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 (^{IIII})> Click **Onedrive.**



Outlook ConeDrive

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 (¹²). It will appear once you have selected the title of the folder.

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			Sha	re this item with other people

When you click the share button, a pop-up window appears. Click on the Gear $\ ^{\textcircled{}}$ icon at the top.

Share "Downing_Scholarship" 🕸 …							
Add a name, group, or en	nail						
🖄 Add a message							
People you specify can view.							
	G∋ Copy link		⇒ Send				

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.







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- 5. Next, click on the **Copy Link** button (<u>Copy link</u>). 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.
- 6. Type "your name Onedrive Folder" > Highlight that text > click the chainlink Icon > Click External Link.

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Information Technology	NKU	Center For Innovation & Technology In Education			Last Updated:	1/4/2024

7. In the Link field you can either hit Ctrl+V or Right+click and select Paste to enter the URL to the portfolio submission folder. If the URL doesn't populate the Link area when doing this, you may need to open a new tab and repeat step 5 to acquire the link again. Click Done.

Insert Link

×

Done

Text

Travis Downing Onedrive folder

Link

https://mymailnku-my.sharepoint.com/:f:/g/personal/downingt1_nku_edu/EhLLL5h2-K5AhSXiG(

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Please review all questions within the form one more time and test your portfolio link in a separate browser window to make sure it works. When ready, hit the submit button the lower right corner.









Close