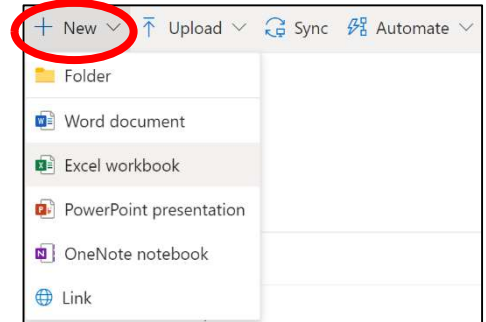


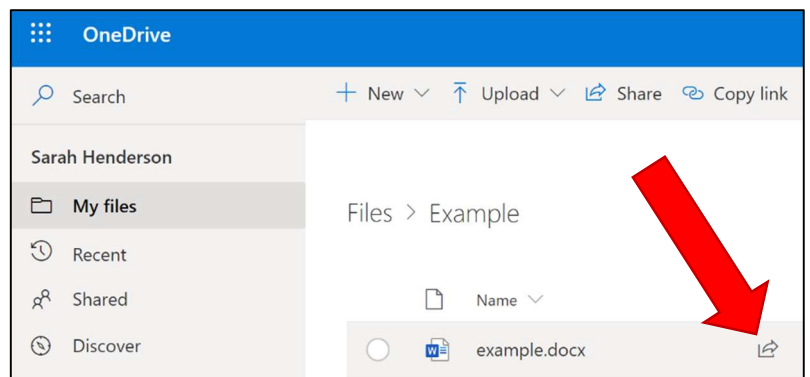
Sharing and Receiving Files Using OneDrive

Sharing Files Using One Drive

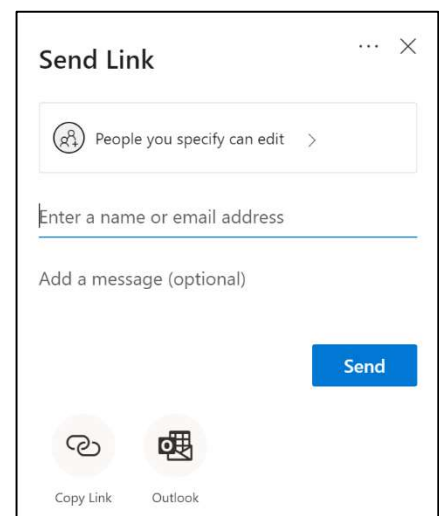
1. Log into portal.office.com and select OneDrive.
2. Select +New to create a new folder, if necessary, and drag the file to the new folder.



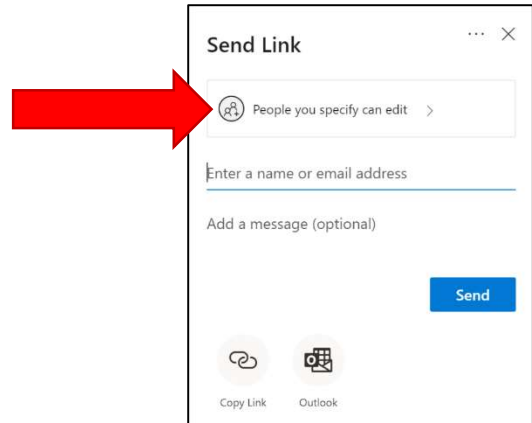
3. Select the share icon.



4. A dialogue box will appear, enter the name(s) or e-mail addresses of recipients, and enter a message if necessary.



5. Select "People you specify can edit" box.

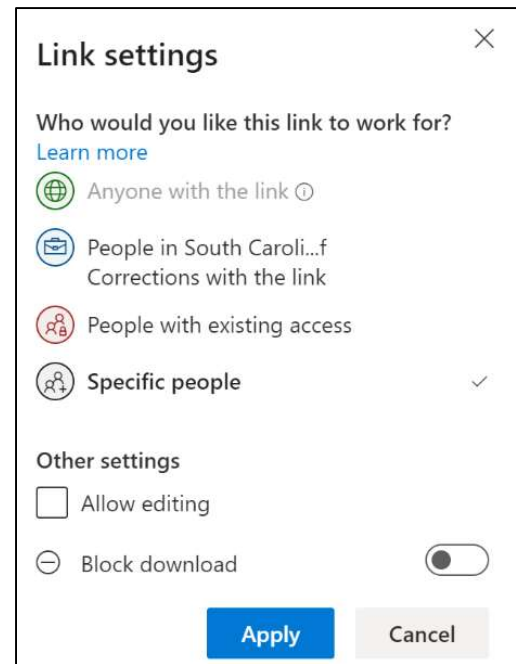


6. Select the option for who the link should work for (who should be able to view the document).

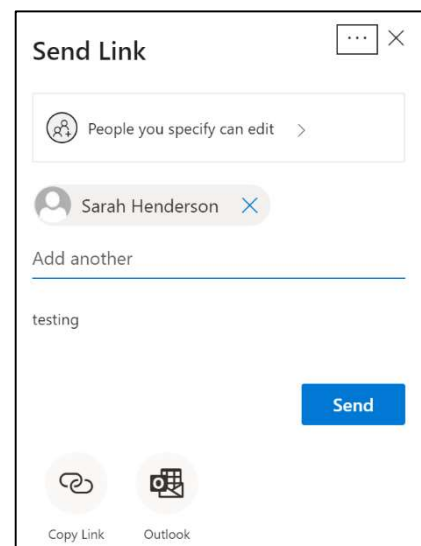
By default, they will be able to edit the file so it's common to change to view only by clearing the Allow Editing box.

There's also an option to block downloads if it's preferred that the receiver only be allowed to read the contents of the file.

Then, select apply.

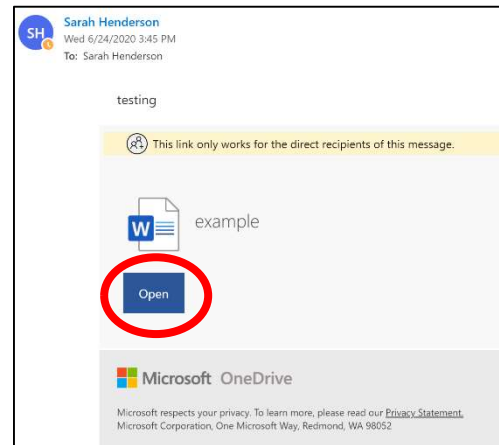


7. Select Send.

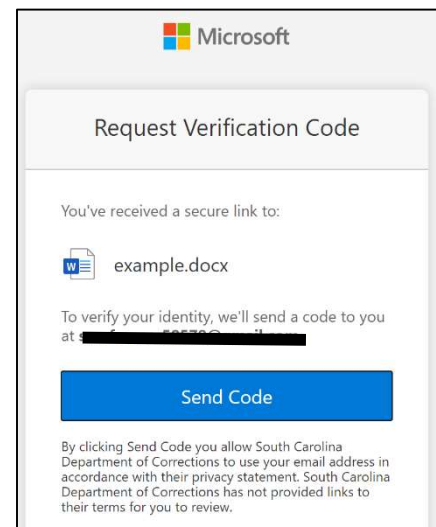


Receiving and Opening a File Shared Through OneDrive

8. Once the e-mail is received, open the e-mail, and select the blue Open button. The receiver will be directed to a web page asking them to confirm their identity in a number of different ways depending on whether they have a Microsoft account registered for that e-mail address. If they do not have an existing Microsoft account registered for the e-mail address, they will be prompted to send a one-time verification code to their e-mail address as shown below.



9. Select Send Code. An e-mail will be sent to the user's e-mail address with a code. (The code will expire after 15 minutes)



10. Enter the code and select Verify. The file will be opened. (The sender will receive an e-mail stating that the receiver has opened the document)

