



Introduction

With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. People you request files from can only upload files; they can't see the content of the folder, edit, delete, or download files, or even see who else has uploaded files.

Getting Started

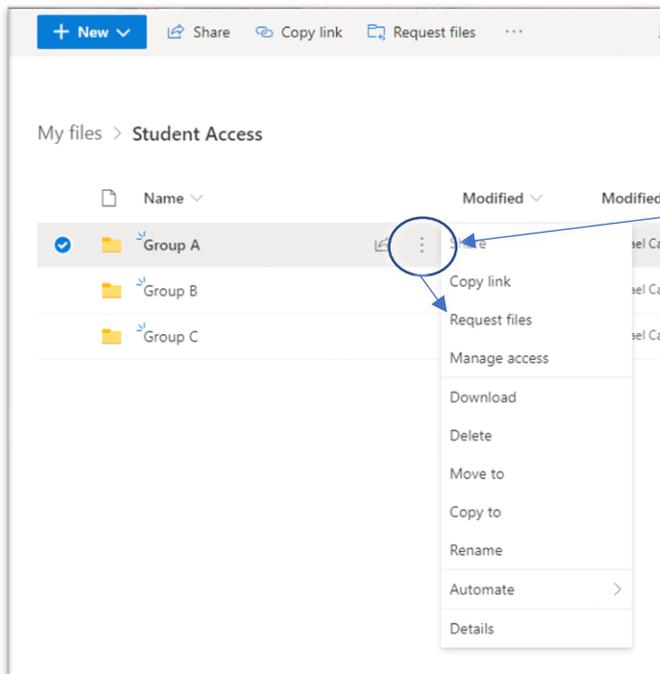
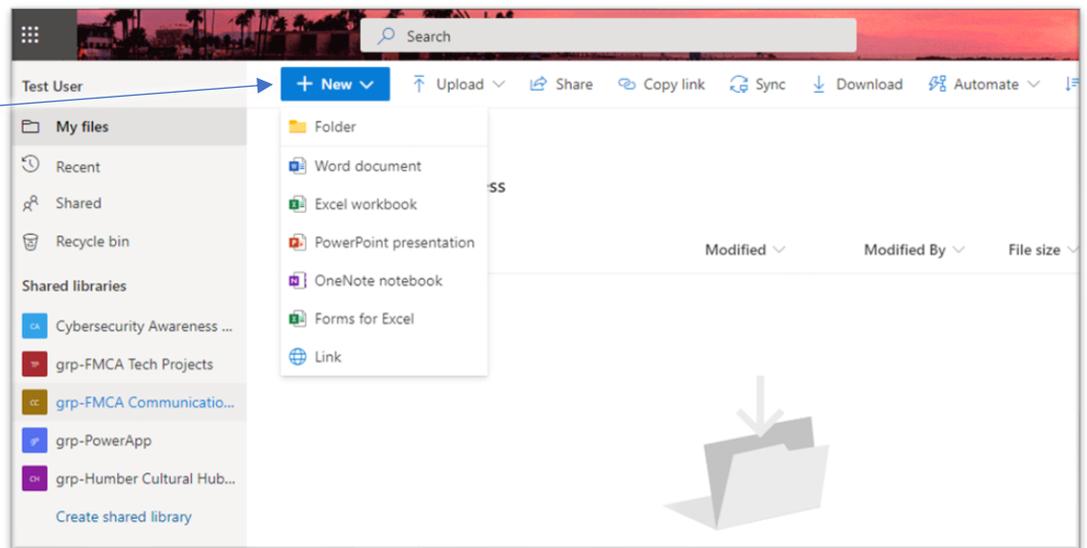
Using the browser of your choice, please navigate to the following website:

<https://www.office.com/>

Setting up Folders

Step 1: Start by signing into Office using your Humber Credentials.

Once logged in, you can create a New Folder for each class, as necessary.

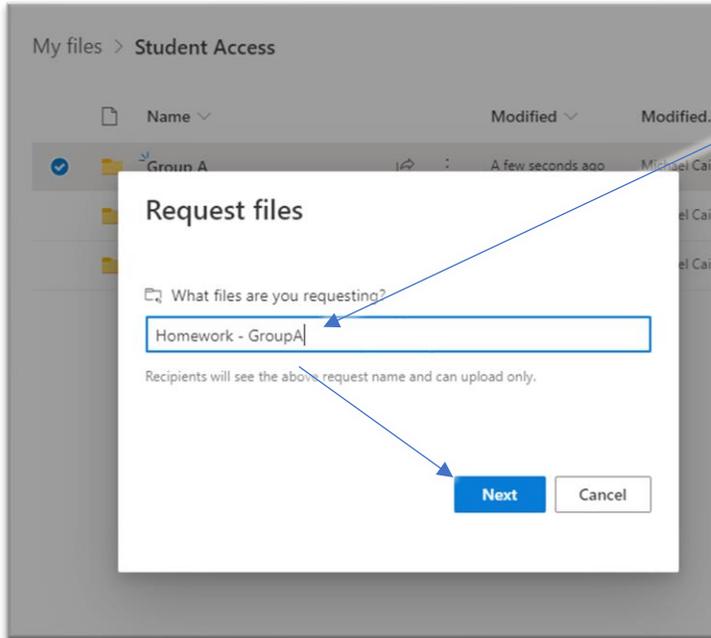


Step 2: Once your folder is created, click on the 3 vertical dots next to it to reveal more options. Then select “Request Files”.





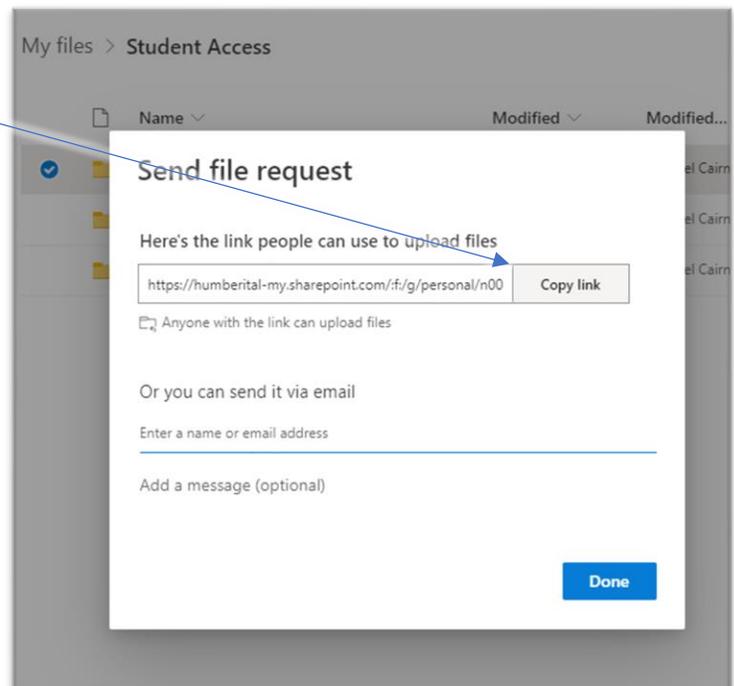
Creating a File Request Link



Step 3: You may then enter a title for the files you are requesting. Then click “Next”.

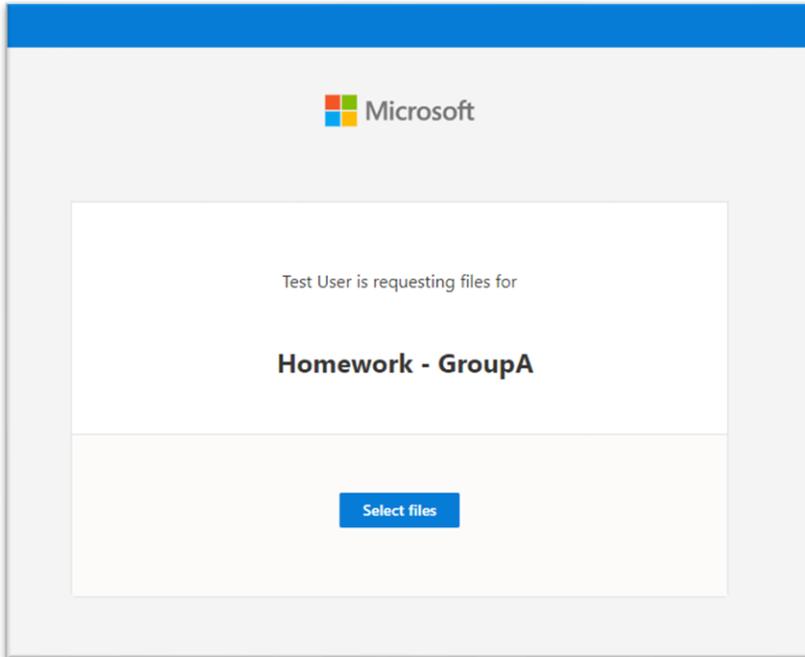
Step 4: Once your link has been generated, click “Copy Link”.

Then, go to your email client or blackboard and send a message to each group with their corresponding "Request Files" link.





Student View



Step 5: When students open the link, they will see the following screens.

Notes:

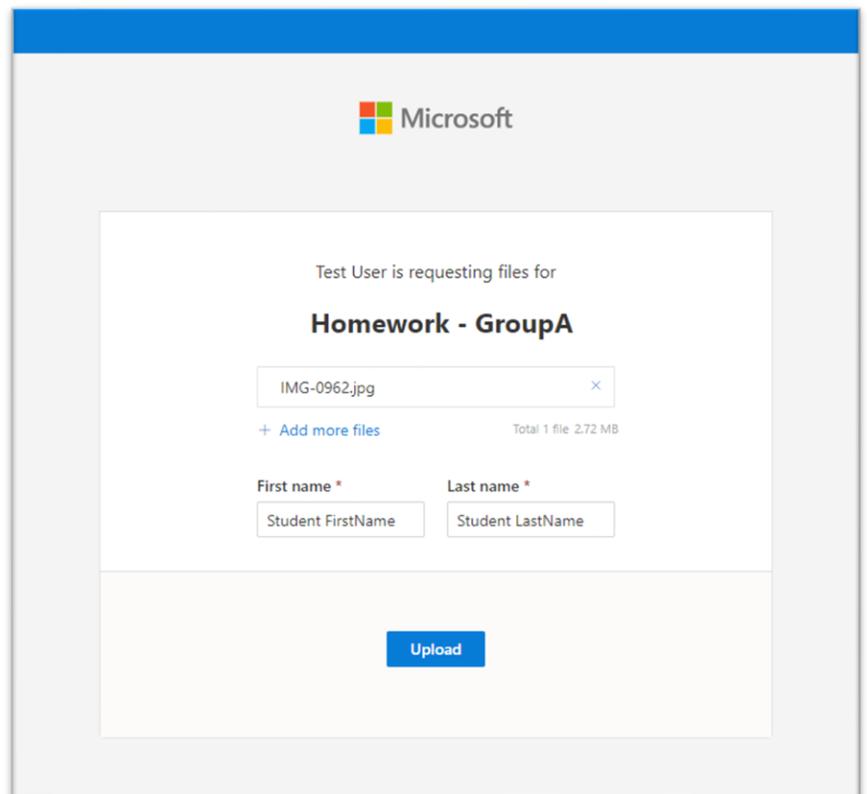
- Anyone with the file request link can send you a file; they don't need to have OneDrive.

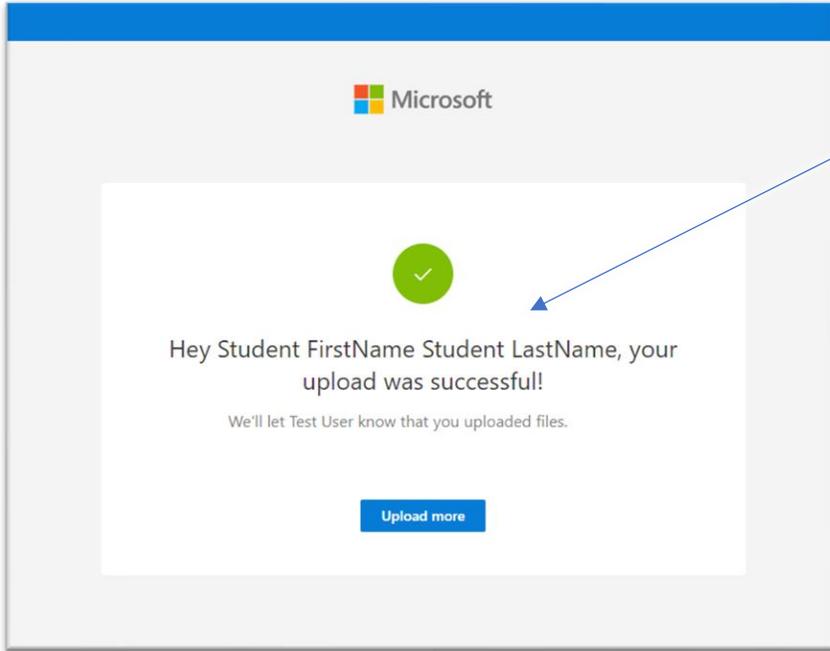
- Every file will have a prefix to help you identify who uploaded it.

- If two files with the same name are uploaded, OneDrive will automatically add a number to the name of the second file.

Step 6: They will then select the appropriate files and enter their First and Last names.

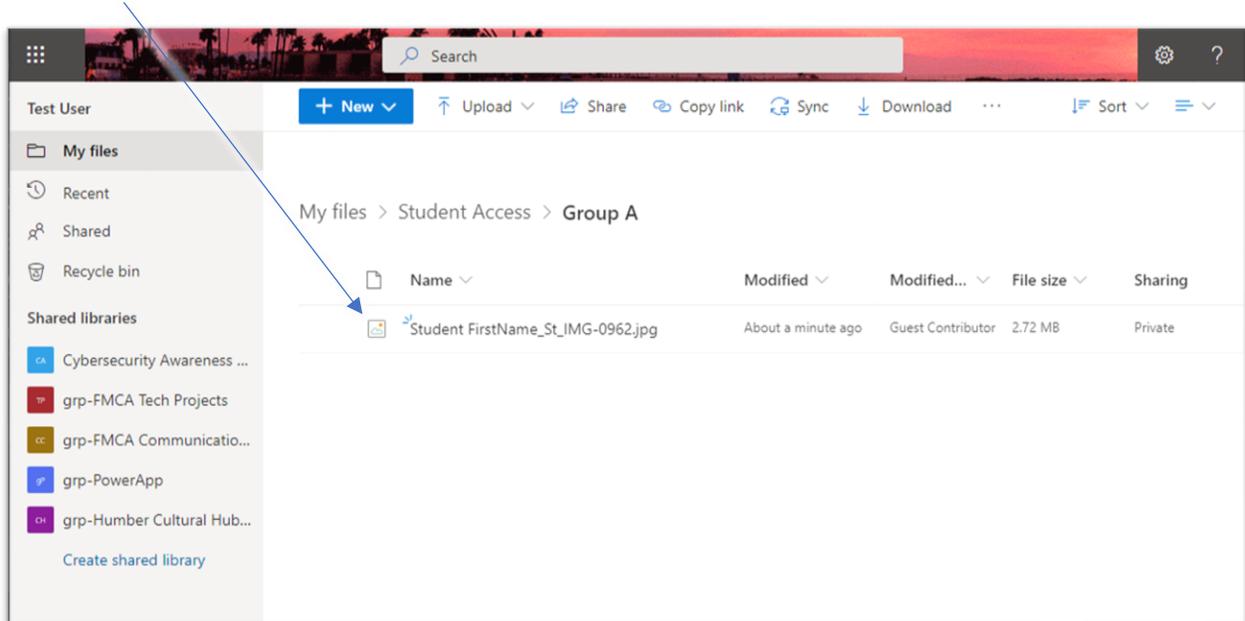
Note: It is not possible for students to upload entire Folders. If they have multiple files to upload as one package, they must compress it using software such as 7zip/Archiver and then upload that file instead.





Step 7: They will be notified if their file was successfully uploaded.

Step 8: You will then be notified by email of any new files that were uploaded.



If you have any questions or concerns, please contact us at fmcatech@humber.ca

