

OneDrive Secure Folder Sharing

Purpose

Sharing (sending and receiving) files with someone external to Point University can be accomplished by creating a folder in Microsoft OneDrive and sending a shared link to that folder.

Steps to Create and Share a OneDrive Folder

1. Open the Microsoft OneDrive folder on your computer. Note, this folder will show your name and “- Point University” next to it.

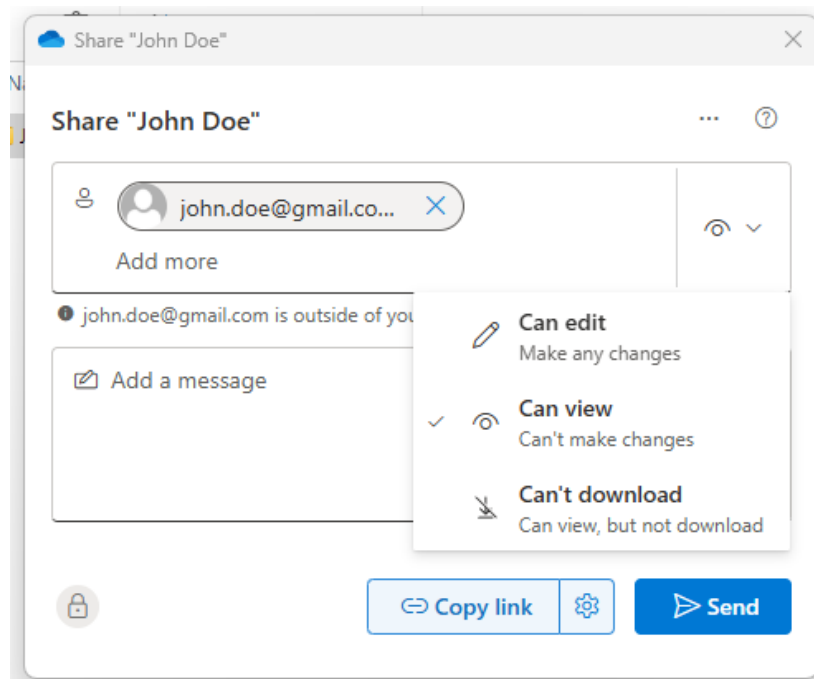
a. >  Bill - Point University

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2. Create a “primary folder” where you will be able to create sub folders to share with different users. For example, create a folder named “File Transfers”, and under that folder you will create the individual folders to share with external user/s.
3. Create the sub folder that you want to share, inside the “primary folder”.

▼  File Transfer

a. >  John Doe

4. Right click on the folder you want to share, and scroll down to ‘OneDrive’, and click on “Share”.
5. In the Share window, type in the email address of the person you are sharing the folder with. Select the level of sharing, type in a message and click send.



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6. When the person receives the email with the link to the folder, they will have to go through a verification process to access the folder. They will click the link to the shared folder which will open a web page where they will submit their email address to receive an access code. They will input the code they receive in their email and be granted access to the folder. Depending on the level of access given, they can add files, edit existing files, or download files.