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# SHARING ONEDRIVE FILES/FOLDERS

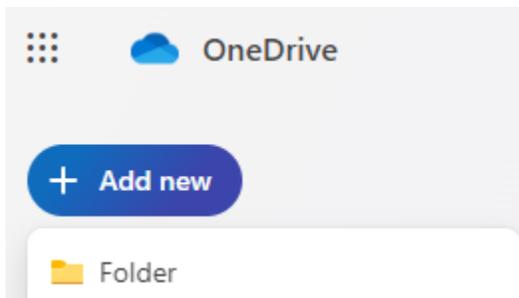
OneDrive is a cloud-based storage system that is available through your NKU Microsoft account. Every NKU student, staff, and faculty member has access to their own OneDrive with a terabyte of space.

1. The quickest way to access your Onedrive account is to go to **webmail.nku.edu** > Sign into your **Webmail account**> click on the waffle grid icon in the top left ()> Click **Onedrive**.

## Apps



2. Next you want to create a folder for your portfolio submission. Click "+ Add New" in the upper left corner and select "Folder":

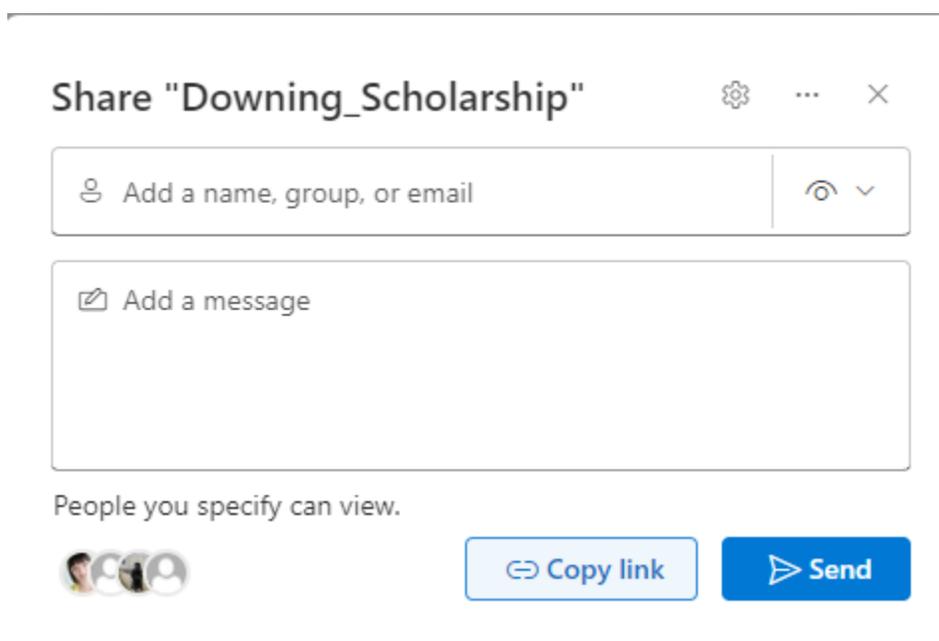


3. Once the folder has been made, it's time to add your files. You can go into the folder and either: 1) drag & drop files into the window to upload them, or 2) use the upload button along the top to open the file finder. Once you choose the files to upload, a progress button will appear in the top right. You can click on it to see how long until files have completely uploaded.

4. Once all of your image files and the PDF of the Image List are uploaded and correctly named inside the folder, exit the folder so you can click the share button (  ). It will appear once you have selected the title of the folder.



When you click the share button, a pop-up window appears. Click on the Gear  icon at the top.



Change the selection to "**People in Northern Kentucky University with the link,**" leave the Block Download option to **Off**, and click **Apply** (see screen grab below for reference). *If this option isn't chosen, those that use the link may be blocked out or the link may expire after 1 week.*

## Sharing settings

Downing\_Scholarship

### Share the link with

 Anyone ⓘ

 **People in Northern Ken...ky University**  
Share with people in Northern Ken...ky University,  
organization account required

 People with existing access ⓘ

 People you choose ⓘ

### More settings

 Can view ⌵

 Block download  Off

Apply

Cancel

- Next, click on the **Copy Link** button ( Copy link ). You will get a Link Copied confirmation prompt; from here, you can then paste this link in the text entry box in the application. Scholarship committee members (faculty) will then have access to view/download that file/folder.
- Type "your name Onedrive Folder" > Highlight that text > click the chainlink Icon > Click External Link.

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Travis Downing Onedrive folder

External Link

Course Link

