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Note: Use the download option carefully. The source file remains in SharePoint and your local copy is not synchronized.

1. Navigate to the library.
2. Select the file to copy by clicking the checkbox next to the name of the file.

3. On the ribbon, click the **FILES** tab. In the **Copies** group, click **Download a Copy**.

4. Depending upon your browser, you may see additional prompts to save the document to a default downloads folder on your computer or to another folder of your choice.
Note: You can only download one document at a time with this command. See the help file for Open with Explorer to copy multiple documents to your computer.