

How do I...?

Share my files using OneDrive



OneDrive

OneDrive is your personal area of cloud storage as a UWTSD student. It's like an online USB stick that you can never lose or break.



Sharing your files is fully customisable with OneDrive. You can allow others to edit for collaborations or restrict access so others can only view your files.

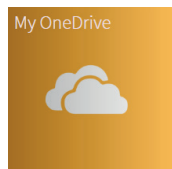


1

Accessing OneDrive



Go to MyDay
myday.uwtsd.ac.uk



Click on the '**My OneDrive**' tile

2

Choosing your files



Click the small circle alongside each of the files you want to share



Click **Share** to open the sharing options

3

Setting the permissions



Anyone with the link can view and edit.



Click on this box to open '**Link Settings**'



Anyone



People in UWTSD



People with existing access



Specific People

It's recommended that you limit the permissions to UWTSD or to specific people

4

Confirming the permissions



Allow editing

Check this box to allow others to edit the files that you share

Apply

Check that you are happy with your selection and click '**apply**'

Enter a name or email address

Add a message (optional)

Send

You can now enter the email addresses for the people you want to share your files with and add a message. Check that you are happy with the permissions and click '**Send**'. This will automatically send a link to the shared file.