

Exporting files or folders from a picture or document library in Hwb+ to OneDrive

Prerequisites

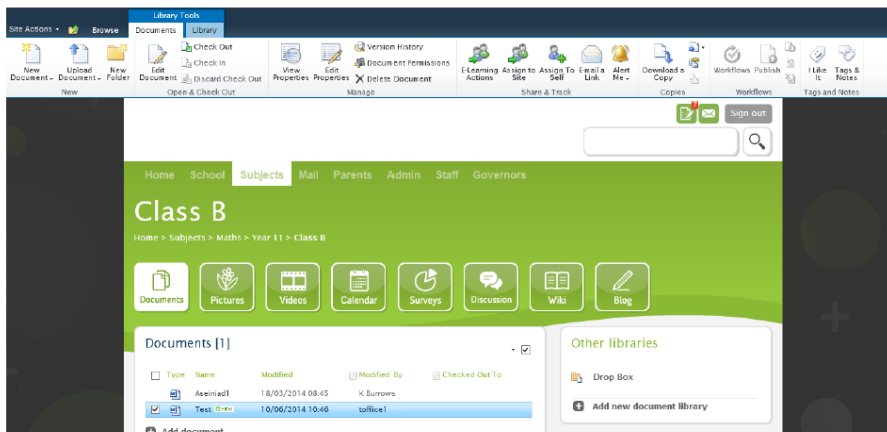
Windows 7 laptop or PC

Internet Explorer 11

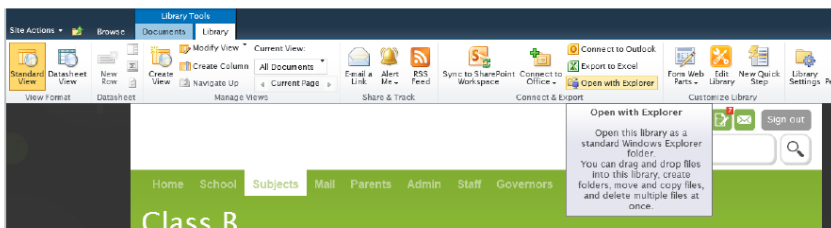
Ensure <https://hwbplus.wales.gov.uk> is added to trusted sites

(Settings cog in Internet Explorer > Internet Options > Security > Trusted Sites > Click Sites)

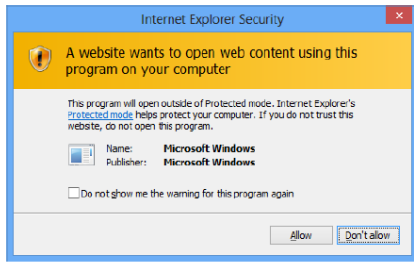
1. Go to the relevant section of your Hwb+ site (e.g. Subjects, Staff, Governors...) and click on 'Documents'.



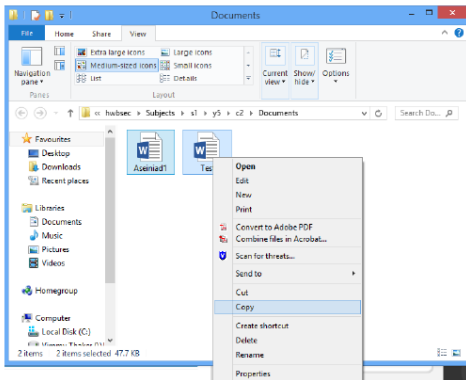
2. Click on the relevant document library, which may appear under 'Other libraries'.
3. Once your document library has opened, click on the 'Library' tab at the top of the page and select 'Open in Explorer'.



4. This will display a pop up requesting the user to allow access to open the content, click 'Allow' and the explorer view will open.



5. You can copy the files from explorer view into a local folder on your device.



6. Once the files have copied over you can then drag and drop them into OneDrive. (You can upload folders to One Drive using the Chrome browser)