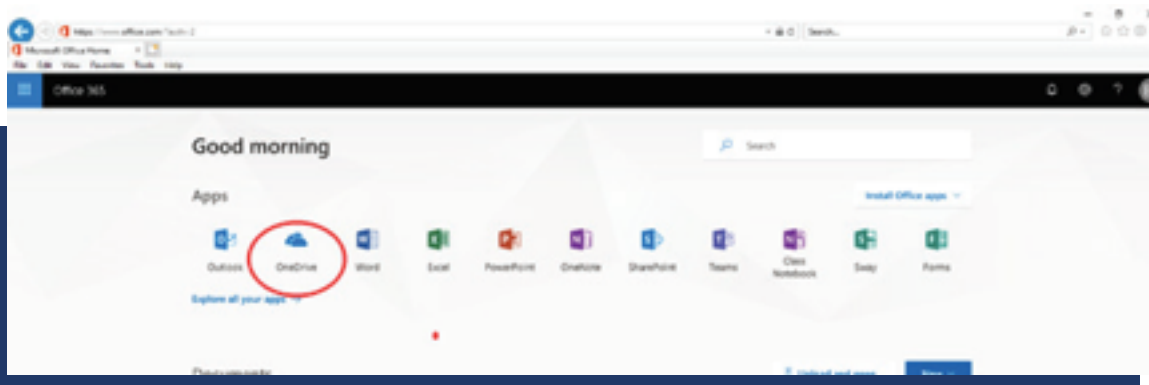

Setting Up Shared Folders in One Drive



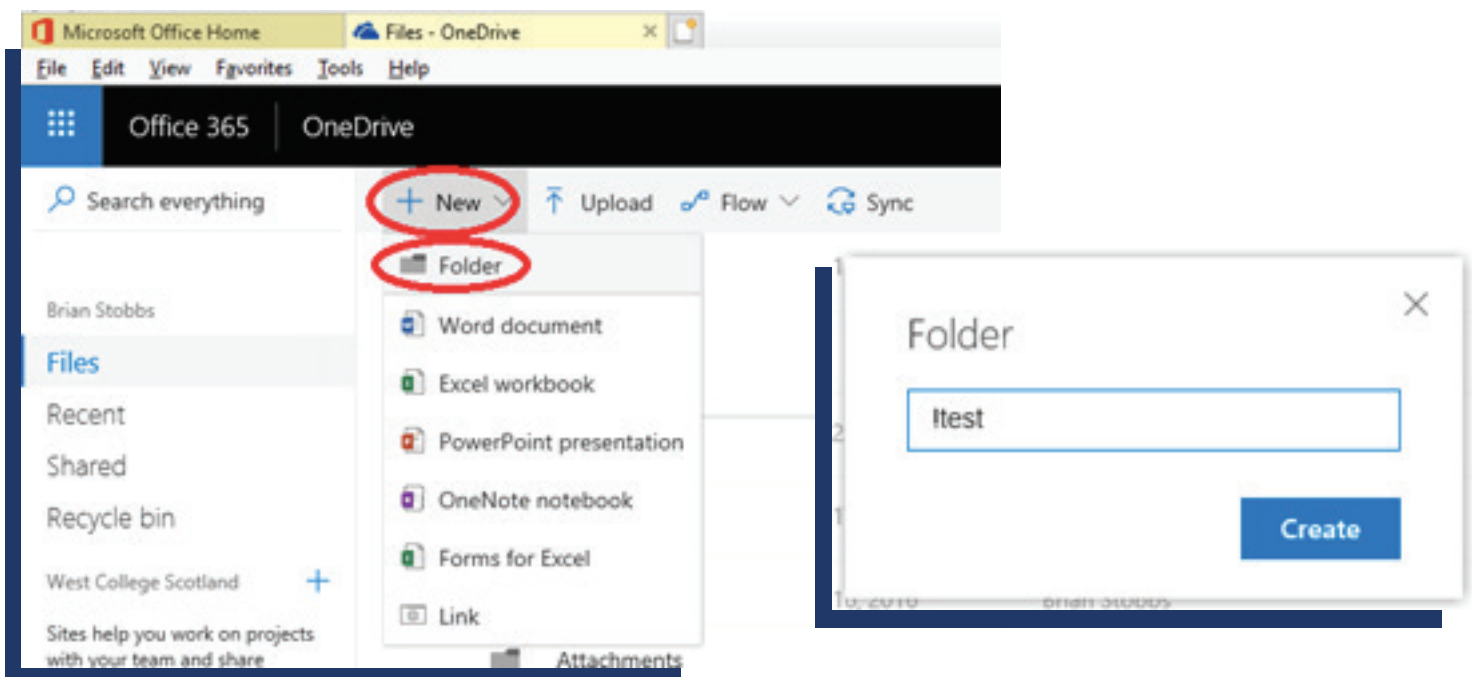
SETTING UP SHARED FOLDERS IN THE ONE DRIVE

- Browse to Office 365 <https://login.microsoftonline.com/>
- On the college network, you shouldn't need to enter a username & password, as your computer login details will be automatically be used
 - If you are asked for login details, or are accessing Office 365 outside of the college network, use following credentials:
 - Username = your college email address
 - Password = password you use to login to your computer when in the college
 - Select 'OneDrive'

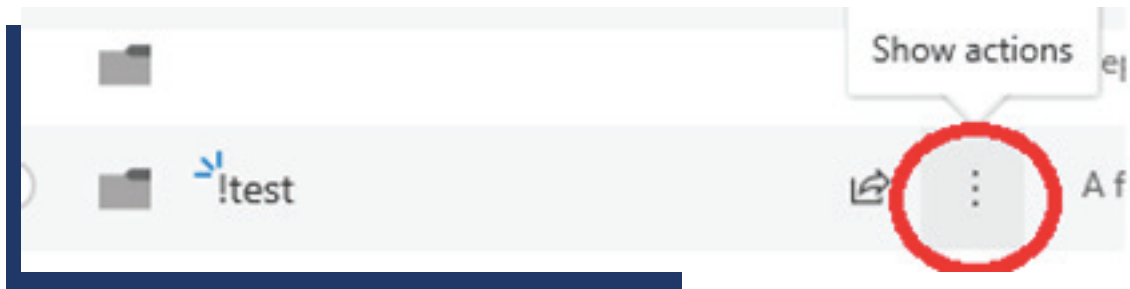


CREATE A NEW FOLDER

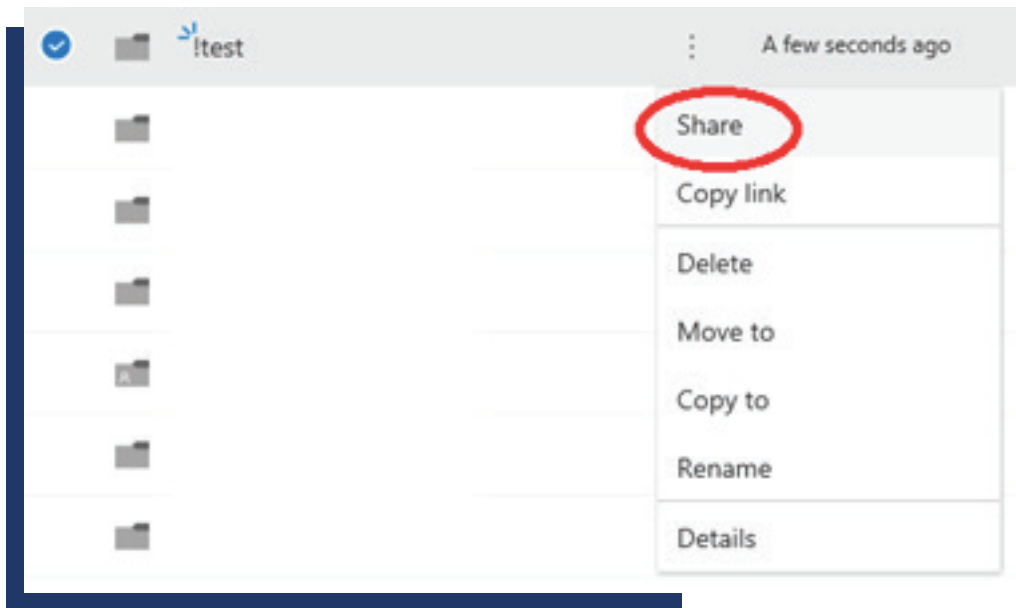
Select 'New' > Select 'Folder' > enter name for new folder > select 'Create'



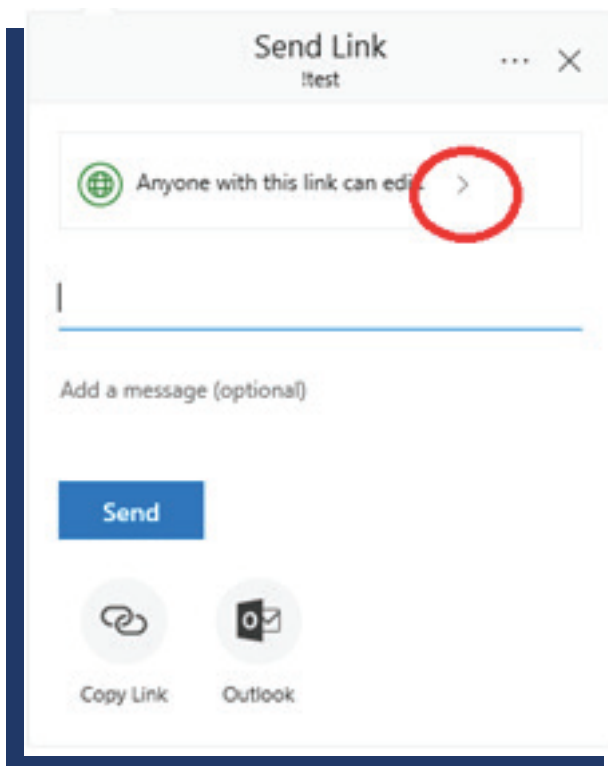
Select the 'Show actions' menu beside new folder on list of folders:



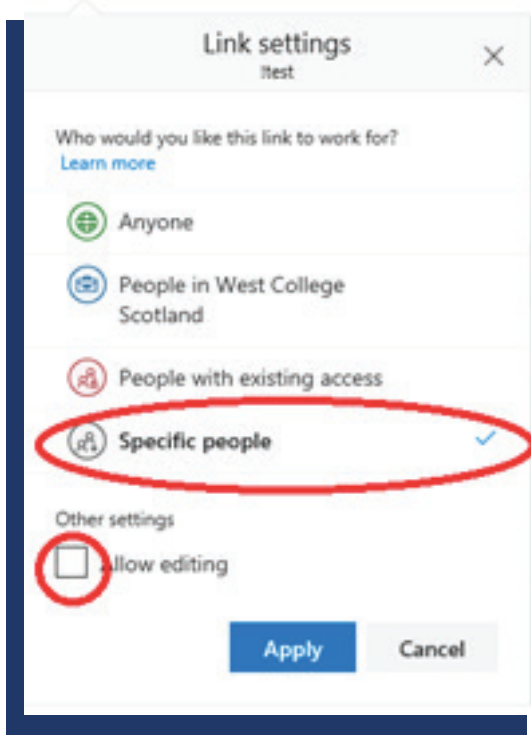
Select Share



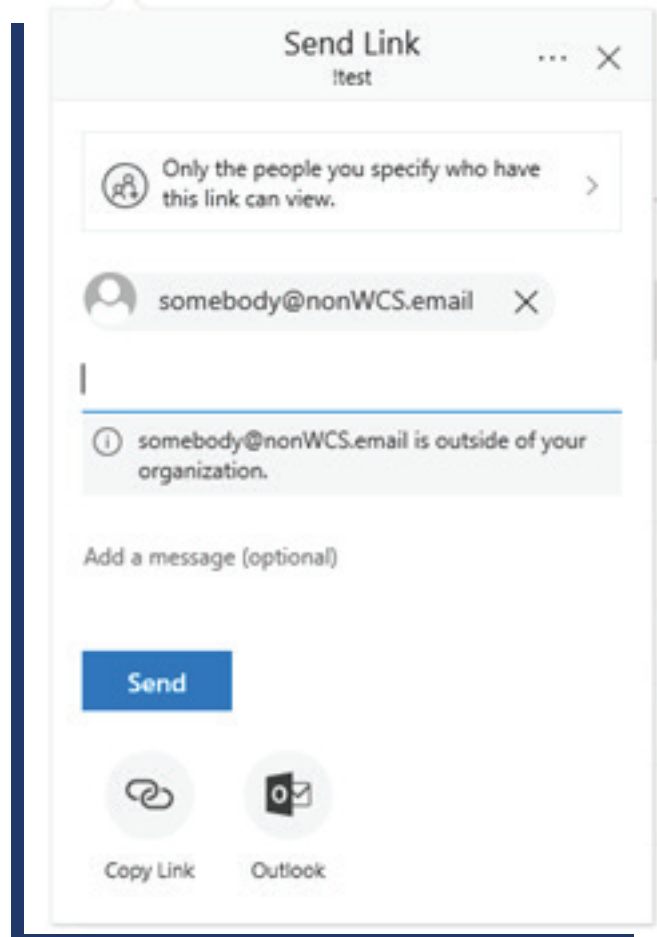
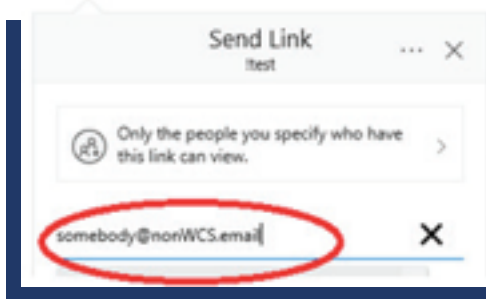
Select the 'Link settings' screen, using the chevron at top of the 'Send link' screen:



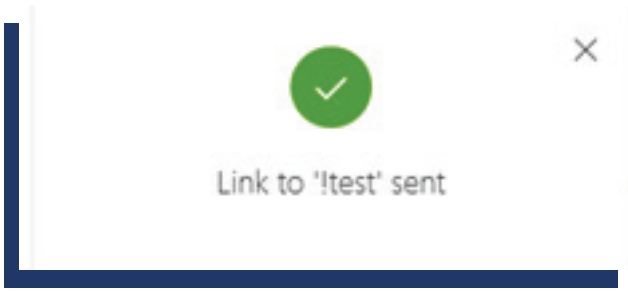
To share folders as 'Read Only' with someone that is not an employee of United Colleges Group
Select 'Specific People' > uncheck 'Allow editing' checkbox > select 'Apply'



Type in the email address of the person you are sharing the folder with >press 'Enter' on your keyboard > Select 'Send'

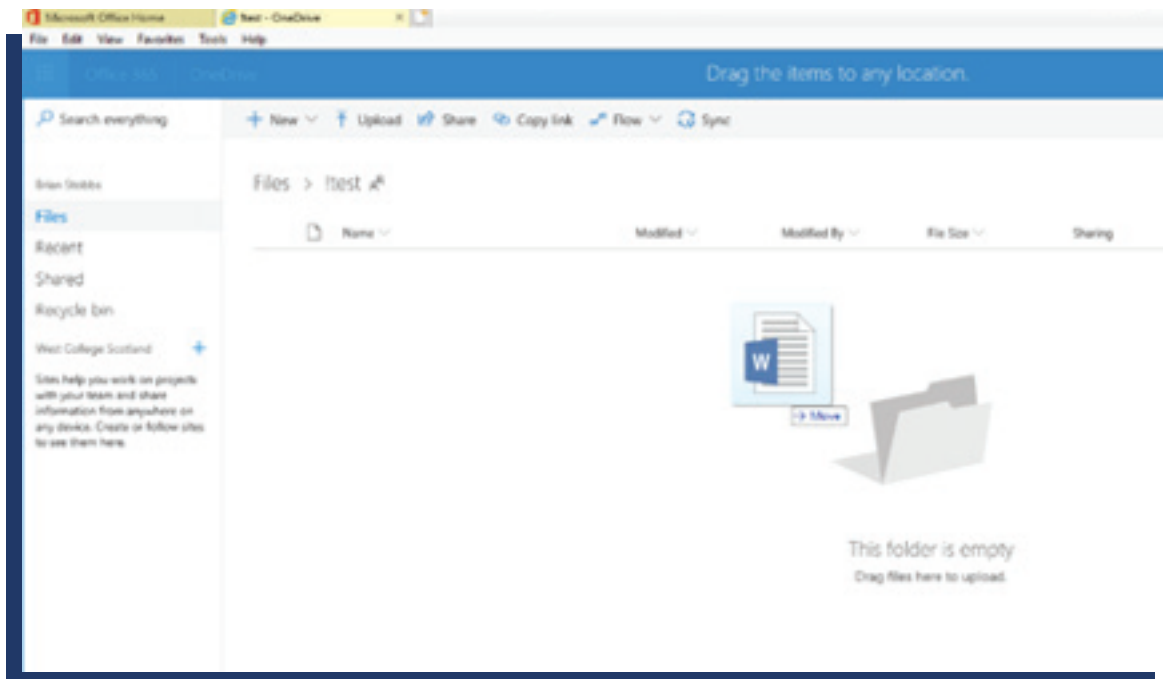


A Link to your shared folder will now be emailed to the person you are sharing the folder with

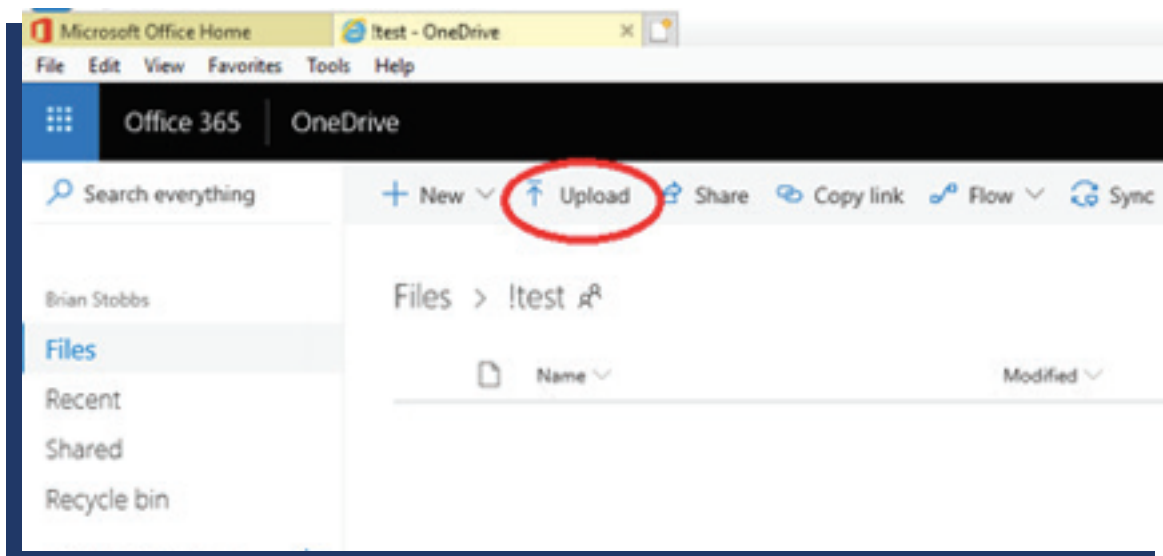


SAVING FILES INTO SHARED FOLDERS IN THE ONE DRIVE

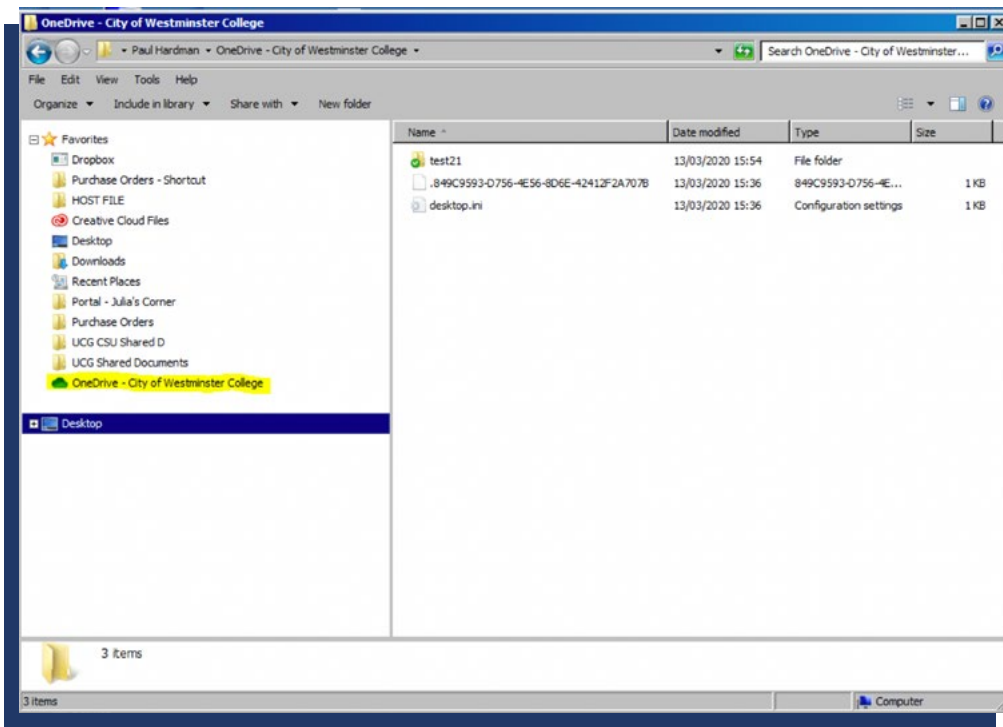
- Select your new folder from your list of folders, to start saving files into the folder
- You can now upload files to this folder and the person you are sharing the folder will be able to get access to them. There are a variety of methods to upload files – the following are 3 different options:
 - Files can be dragged and dropped into folders



Select 'Upload'



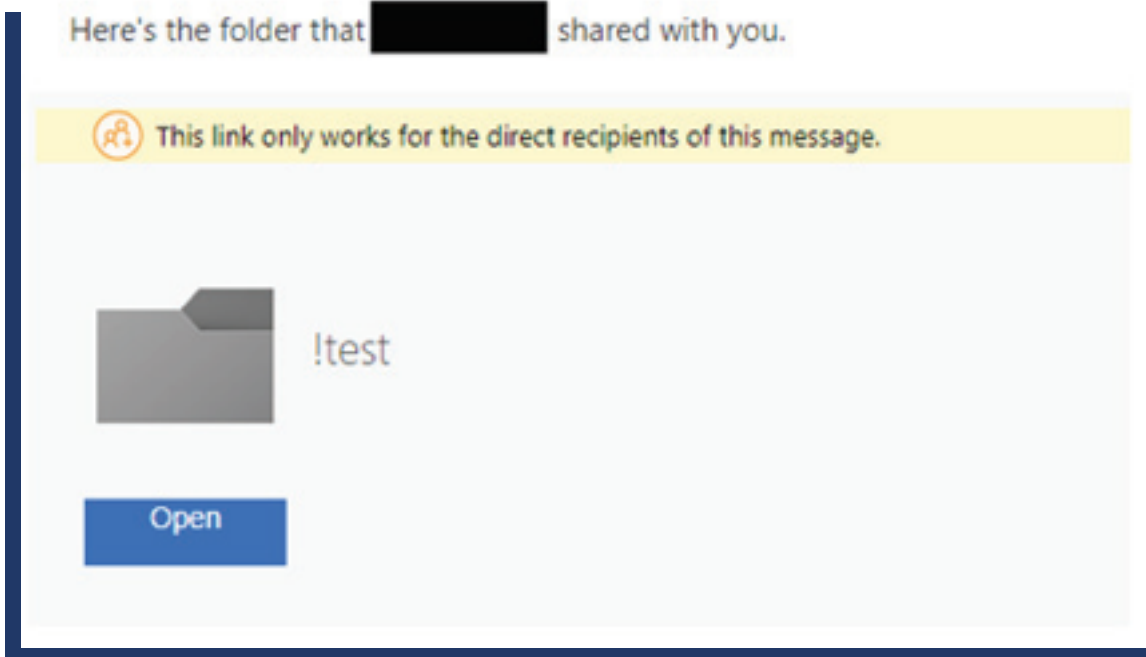
Copy files to your OneDrive favorites shortcut



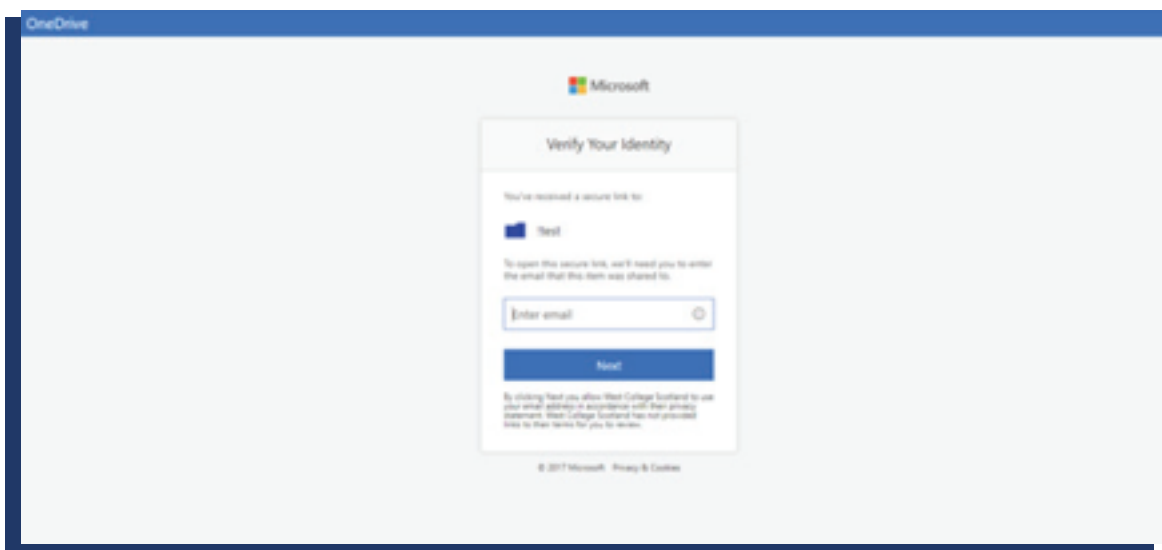
ACCESSING SHARED ONE DRIVE FOLDERS

For the person that the folder is shared with)

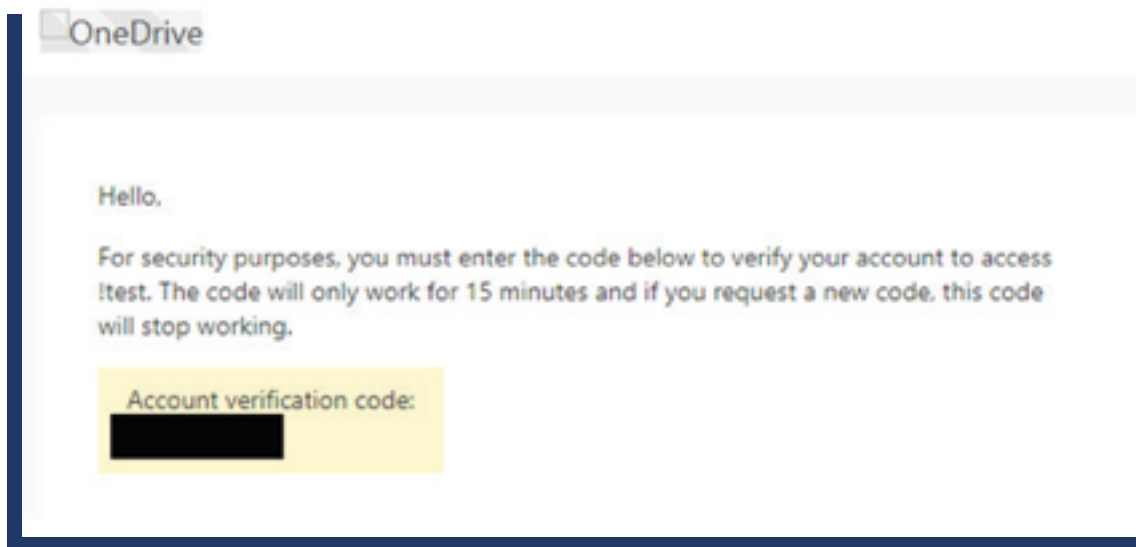
- The person you are sharing folders with, will have received an email with a link to your folder:



On selecting the link > they will be asked to enter their email address



They will then be sent a 'Verification Code' to the same email address:





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