



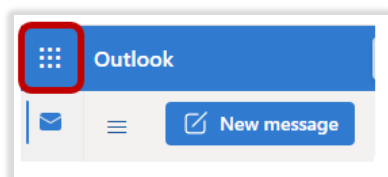
# Technology & Accessibility Support

## CREATING FILE REQUESTS IN ONEDRIVE

Every student, faculty, and staff member at UMW has 1 TB of cloud storage in their OneDrive as part of the Microsoft Office 365 account. Users can create a sharable link asking others to submit a file to a OneDrive folder. This feature makes it possible to accept files from those outside UMW, collect student submissions of large files, and simply make document collection easier.

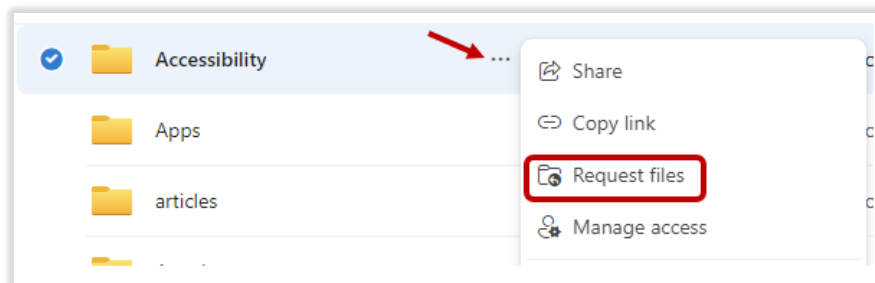
### Accessing Your OneDrive Storage

Log into your UMW Outlook web-based email account. In the upper-left corner, click on the **App launcher**. From the menu, select **OneDrive**.

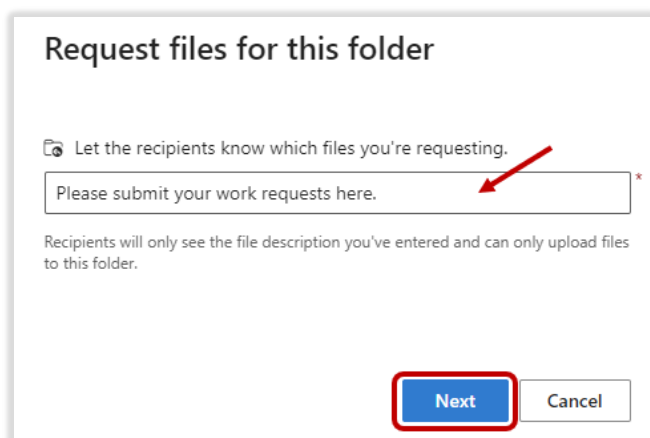


### Create a File Request

In OneDrive, open the “three dots” menu for the folder where you wish others to submit files. Select **Request files**.

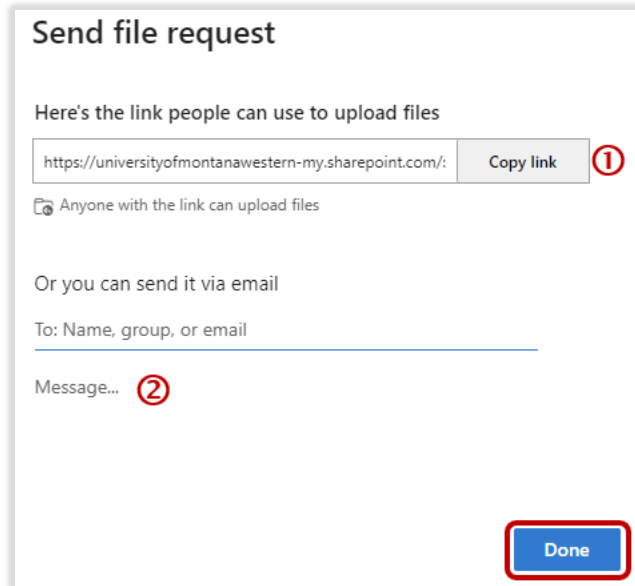


In the **Request files for this folder** window, describe what files you are requesting. Then, click **Next**.



In the **Send file request** window, users have two options:

1. Copy a link so that it can be used in webpages, SharePoint sites, and Moodle courses.
2. Create a list and send an email, with a request for file submission, to those on the list.



**Send file request**

Here's the link people can use to upload files

①

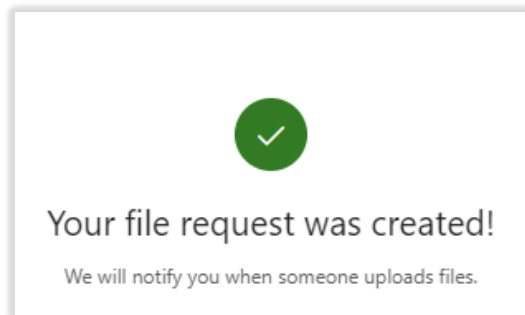
Anyone with the link can upload files

Or you can send it via email

To: Name, group, or email

Message... ②

When set as desired, click the **Done** button. OneDrive will notify you if the request was successfully created. When files are submitted, you will be notified via your UMW email account.



***If you need further assistance, please contact ITS support at 683-7777.***