

AKO Transition

Download a File onto Your Computer

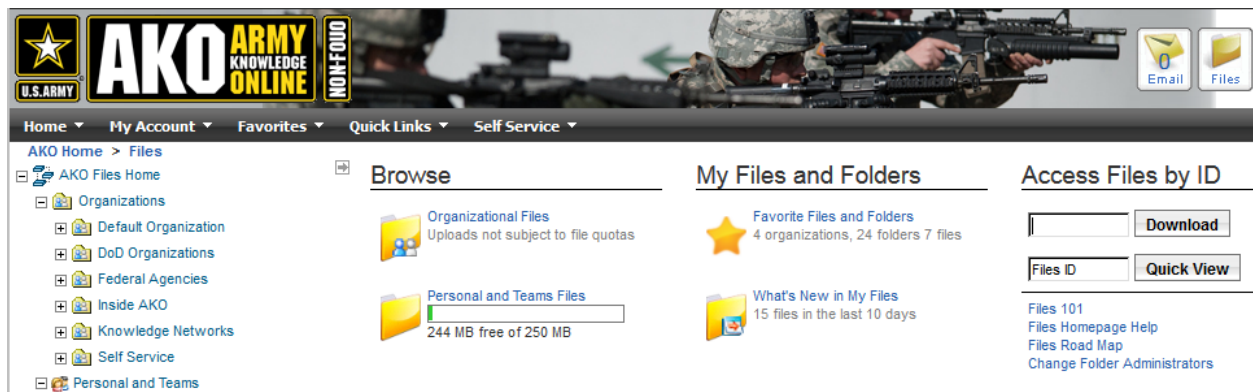
If you have personal files on the AKO Portal and want to keep the files on a personal computer, transferring files from AKO Myfiles is made easy. You are able to download individual files or multiple files at once. For help to download file(s) or folders, see the instructions below.

Download individual files

1. First log into AKO and click on the “Files” button, located at the top right of your screen



2. You will be brought to myFiles page



- There are two ways you can download file(s). First by just clicking on the file itself and saving it to your computer or by putting in the ID of the file(s) in the box as shown below, then click on the download button.

Browse

**Organizational Files**
Uploads not subject to file quotas

**Personal and Teams Files**
244 MB free of 250 MB

My Files and Folders

**Favorite Files and Folders**
4 organizations, 24 folders 7 files

**What's New in My Files**
15 files in the last 10 days

Access Files by ID

[Files 101](#)
[Files Homepage Help](#)
[Files Road Map](#)
[Change Folder Administrators](#)

Note: If you enter a Folder ID number it will take you to the folder location and from there you can download the whole folder, instructions on how to do that are later on in this guide.

Tip

To find ID numbers for files or folders, hover over them and a pop-up will appear with the ID number, just like the image bellow in the “Download Multiple Files and Folders”



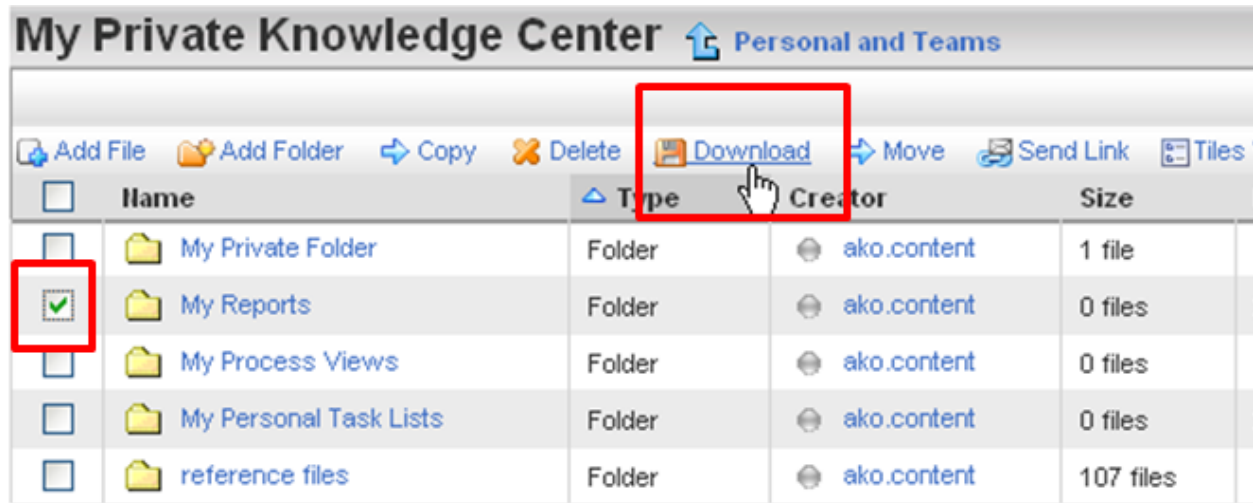
The screenshot shows the 'My Private Knowledge Center' interface. At the top, there's a header with the title and a 'Personal and Teams' link. Below the header is a toolbar with icons for 'Add File', 'Add Folder', 'Copy', 'Delete', 'Download', 'Move', 'Send Link', and 'Tiles'. A table lists folders: 'Junk Folder' (checked), 'My P...', and 'My P...'. The 'Junk Folder' is selected, and a detailed view pop-up is shown. The pop-up displays the folder's name, access level (Administrator), parent folder (My Private Knowledge Center), contents (1 file, last modified on 17 Jun 2009 17:07), security (Inherits Security from Parent), and the ID (17072050). The ID is highlighted with a red box. At the bottom of the pop-up are buttons for 'Quick View', 'Folder Options', 'Edit Folder', and 'Administer Folder'.

	Name	Type	Creator	Size
<input checked="" type="checkbox"/>	Junk Folder	Folder		1 file
<input type="checkbox"/>	My P...			
<input type="checkbox"/>	My P...			

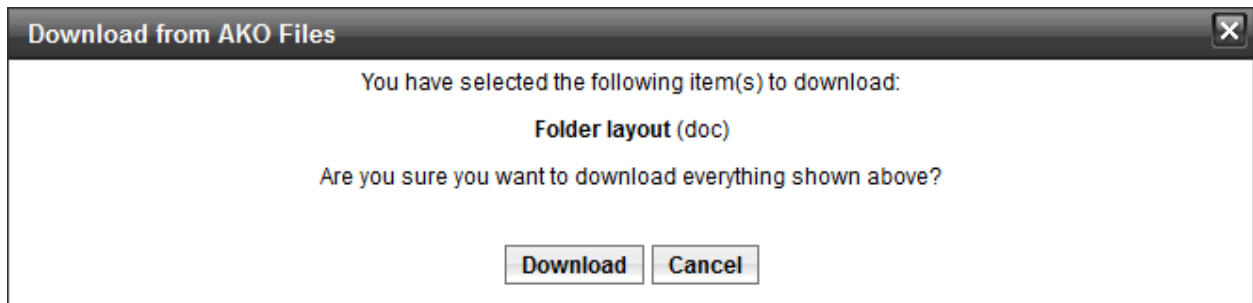
Junk Folder
Your Access: Administrator
Parent: My Private Knowledge Center
Contents: 1 file, last modified on 17 Jun 2009 17:07
Security: Inherits Security from Parent
Id: 17072050

Download Multiple files or folders

1. To download files or folder(s) check the box next to the files or folder(s) you want and click the “Download” button



2. A pop-up will appear, click the “Download” button



3. A pop-up will appear. To save the file, highlight the “Save File” radio button and then click “OK”

