

- 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.

Microsoft			Microsoft	
Microsoft Sign in username@office.latech.edu No account? Create one! Can't access your account? Sign-in options Next			← @office.latech.edu	
username@office.latech.edu			Enter password	
No account? Create one!				
Can't access your account?		۲		
Sign-in options			Forgot my password	
	Next			Sign in

• Step 2

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

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• Step 3

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

::: OneDrive					
✓ Search everything	$+$ New $^{\checkmark}$ $\overline{\uparrow}$ Upload $^{\checkmark}$ \bigcirc Sync $\ orall^{a}$ Flow $^{\checkmark}$				
Tim	Tolder				
🗅 My files	Word document				
🕚 Recent	Excel workbook				
g ^R Shared	PowerPoint presentation				
ত্ত Recycle bin	OneNote notebook				
Shared libraries	Forms for Excel				
Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.	Link				

• 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.

::: OneDrive				
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Shared libraries	Test Folder	15 minutes ago Tim	0 items P	rivate

• Step 6

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

Request files
27 What files are you requesting?
Course 101 - Assignment 1
Recipients will see the above request name and can upload only.
Next Cancel



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**.

Send file request		
Here's the link people can use to upload files		
https://latech365-my.sharepoint.com/:f:/g/personal/	Copy link	
$\ensuremath{\mathbb{E}}_q$ Anyone with the link can upload files		
Or you can send it via email		
Enter a name or email address		
Add a message (optional)		Your file request was created
		four me request was created
	Done	We will notify you when someone uploads files

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.

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Anyone with the file request link can unload only				Copy to Rename Flow > Details		https://latech365-my Copy	

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**.

	← Manage Act	cess ×
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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.

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Recycle bin		

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**, sign in using *campususername@office.latech.edu* and your campus password, and then select the **Outlook** app button.



