



Introduction	Getting Started
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.	Using the browser of your choice, please navigate to the following website: <u>https://www.office.com/</u>

Setting up Folders





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

Name 🗸		Modified \vee	Modif
Group A	IA :	A few seconds ago	Minae
Request files			
🛱 What files are you request	ing2		
Homework - GroupA			
Recipients will see the above reque	st name and can u	pload only.	_
		Next	
		Next Canc	ei

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

Microsoft	
Test User is requesting files for Homework - GroupA	
Select files	

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	Microsoft	
appropriate files and enter their First and Last names.	Test User is requesting files for	
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	Homework - GroupA MG-0962,jpg × + Add more files Total 1 file 2.72 MB First name * Student FirstName Student LastName	
na then uploaa that file insteaa.	Upload	







Microsoft	St su
Hey Student FirstName Student LastName, your upload was successful! We'll let Test User know that you uploaded files.	

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.

	✓ Search			ø ?
Test User	+ New \checkmark $\overleftarrow{\uparrow}$ Upload \lor \bowtie Share \circledast	Copy link 🧔 Sync 🛓 Down	load ··· ↓≓ So	rt \checkmark = \checkmark
🗈 My files				
🕄 Recent	My files) Student Access) Group A			
g ^R Shared	My mes > Student Access > Gloup A			
छ Recycle bin	\square Name \vee	Modified \vee Mod	ified \vee File size \vee	Sharing
Shared libraries	Student FirstName_St_IMG-0962.jpg	About a minute ago Guest	Contributor 2.72 MB	Private
Cybersecurity Awareness				
P grp-FMCA Tech Projects				
grp-FMCA Communicatio				
🔊 grp-PowerApp				
grp-Humber Cultural Hub				
Create shared library				

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

