

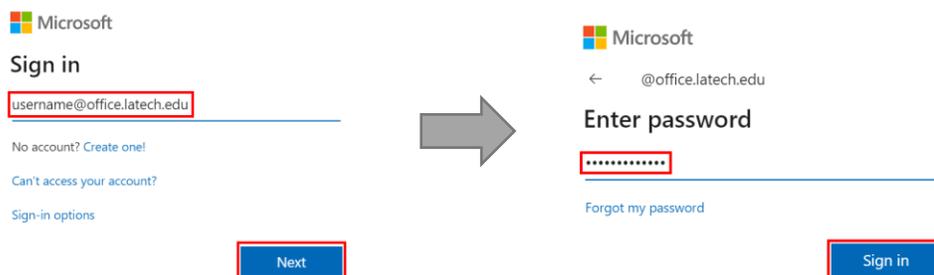
# Getting Started with OneDrive

## File Requests

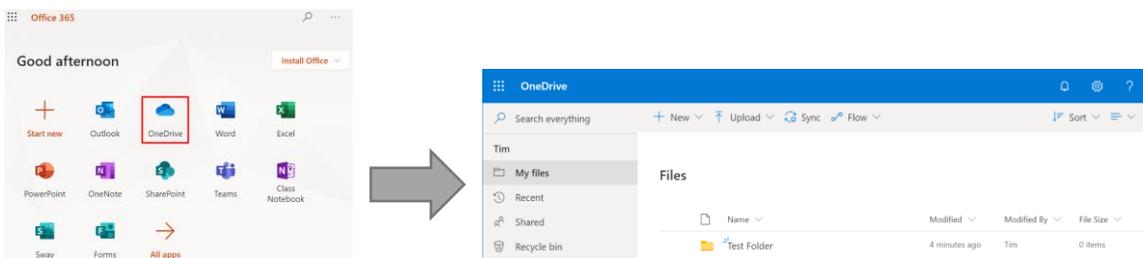
- **URL:** portal.microsoft.com > select  OneDrive app button  
(Direct URL: latech365-my.sharepoint.com)
- **Login:** *campususername@office.latech.edu* and campus password
- **Use Case:** having students submit large assignment files (video, CAD, etc.)
- **Support Documentation:** support.office.com/en-us/onedrive

The following steps may be used to setup a OneDrive file request link via your Louisiana Tech Office 365 account. This link can then be shared with students using your preferred communication method so that they may use it to upload files to the designated folder within your OneDrive storage.

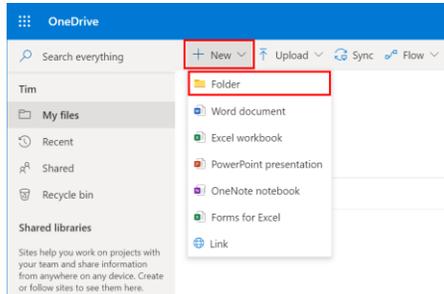
- **Step 1**  
Navigate to **portal.microsoft.com** and sign in using *campususername@office.latech.edu* and your campus password.



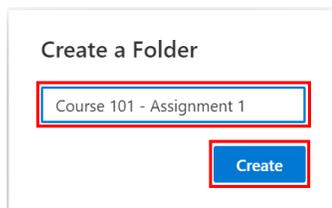
- **Step 2**  
Select the **OneDrive** app button. This will open the OneDrive web portal in a new browser tab.



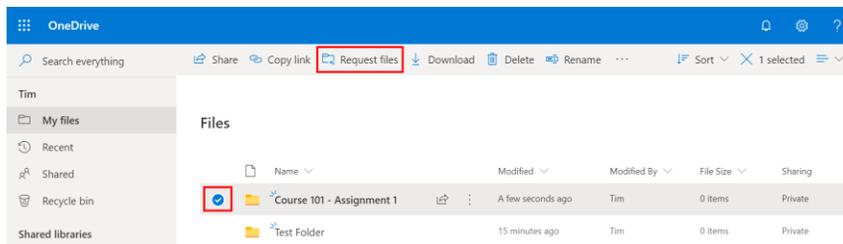
- **Step 3**  
Select the **+ New** button near the top of the page and then select the **Folder** option.



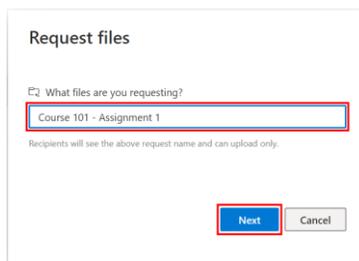
- **Step 4**  
Set a **name** for the new folder and then select **Create**. It may be beneficial to name this folder based on the course and assignment that it will be associated with.



- **Step 5**  
Select the **check mark to the left** of newly crated folder and then select the **Request Files** button that appears near the top of the page.

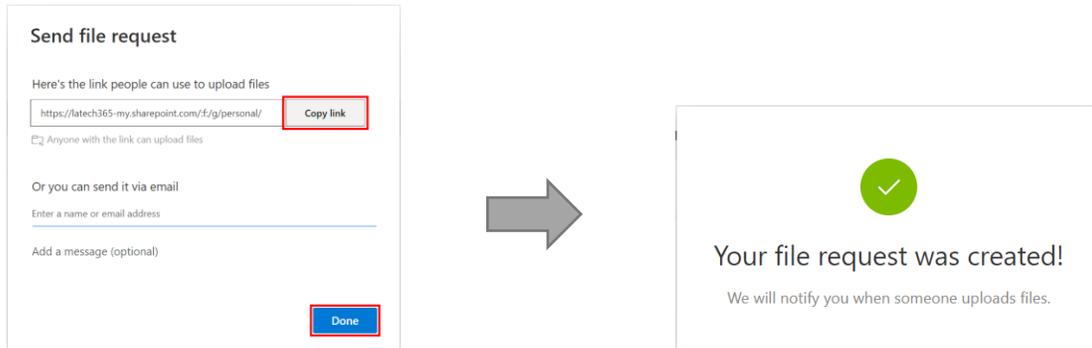


- **Step 6**  
**Specify the name** for the file request (can be the same as the folder name) and select **Next**.



- **Step 7**

Select the **Copy Link** button. Next, you will **Paste** the link into a message that will be sent to students (for instance, you could paste the link into a “quick mail” message within Moodle). Once you are finished on this screen, you can select **Done**.



**NOTE**

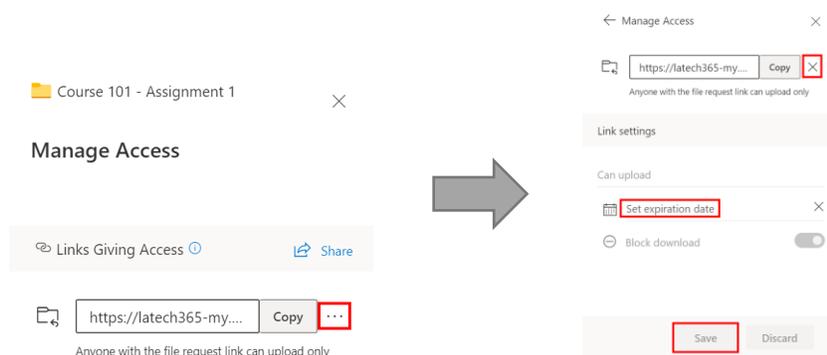
If you need to retrieve the “request files” link at a later time, you can select the **vertical ellipses**  button to the right of the folder name, select **Manage Access**, and then select **Copy** on the pane that opens to the right.



**ADDITIONAL TIPS**

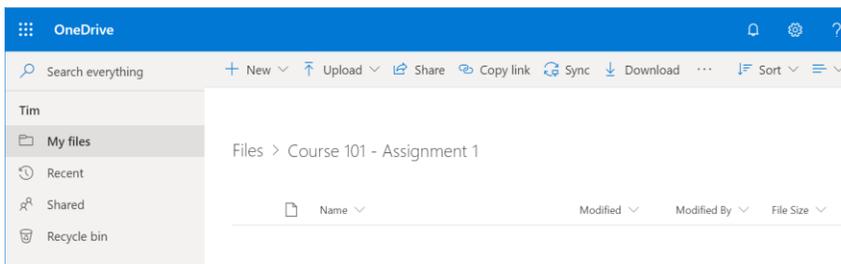
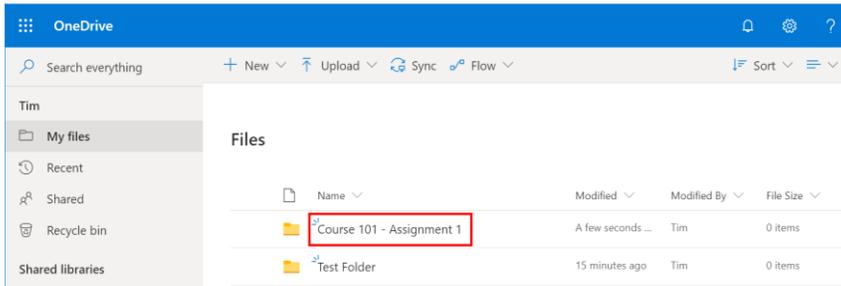
If you wish to manually revoke upload access to the folder or set an expiration date for uploads, you can follow these steps:

- Select the **vertical ellipses**  button to the right of the folder name and select **Manage Access**
- Select the **ellipses (...)** button to the right of the Copy button
- To revoke upload access, select the **X** button to the right of the Copy button and then select **Delete Link** to confirm
- To set an expiration date for upload access, select **Set Expiration Date** and select the desired date. Then, select **Save**.



- **Step 8**

Once students have submitted files, you can return to the OneDrive portal, **click on the name of the folder** you previously created, and then open or download the submitted files to review them.



**NOTE**

An email will be sent to your Office 365 email mailbox when students upload files using the “request files” link that was generated. By default, emails in your Office 365 mailbox are not forwarded to your latech.edu email mailbox. Because of this, you may need to manually check your Office 365 mailbox for messages. To accomplish this, you will need to navigate to [portal.microsoft.com](https://portal.microsoft.com), sign in using *campususername@office.latech.edu* and your campus password, and then select the **Outlook** app button.

