

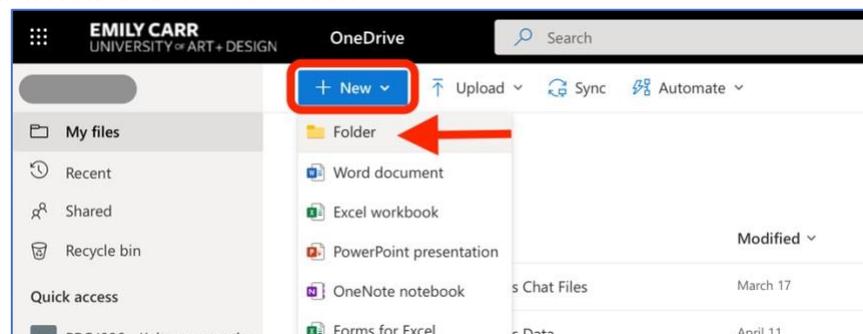
# Sharing files and folders using OneDrive

→ [Click here for the video guide.](#)

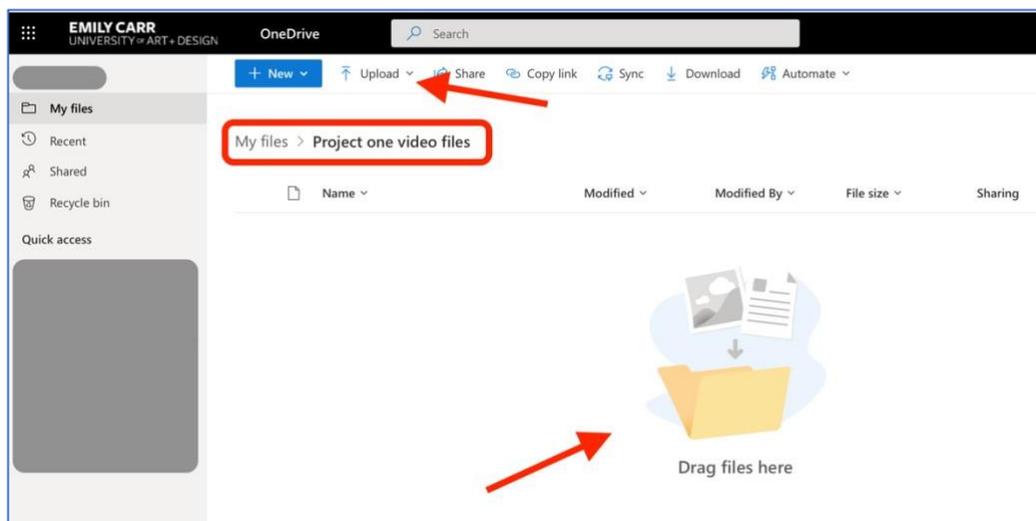
Microsoft OneDrive is a secure and FIPPA compliant way of sharing large files and course materials with your students. If you have questions in regard to your MS365 Account, contact [ithelp@ecuad.ca](mailto:ithelp@ecuad.ca).

## Creating a folder and uploading files

1. Use your ECU MS365 account to log in from the top right corner of [onedrive.live.com](https://onedrive.live.com)
2. If you are sharing multiple files, create a folder to hold your files. From your My Files dashboard, click New and choose Folder:

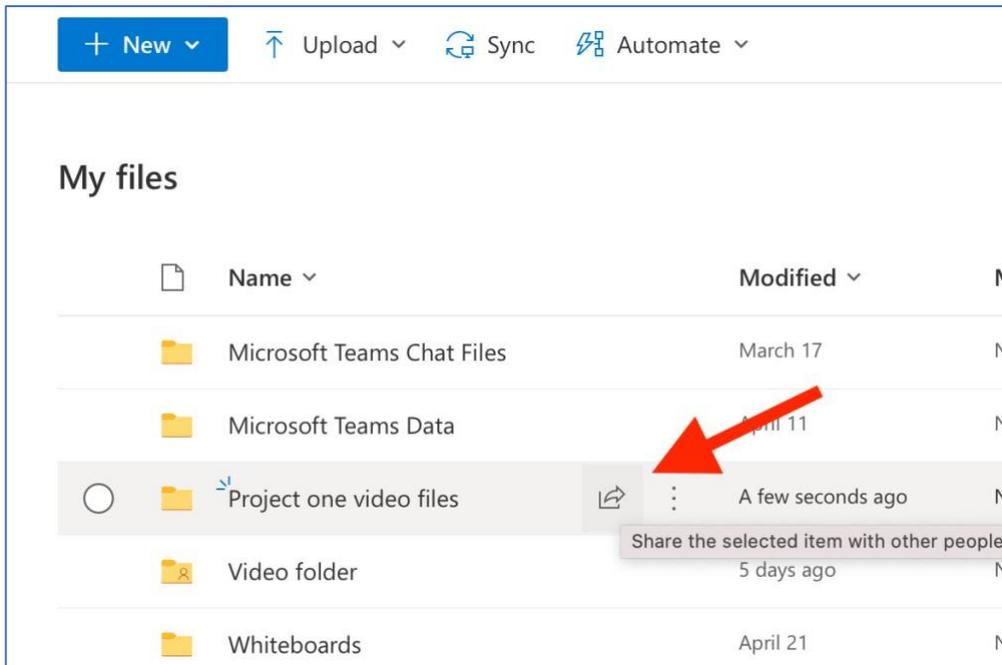


3. Give your folder a name and click Create. You will find it in your list of items.
4. To add files to the folder, navigate to it. With your folder open you can either drag and drop files into it or select Upload from the top menu and select the file or folder to add:

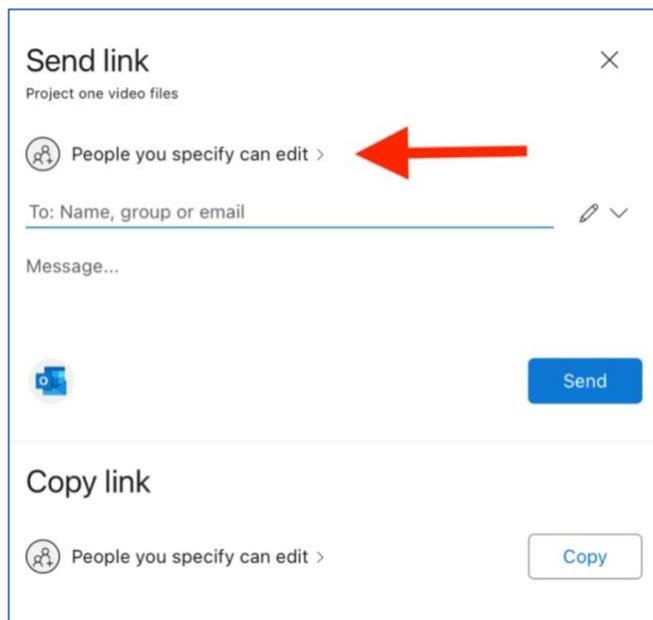


## Sharing files and folders

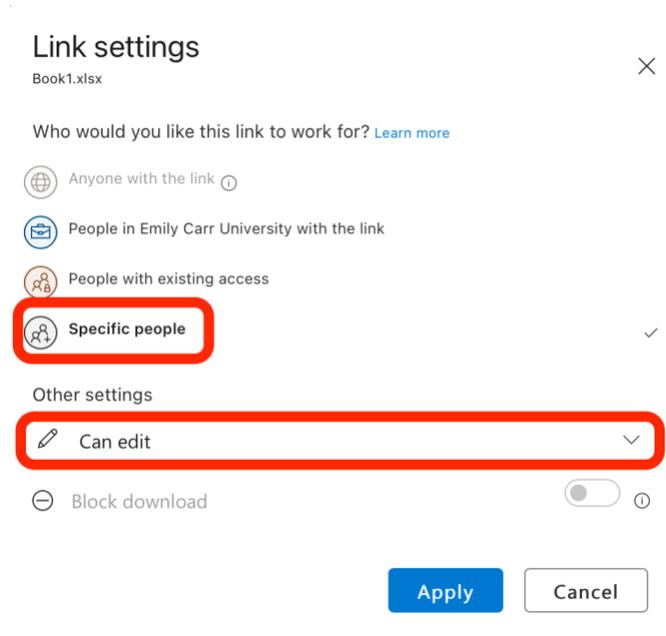
1. From your My Files list locate the file or folder you want to share. Hovering over the item will reveal the share icon:



2. Click the share icon, and you should see the menu below. Input names or emails of the people you want to share the item with, and specify file access by clicking the top selection to open the link settings menu:



- In the link settings menu, set file access to your liking.
  - You can set the link settings to be open to any ECU MS365 account holder who receives the link, or you can restrict it to specific people.
  - You can either allow or disallow users to edit the file you are sharing. If it is set to Can View, you can choose to block or enable the file for downloading.



**Note:** files can only be shared with ECU MS365 account holders. If you want to share a file with someone outside of the ECU community, you will have to use another file sharing service

- Once you are happy with your settings click Apply. In the next window click Copy and you will be given a shareable link to the file or folder. Copy the link and share it, for example as a hyperlink on your Moodle course.

