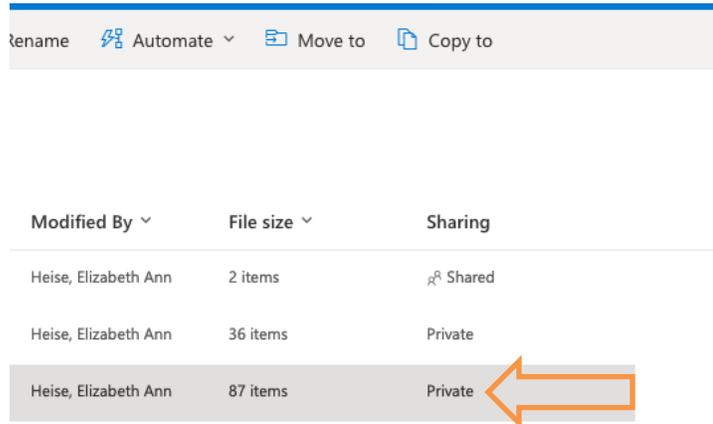
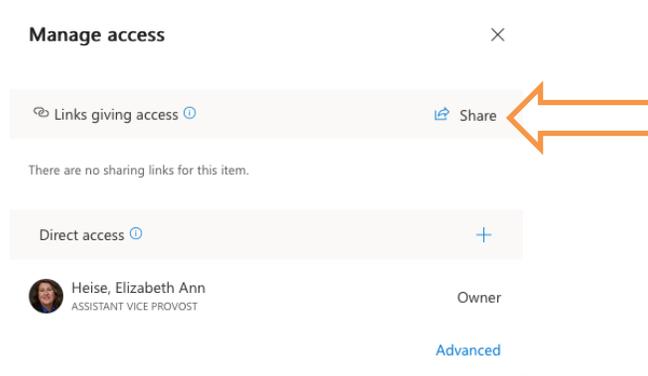


OneDrive

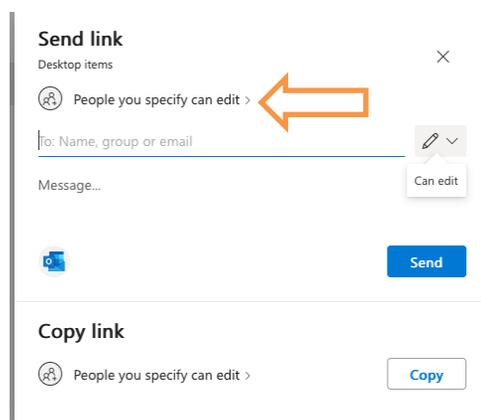
1. Use the web-based version of OneDrive. <https://onedrive.live.com/about/en-us/signin/>
2. Find the folder that you want to share
3. Click on **Private** in the Sharing column



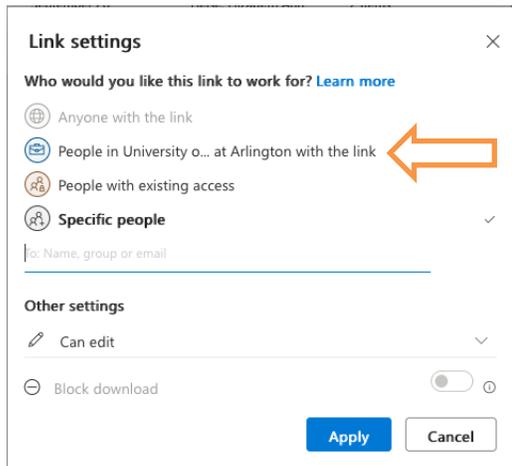
4. A window will open allowing you to Manage access. Click on the **Share** icon



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



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



- Hit **Apply** and **Copy** link

Workflow

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

Faculty Activity Report

 Last Updated
Date and Time

[REFRESH REPORT](#)

Additional Material (optional)

[Drop files here or click to upload](#)

Optional Shared Link to Supplemental Folder