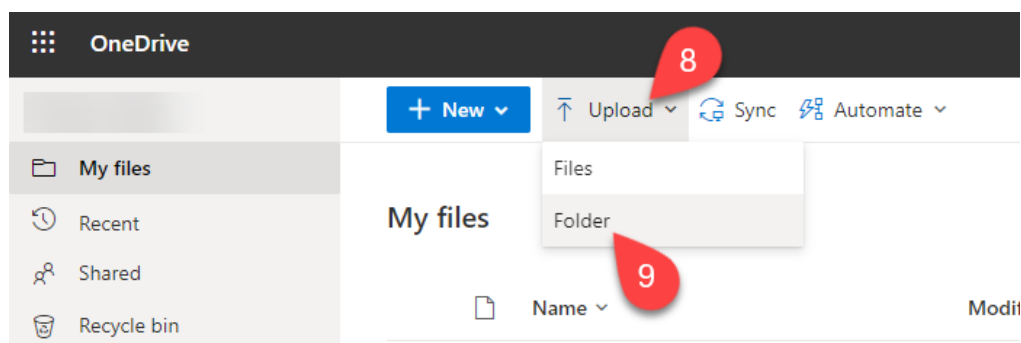


7. Click on the OneDrive icon on the left-hand side of screen (looks like a blue cloud).



8. Click **Upload**.
9. Select what type of object you are downloading (File or Folder).

You can only select one Folder at a time, in this example we selected a folder.

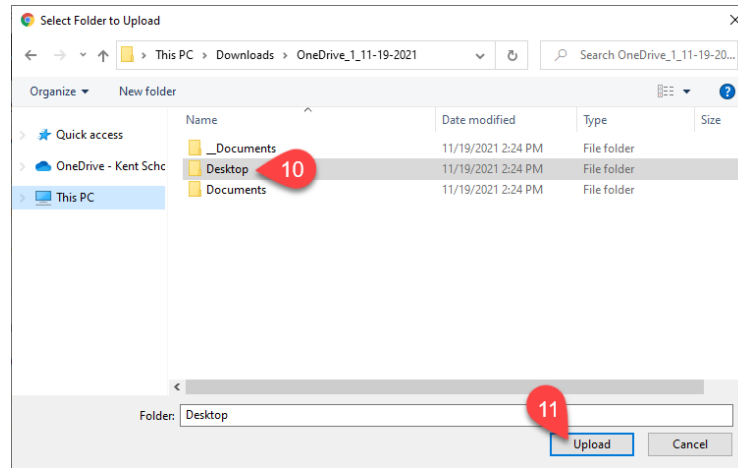


10. Navigate to the folder you want to upload.

11. Click on the folder you want to upload and click **Upload**.

You will see a progress bar that shows your documents are being uploaded and it will disappear after it is done.

Keep repeating steps 10-11 until you have all your documents uploaded to OneDrive and then you are done!



About Downloaded Software

If you downloaded Word, Excel, PowerPoint and Outlook onto your personal device, the apps will go into “reduced functionality mode” sometime within 90 days after you leave Kent School District.

Reduced functionality means you can only view or print your documents. All features for editing or creating new documents are disabled, and you will see a message that asks you to enter a product key or add your device to an active Office 365 account.

There are three options if you want to continue editing or creating documents.

1. [Upload your Word, Excel, and PowerPoint files to Google Drive](#) if you have a personal Gmail account. You’ll be able to edit the files with Google Docs, Spreadsheets, and Presentation, and even download later as Word, Excel, and PowerPoint files later
2. Obtain a Microsoft account from your new school, college, or institution to validate your software.
3. [Purchase a personal Office 365 subscription](#). Apply while you still have a Kent School District email address to receive the [home use discount](#). The new software will not retain your KSD online documents or email.



Microsoft Outlook Email

Export Contacts

The process for exporting contacts from Microsoft Outlook is different on different devices.

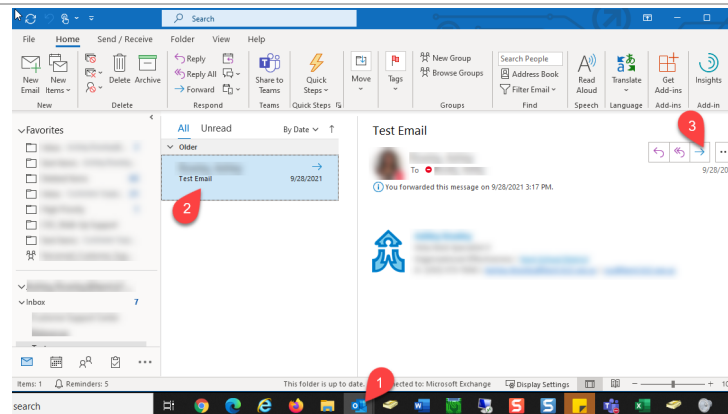
- **Windows Desktop:** [Export Contacts from Outlook](#)
- **Mac Desktop:** [Export items to an archive file in Outlook for Mac](#)
- **Outlook Online:** [Export contacts from Outlook.com to a CSV file](#)

Forward Emails

To continue access to your existing personal emails, forward the messages you need to keep. **Emails will not automatically migrate to an outside service.** You may forward messages that do not contain protected or proprietary information to a personal address.

Forward an Email Using the Outlook App

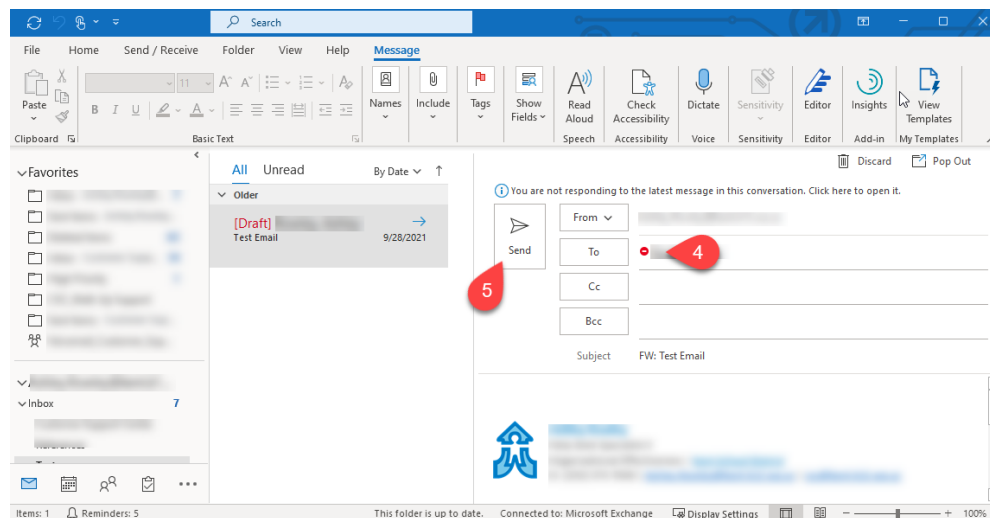
1. Open the **Outlook** app.
2. Click on the message you would like to forward.
3. Click the **blue forward arrow**.



4. In the **To:** field, type in the email address that you want to forward the email to.

5. Press **Send**.

You are done! Repeat these steps for any messages you want to forward.

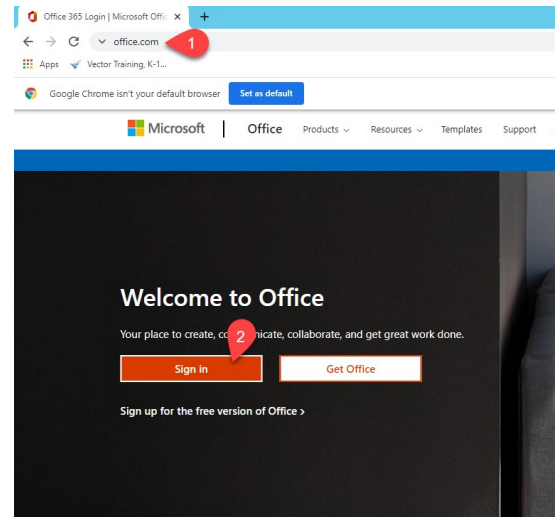


Forward an Email Using the Web Version of Outlook

1. Visit office.com.

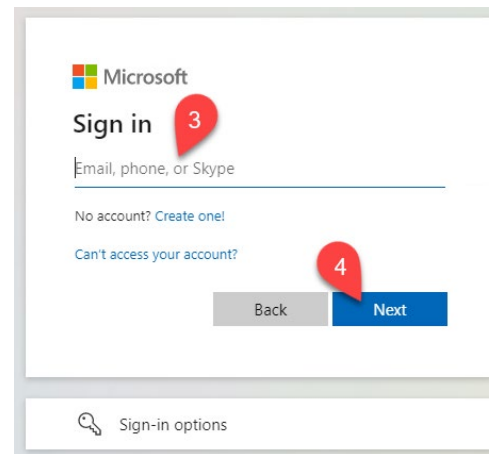
In this example we are using Google Chrome as the web browser.

2. Click **Sign in**.

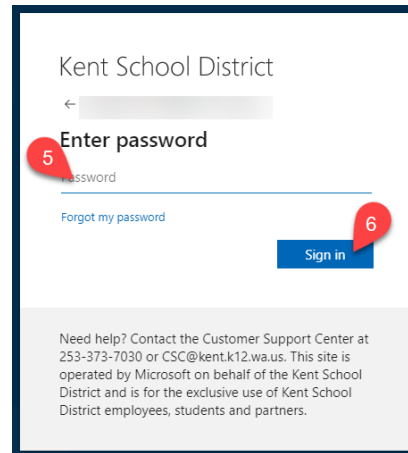


3. Enter your KSD email. It follows the snXXXXXX@kent.k12.wa.us format.

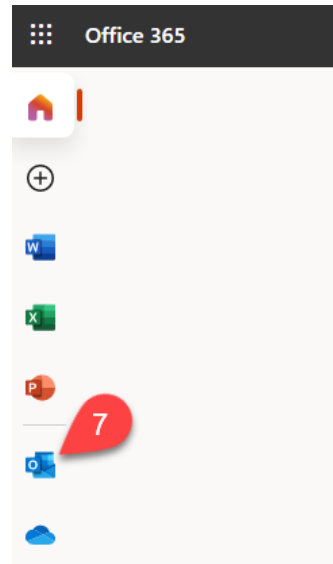
4. Click **Next**.



5. Enter your KSD password. This is the same one you use to log into your device.
6. Click **Sign in**.

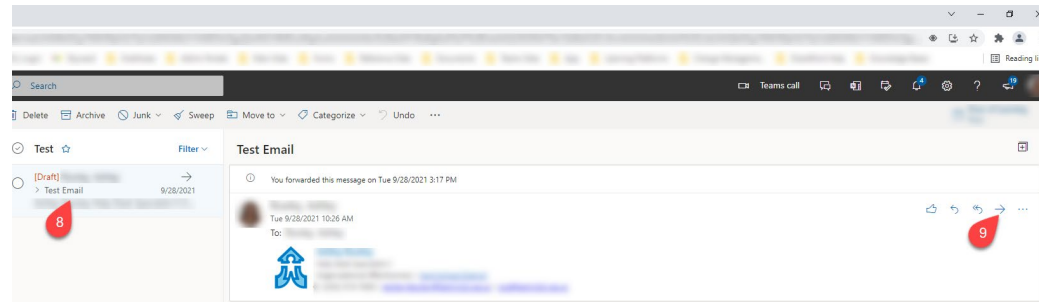


7. Click on the **Outlook** icon on the left-hand side of screen.



8. Click the email that you want to forward.

9. Click the blue arrow pointing to the right.



10. In the **To:** field, type in the email address that you want to forward the email to.

11. Press **Send**.

You are done! Repeat these steps for any messages you want to forward.



Create a Backup File of your KSD Emails (.pst File)

If you use Outlook for Windows and want to move a large number of personal emails to a personal Outlook or Gmail address, you can collect them in a folder and use an application to move them.

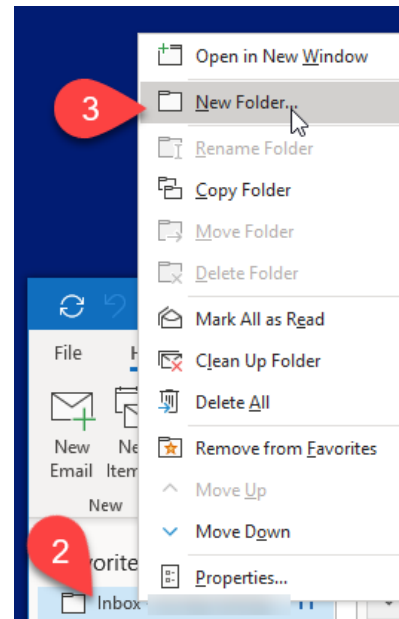
1. Open the Outlook app that has your KSD emails.



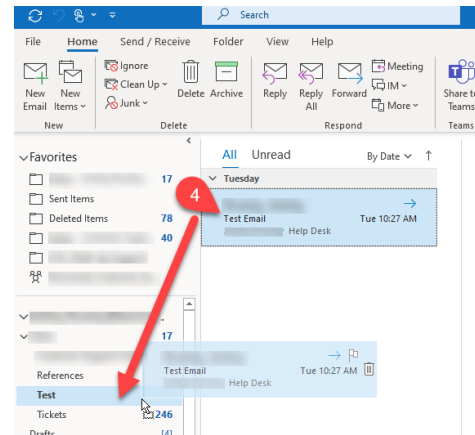
If you wish to put these emails in a separate folder in your Outlook, please create a new folder to put them in. If you don't want to create a new folder, please skip this step.

2. Right-click on **Inbox**.
3. Click **New Folder**. Type in a name for the folder in the text box that appears and then press **Enter** on the keyboard.

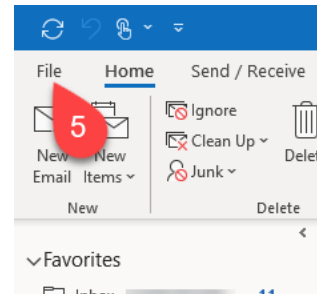
In this example we are going to use the folder named Test.



4. Click on the email that you want to drag into the folder you created and let go of the mouse once your cursor is over the folder you want to put the email in.

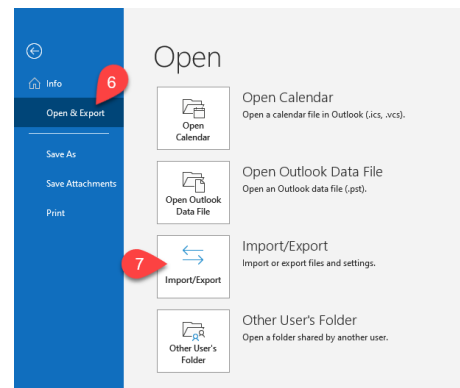


5. Click **File**.



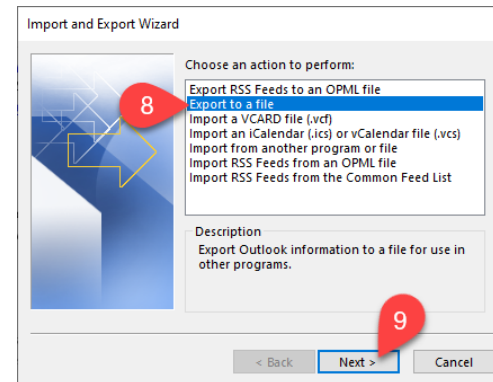
6. Click **Open & Export**.

7. Click **Import/Export**.



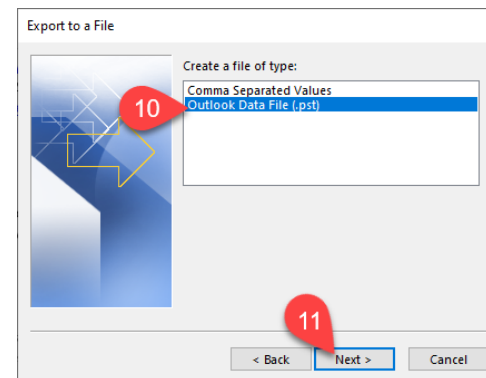
8. Click **Export to a file**.

9. Click **Next**.



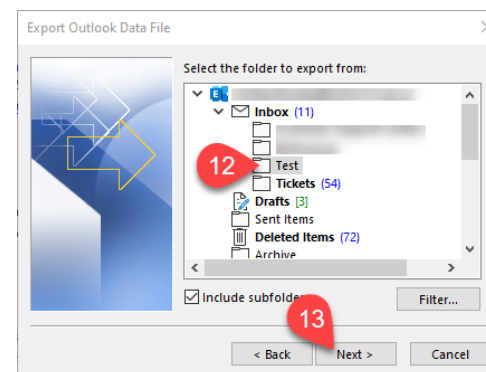
10. Click **Outlook Data File (.pst)**.

11. Click **Next**.



12. Select the folder that you created that has your emails you want to save.

13. Click **Next**.



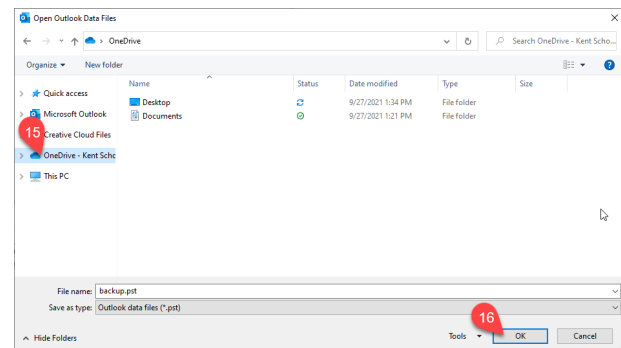
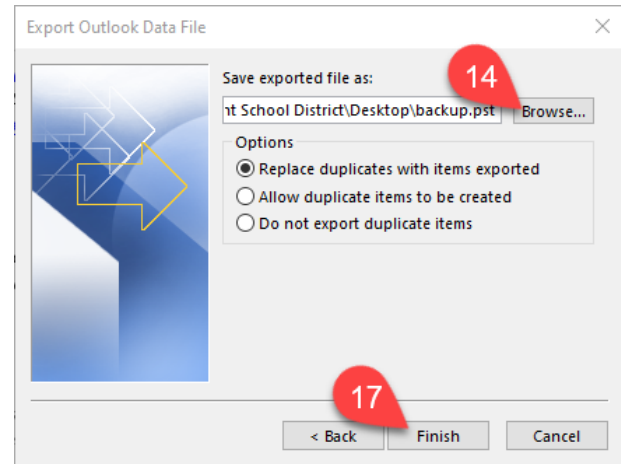
14. Click **Browse** and navigate to where you want your .pst file to be saved. It is recommended to save it to your OneDrive.

15. Click on OneDrive (or where you decide to save the file).

16. Click **Ok**.

17. Click **Finish**.

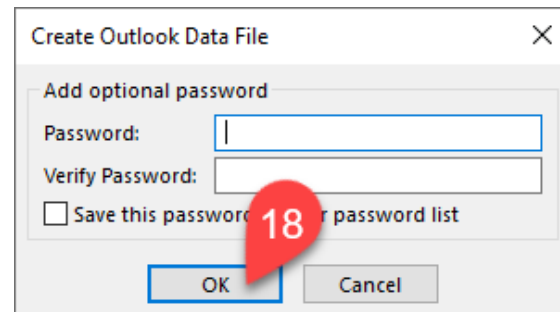
In this example, we are saving it in OneDrive. If you can't save it to your personal OneDrive, save it to the Desktop and use the instructions Upload Office documents to Personal OneDrive to upload it to your OneDrive on page 10.



A box will pop up asking you to create an optional password. This is optional.

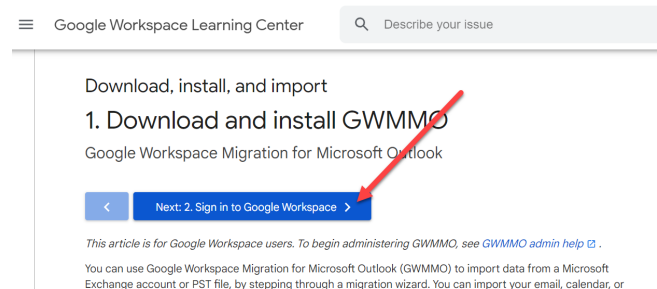
18. Leave everything blank and click **Ok**.

You are done!



Move Personal Emails from Outlook to Gmail

1. Create a .pst file. Follow instructions on how to create a .pst file on page 18.
2. Import the .pst file to Gmail, [please use this Google Support Document for instructions on how to import the .pst file to Gmail](#).
**Please note that that the Support document to import a .pst file has multiple pages. After completing the step on the page, please click to the next page to continue the process (there are five steps). Example picture is below:*



Move KSD Emails to Your Personal Outlook App

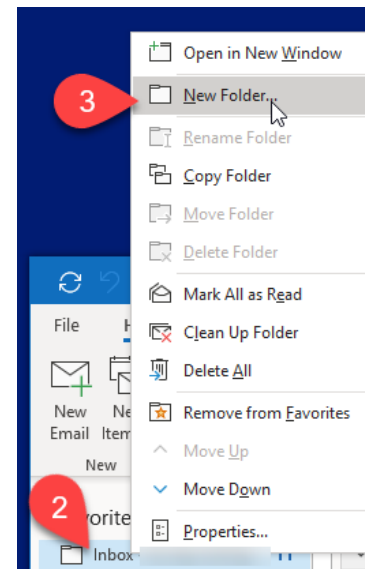
1. Open the Outlook app that has your email you want to transfer the KSD emails to.



If you wish to put these emails in a separate folder in your Outlook, please create a new folder to put them in. If you don't want to create a new folder, please skip these steps and go to step 4.

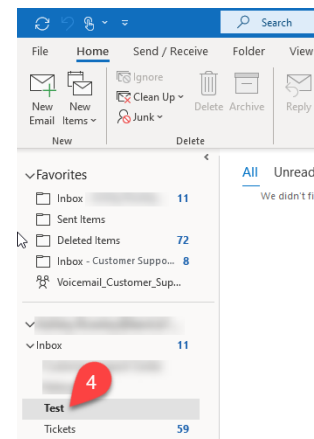
2. Right-click on **Inbox**.
3. Click **New Folder**. Type in a name for the folder in the text box that appears and then press **Enter** on the keyboard.

In this example, we are going to use the folder named Test.

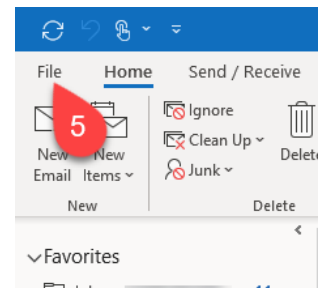


4. Click the folder you just created to open the folder. If you didn't create a new folder, click on the folder you want your emails to be transferred to.

In this example, it is the Test folder.

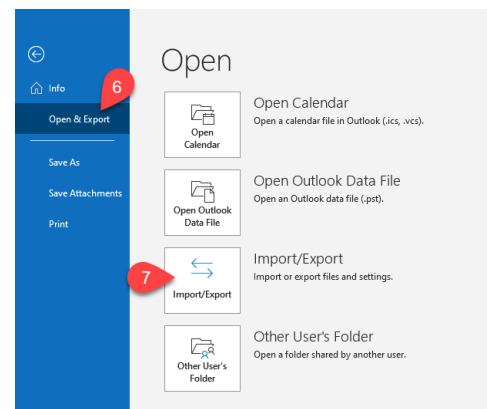


5. Click **File**.



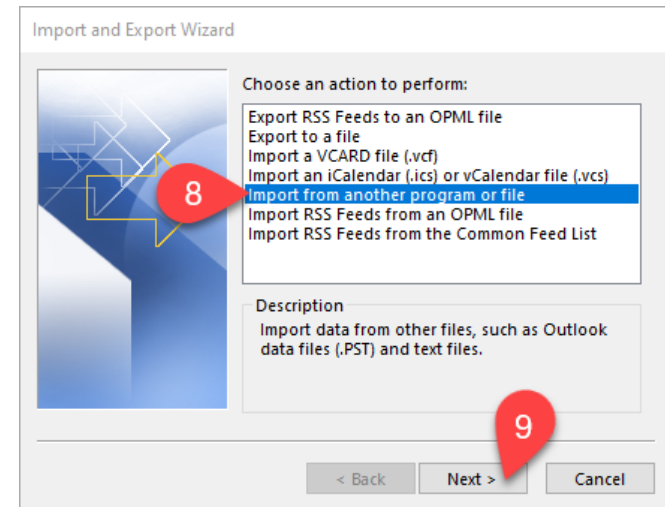
6. Click **Open & Export**.

7. Click **Import/Export**.



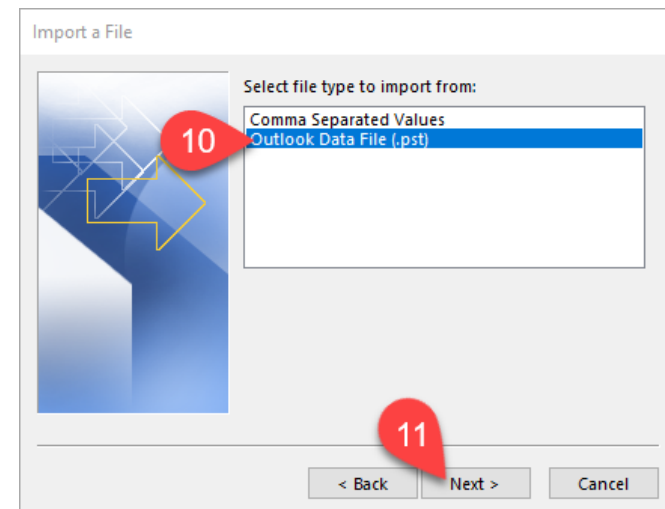
8. Click **Import from another program or file**.

9. Click **Next**.



10. Click **Outlook Data File (.pst)**.

11. Click **Next**.



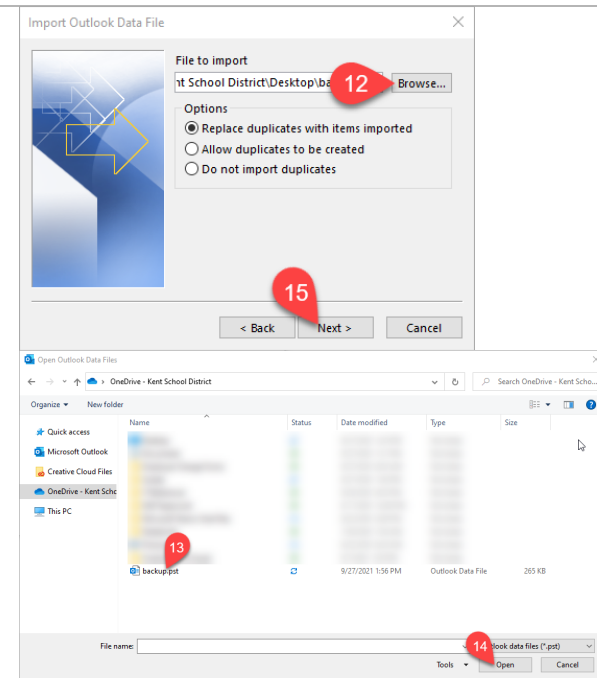
12. Click **Browse**.

13. Navigate to where you saved the .pst file. Click on the file to select it.

In this example, it was saved to OneDrive.

14. Click **Open**.

15. Click **Next**.



16. Click the arrow by "Outlook Data File."

17. Click the arrow by "Inbox."

18. Select the folder that you created so that it is highlighted.

19. Select **Import items into the current folder**.

20. Click **Finish**. The emails should show up in the folder that you selected.

You are done!

