OneDrive

- 1. Use the web-based version of OneDrive. https://onedrive.live.com/about/en-us/signin/
- 2. Find the folder that you want to share
- 3. Click on Private in the Sharing column



4. A window will open allowing you to Manage access. Click on the Share icon

Manage access	×
🕲 Links giving access 🕕	🖻 Share
There are no sharing links for this item.	N
Direct access ①	+
Heise, Elizabeth Ann ASSISTANT VICE PROVOST	Owner
	Advanced

5. A new window will open giving you the option to **Send Link**. Click on **People you specify** can edit

Send link Desktop items People you specify can edit >	×
To: Name, group or email Message	
6	Send
Copy link	
$\textcircled{ \ensuremath{\widehat{\mathcal{R}}}}$ People you specify can edit $>$	Сору

6. The Link Settings will open and here you can select People in University of Texas at Arlington with the link



7. Hit Apply and Copy link

Workflow

- 1. Go to DM > Workflow > Tasks > Inbox
- 2. Click on your annual review/dossier
- 3. Paste your link into the Optional Shared Link to Supplemental Folder

Faculty A	Activity Report		
	Last Updated Date and Time	2 REFRESH REPORT	
Additiona	al Material (optional)		
			Drop files here or click to upload
Optional	Shared Link to Supplemental Folder		