



## How-to Guide: Uploading and Downloading Files

This support guide provides information about uploading and downloading files to technology platforms such as: emails, cloud-based services, browsers, and Desire2Learn (D2L).

### What is the difference between uploading and downloading files?

Uploading is sending files and visuals from your computer/device to a cloud-based service, such as Office 365 or D2L Locker

- For example: Upload assignments to D2L to be graded

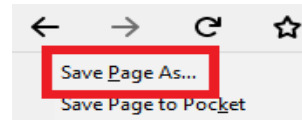
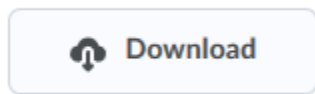
Downloading saves files and visuals from the internet to your own computer/device

- For example: Download a syllabus from D2L to any personal device to see when assignments are due

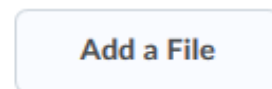
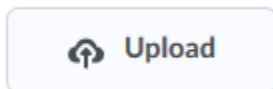
### Where to Download and Upload a File?

It is important to know where to save or send files. Download and upload files and visuals from a personal computer, cloud-based services, email, or D2L.

To download a file, click the download button, download symbol, or “Save Page As” in a D2L shell, email, or Microsoft Office 365.



To upload a file, click the upload button, upload symbol, “Attach,” or “Add a File” in the D2L shell, email, and Microsoft Office 365.

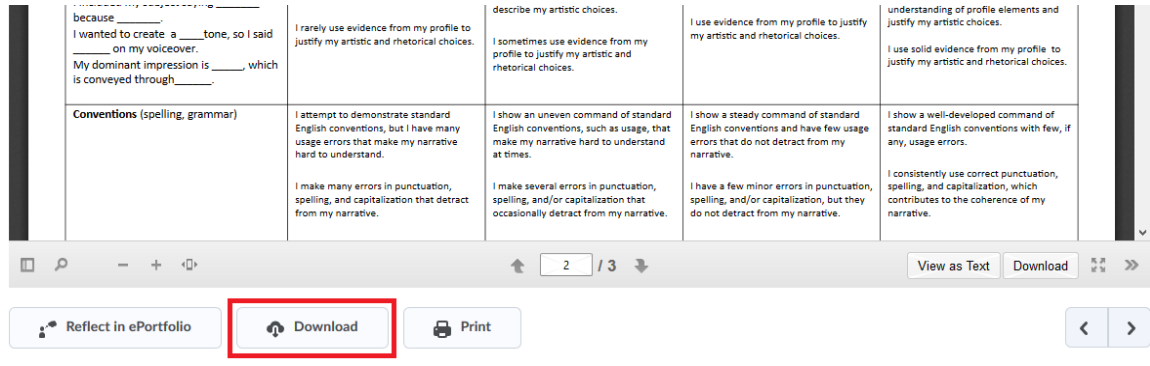


# How-to Guide: Uploading and Downloading Files

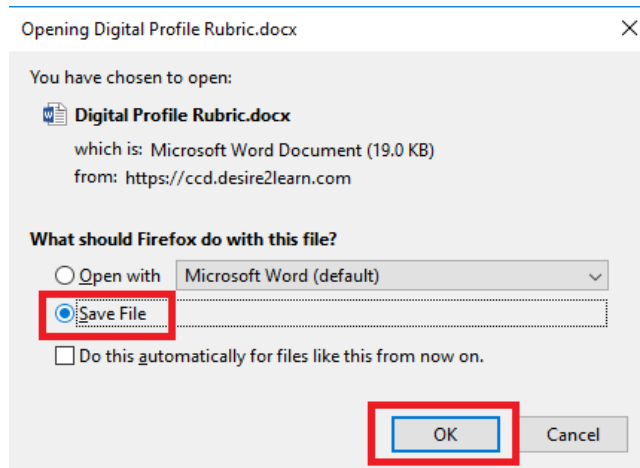
## How-to Download Files

### Download from D2L

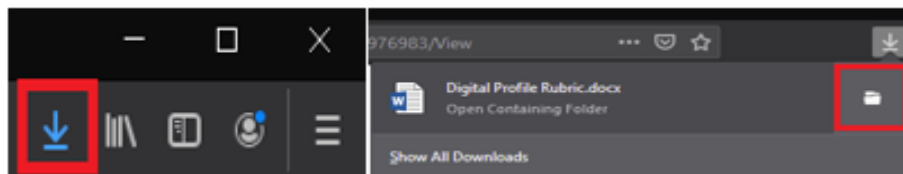
1. Select the desired module and topic on the class's D2L shell. Scroll down to the bottom of the document and click on Download.



2. In the dialog box, "What should Firefox do with this file?" choose "Save File" and click "OK".

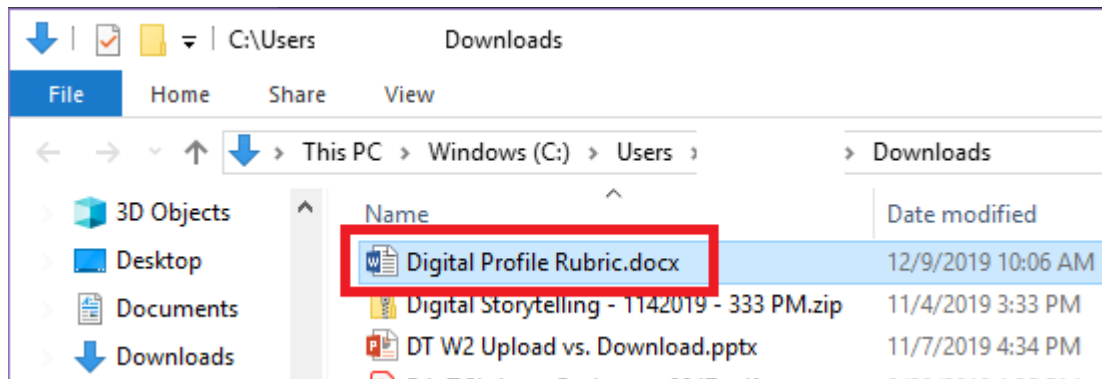


3. In the upper right corner of Firefox's task bar, click the download symbol. Click the File symbol to save the desired file to the personal device.



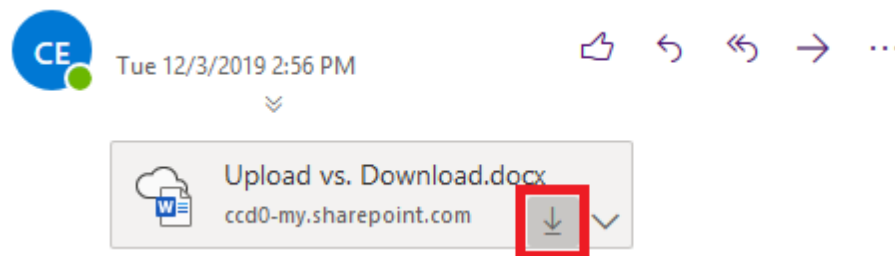
## How-to Guide: Uploading and Downloading Files

- The downloaded file will appear in the File Explorer.

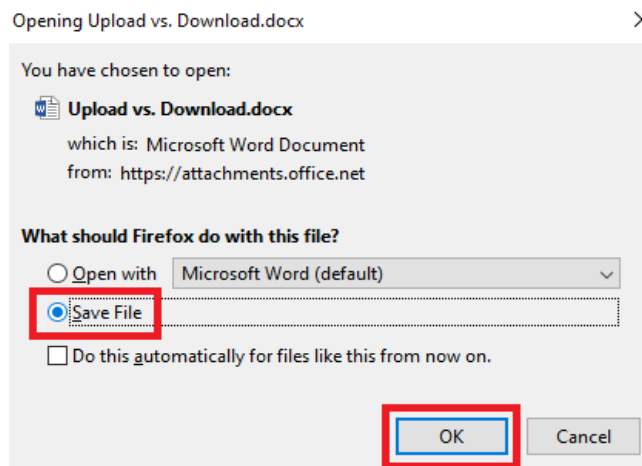


### Download from Email

- Select the desired email message with an attachment from the inbox. Then, click the download symbol located at the bottom right of the attachment.

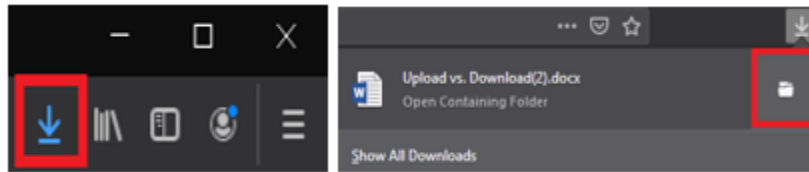


- When the dialog box appears, choose "Save File".

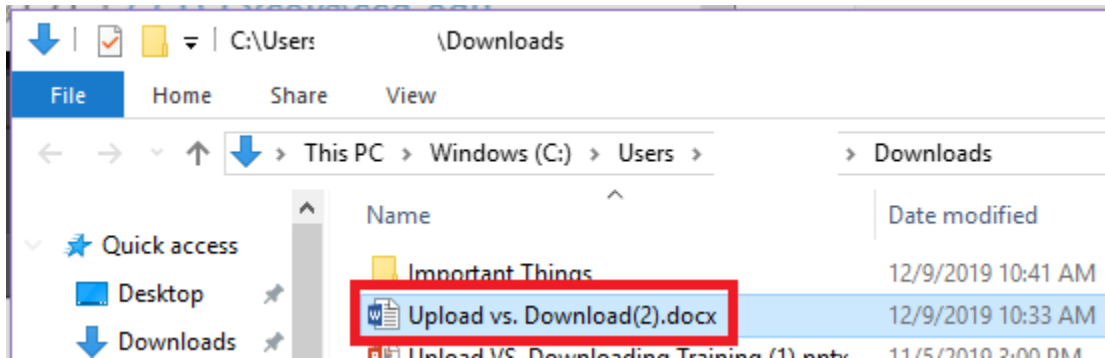


- In the upper right corner of Firefox's task bar, click Download. Click the File symbol to save the desired file to the personal device.

## How-to Guide: Uploading and Downloading Files



4. The downloaded file will appear in the File Explorer.



### Download from Microsoft Office 365: One Drive

1. Click the circle to select the desired file.

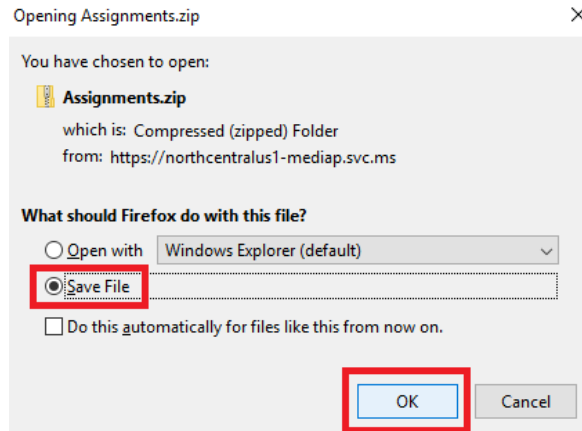


2. Select "Download" on gray task bar under the purple ribbon.

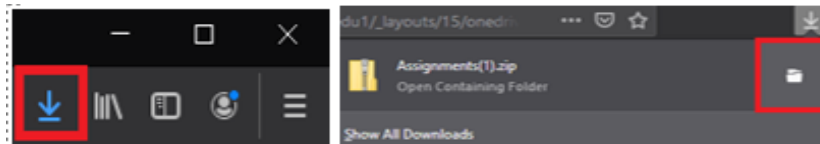


3. When the dialog box appears, choose "Save File."

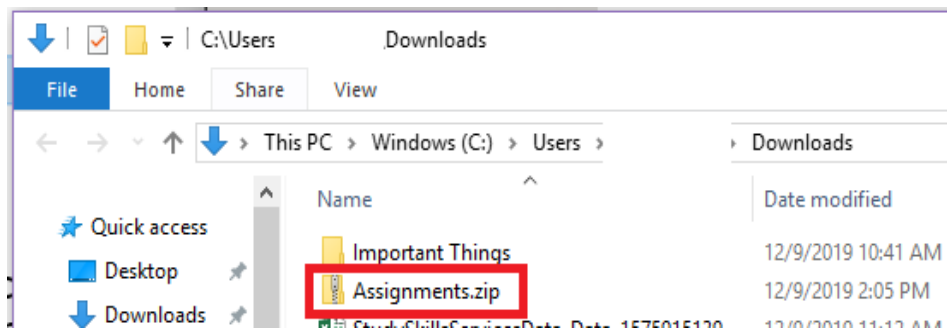
# How-to Guide: Uploading and Downloading Files



4. In the upper right corner of Firefox's task bar, click Download. Click the File symbol to save the desired file to the personal device.



5. The downloaded file will appear in the File Explorer.



## How-to Upload Files

### Upload to D2L

1. Select the desired module and topic on the class's D2L shell. Click "Add a File."

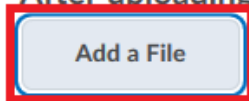
## How-to Guide: Uploading and Downloading Files

### Submit Assignment

Files to submit \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.



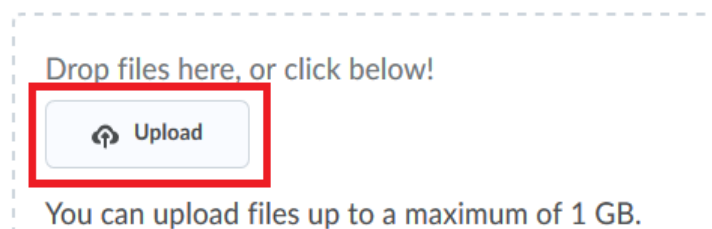
2. In the dialog box, "Add a File - ...." Click on the desired storage location. For example, "My Computer".

#### Add a File - Digital Storytelling - |



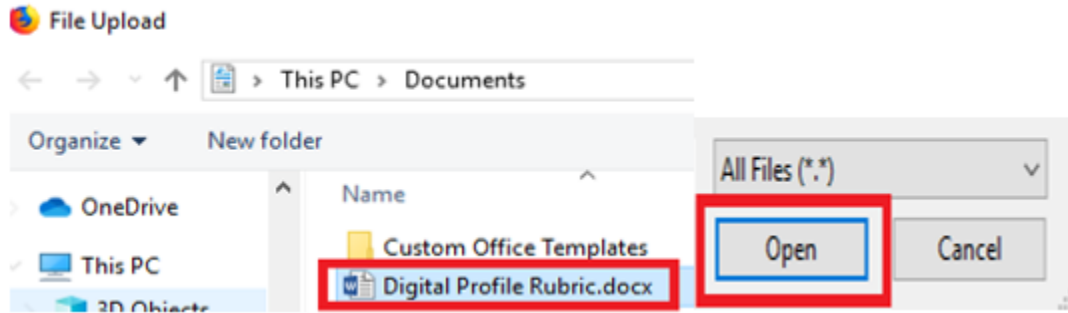
3. Click Upload.

#### Add a File - Digital Storytelling - Community College



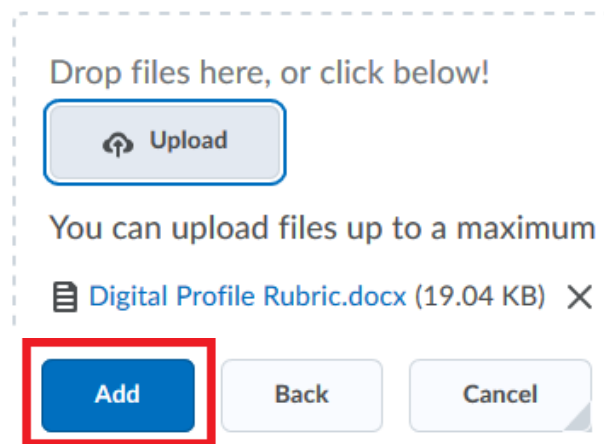
4. Select the file from the personal device's File Explorer and click "Open".

## How-to Guide: Uploading and Downloading Files



5. Click Add in the bottom left corner of the dialog box.

### Add a File - Digital Storytelling - Comr



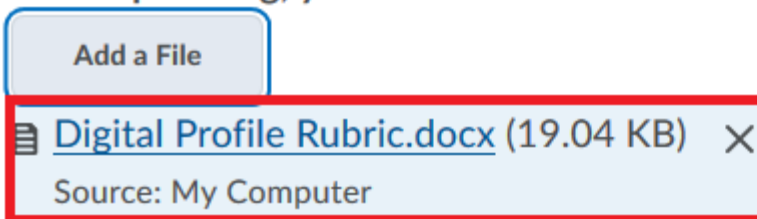
6. The uploaded file will appear under “**After uploading, you must click Submit to complete the submission.**”

## Submit Assignment

Files to submit \*

(1) file(s) to submit

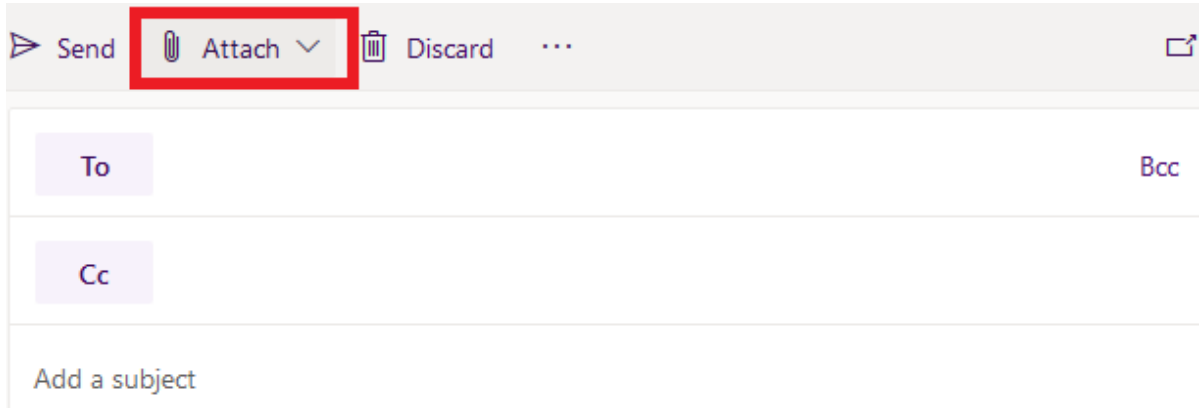
After uploading, you must click Submit to complete the submission.



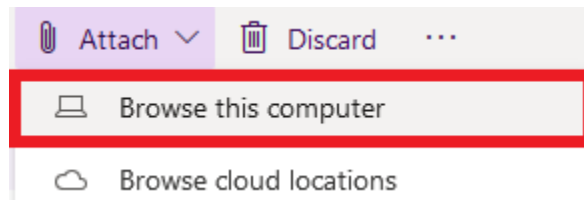
# How-to Guide: Uploading and Downloading Files

## Upload to Email

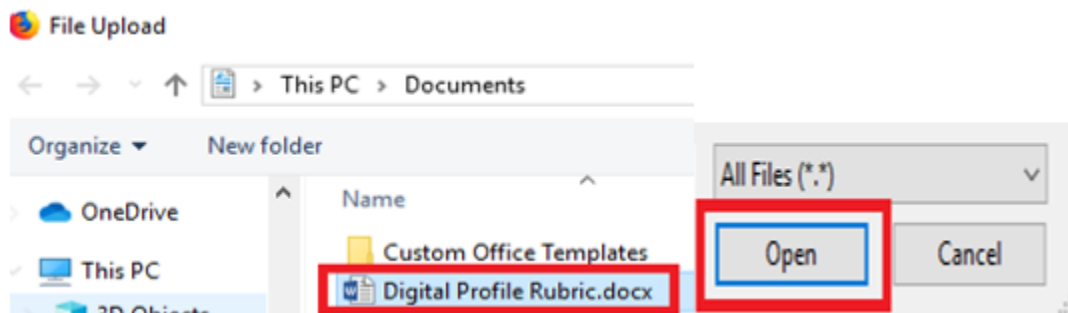
1. In the new message box, click on “Attach” symbol.



2. Click on the desired storage location to upload the file. For example, “Browse this computer”.



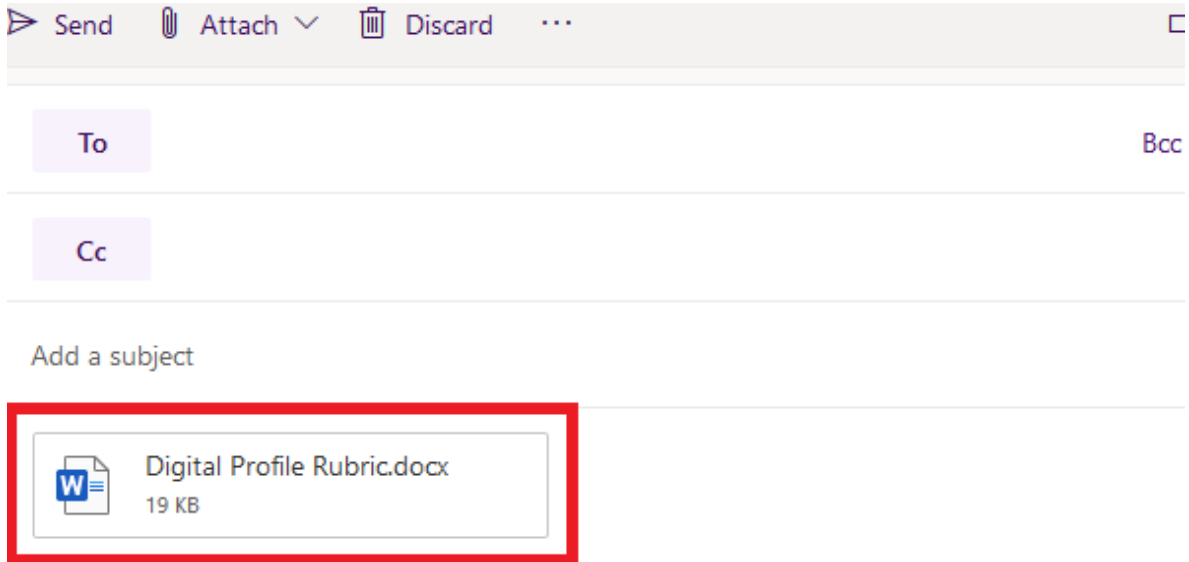
3. Select the file from the personal device’s File Explorer and click “Open”.



4. The uploaded file will appear under the subject line of the email message.

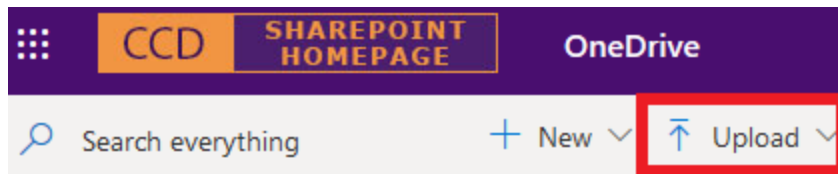


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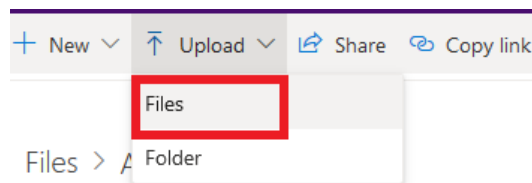


### Upload to Microsoft Office 365

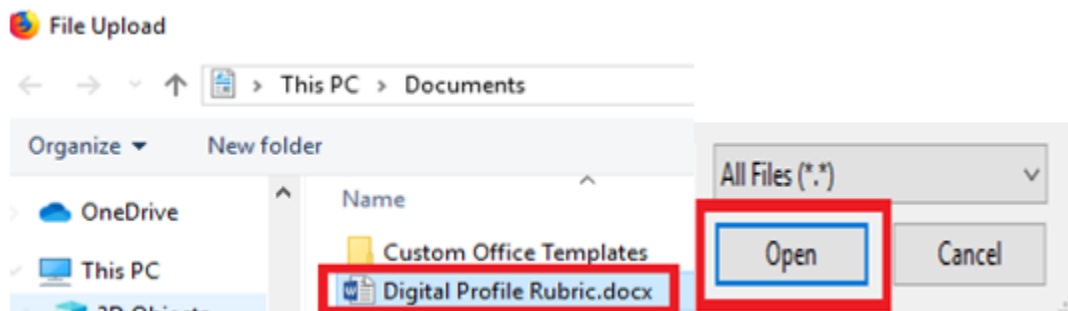
1. Select Upload in the gray task bar under the purple ribbon.



2. Click file or folder to send the selected file to the desired cloud-based service, like One Drive.

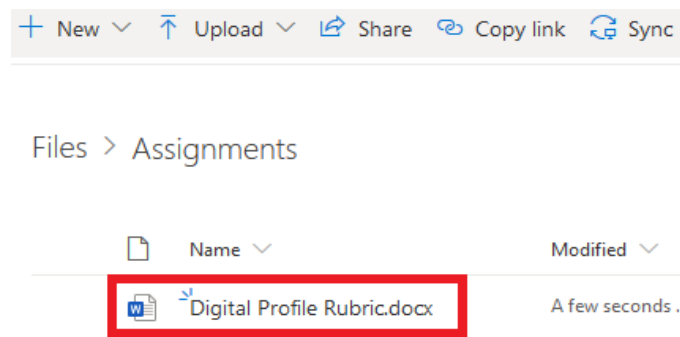


3. Select the file from the personal device's File Explorer and click "Open".



## How-to Guide: Uploading and Downloading Files

4. The uploaded file will appear in the cloud-based service's files.



### Need more support?

- CCD's recommends using Firefox for supporting the student resources, like CCDconnect, D2L and Office 365
- To learn more about downloading or uploading from different browsers, meet with a Digital Zone tutor for individualized support