Instructions for OneDrive

- 1) Log into the online UW Email (via Wyoweb) with your UW credentials
- 2) Click on the OneDrive button on the menu bar at the top



3) Click new and in the pop-up menu, select New Folder



4) Name the folder in the pop-up and click Save



- 5) Click on the new folder to enter it
- 6) Copy your files to the folder by clicking *upload*

Choose File to Upload					X
Computer > New Volume (C:) > Temp > OneDrive	▼ 49	Search OneL)rive		م
Organize 🔻 New folder				•	(?)
MSOCache OpenSSL-Win6 PerfLogs Program Files Program Files ProgramData Temp Axis metasploit UW-OracleW WyGIS Wygisc-GIS C scripts.zip Wur by					
File <u>n</u> ame: sampleDoc.txt	•	All Files (*.*)			•
		Open	-	Cance	

7) In the pop-up window, browse to the files to upload and click *Open*

8) Click the check next to the uploaded document

	OneDrive	^{for Business} Uments	5 ►	Sample	eSł	าล	reFolder	-
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		sampleDoc 🗱		A few seconds a	igo 🔒)	Robert D. Koller	
9)	Click share OneDrive fo	r Business Iments	► .	Sample	eSh	ar	eFolder	
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10) In the pop-up box, click *Get a link*

hare 'sample	Doc'	
Only shared with y	/ou	
Invite people Get a link Shared with	View Only Anyone with this link can see this file. CREATE LINK	
	Edit Anyone with this link can see and edit this file. CREATE LINK	
		Close

11) On the right side of the pop-up box, click *CREATE LINK* (use the *View Only* version if you want them to only be able to down load the file)

Share 'sampleD	oc'	×
Only shared with yo	ou	
Invite people	View Only	
Get a link	Anyone with this link can see this file.	
Shared with	CREATE LINK	
	Edit	
	Anyone with this link can see and edit this file.	
	CREATE LINK	
		Close
		*

12) Copy the link displayed

guest link View Only	
View Only	
Anyone with this link can see this file	
https://uwy-my.sharepoint.com/personal/rkoller_uwyo_edu/_lay	DISABLE
Edit	
Anyone with this link can see and edit this file.	
CREATE LINK	
	Close
	Edit Anyone with this link can see and edit this file. CREATE LINK

13) Share the link to whoever you want to have access to the file. There is no authentication with this method; so, anyone with this link will be able to download the file.