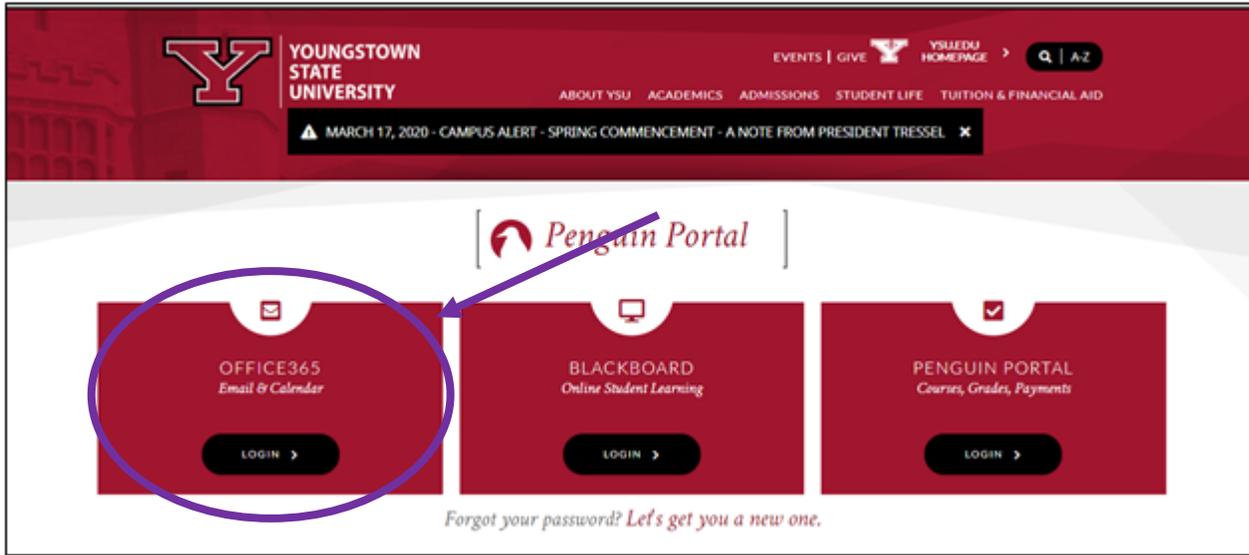
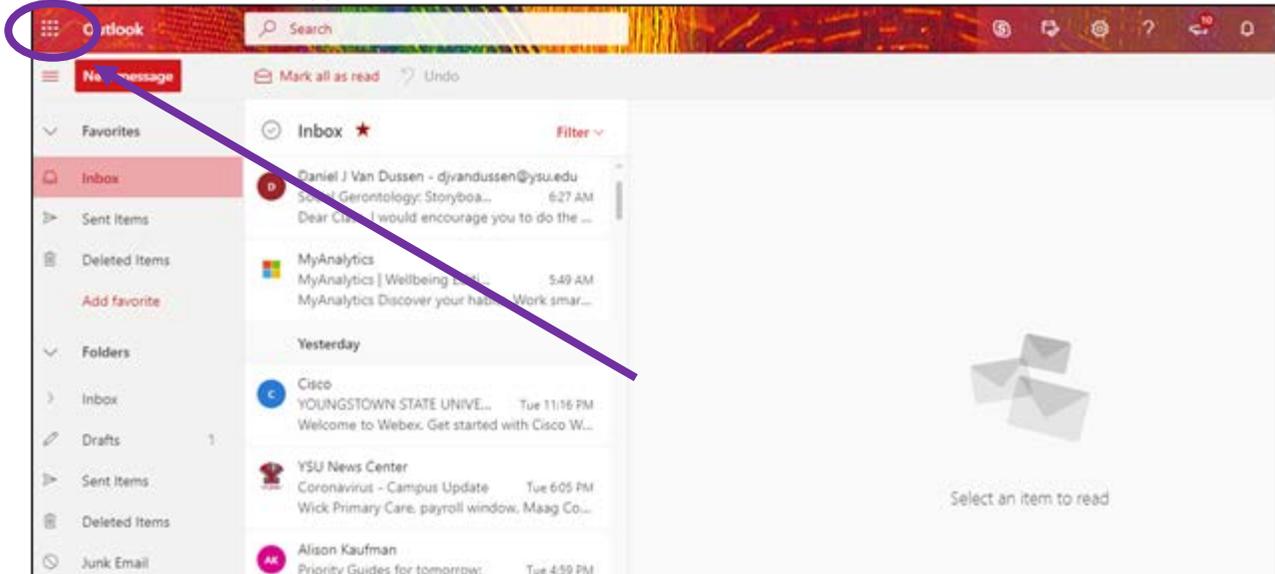


How add and share folders on One Drive

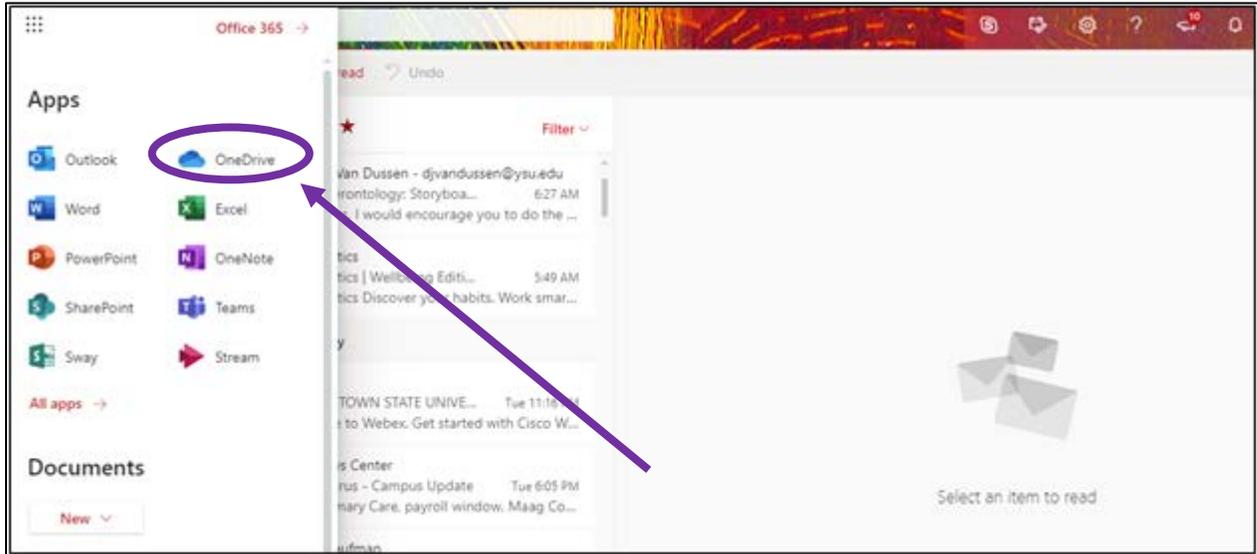
In order to access the online Microsoft 365 apps you must first go to the YSU penguin portal at this link <https://ysu.edu/penguin-portal>, and then select "Office 365".



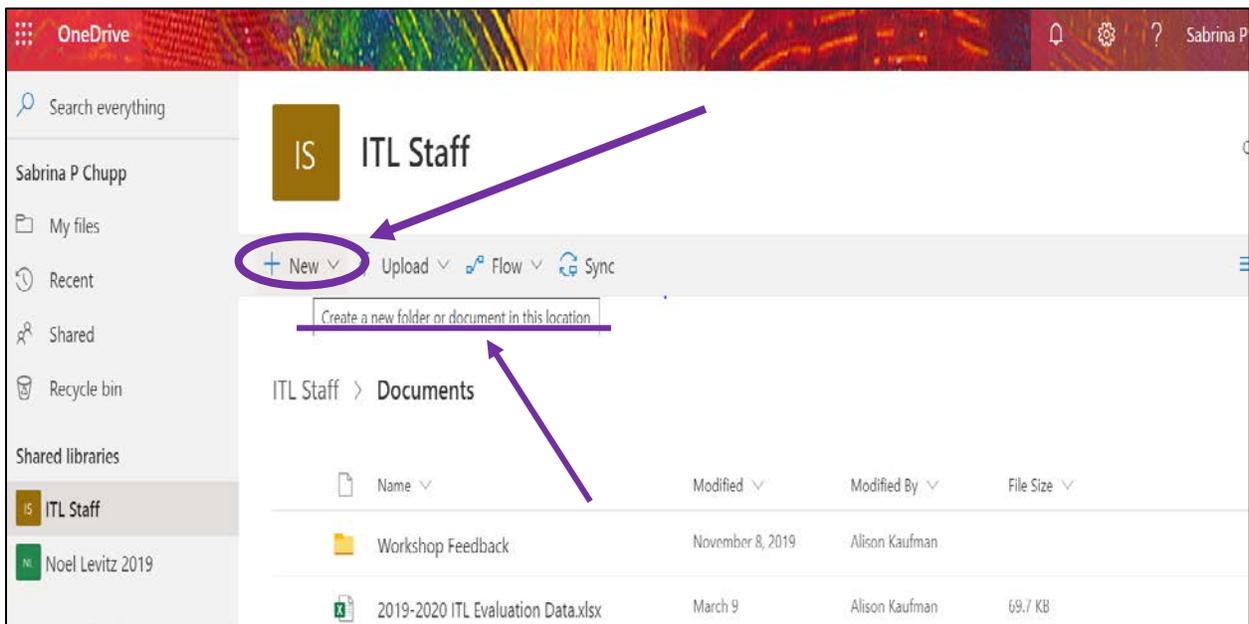
You may be asked to enter your YSU email and password before you gain access to the Microsoft 365 online apps. You will then be guided to the Outlook email app. To access the Word app you must select the square icon in the upper left hand corner.



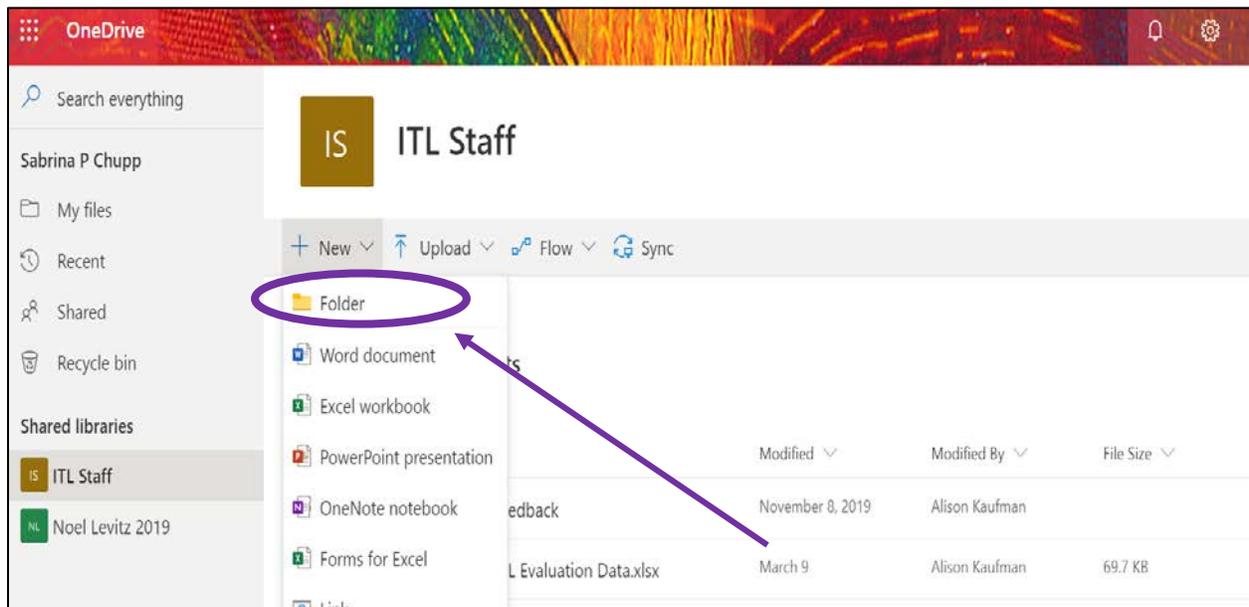
When you click on this square icon a drop down menu will appear with all Microsoft apps that are available. You want to select “Word”.



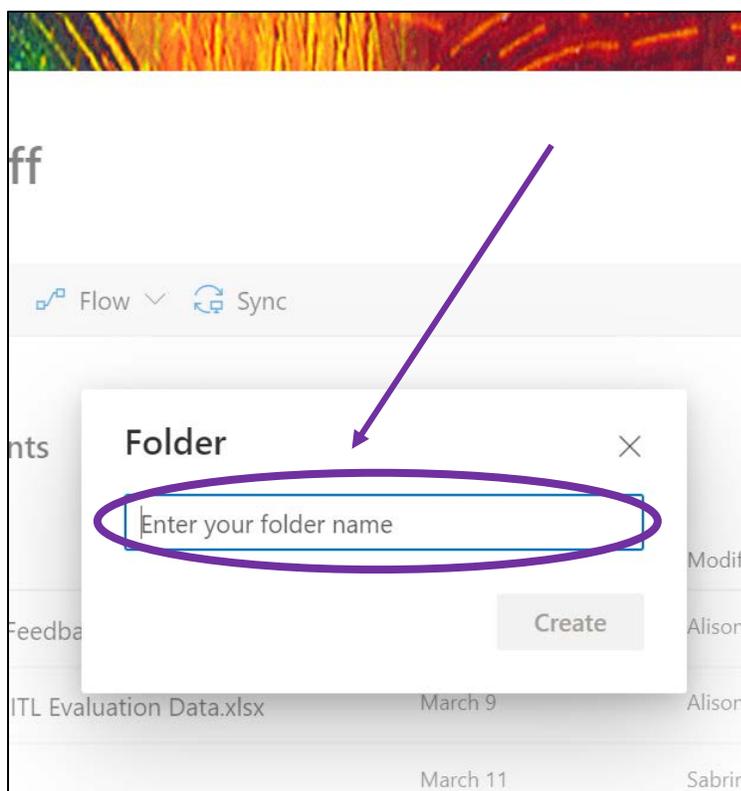
You will then be taken to your OneDrive page which may be blank if you have never utilized OneDrive before. In order to create a new folder for student responses click the “New” button located towards the upper left-hand corner of the page. When you hover over the button a short summary will appear saying “Create a new folder or document in this location”



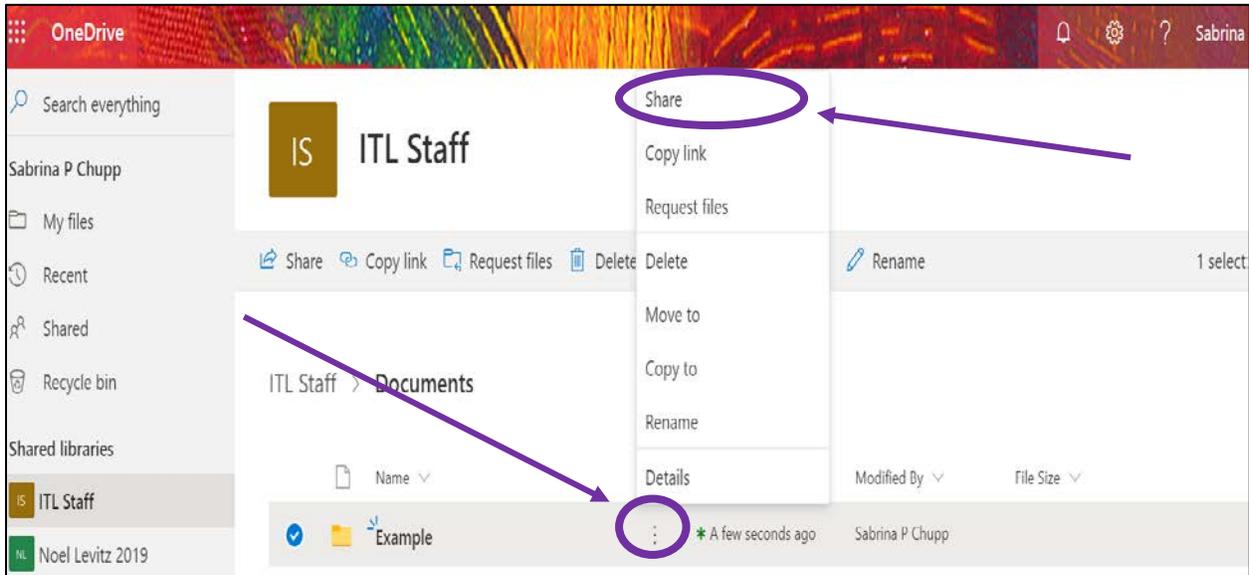
When you click the “New” button a dropdown menu will appear. You will then select “Folder” at the top of the list.



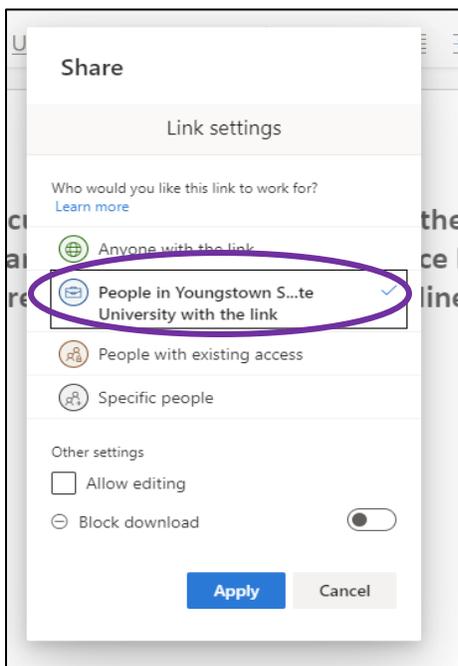
After clicking the “Folder” button a new window with a text box will appear where you will be prompted to name the folder.



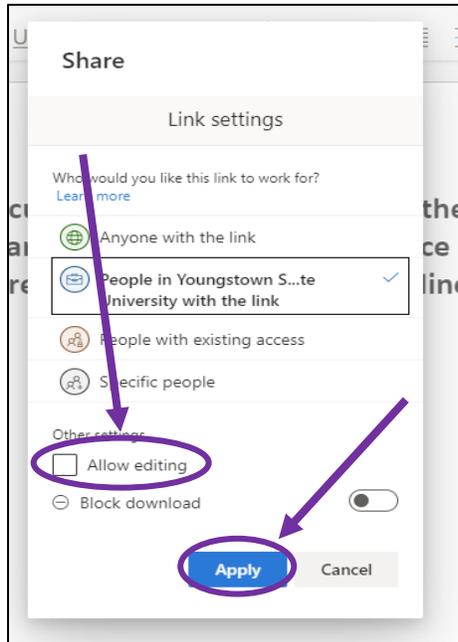
Once the new folder is created and named, click on the three dots, that appear in line with the new folder, towards the middle of the page. Then select “Share” from the drop down menu that appears.



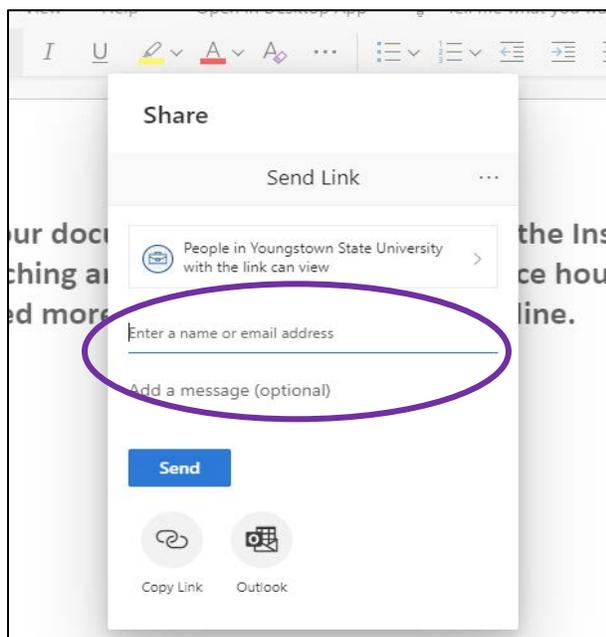
Once you click the “Share” button, a new window will appear. In this small window you can select which groups can view your document. It will default to the most common choice of “People in YSU with the link can view” meaning in order to view the document a person will need the link and a YSU Outlook account.



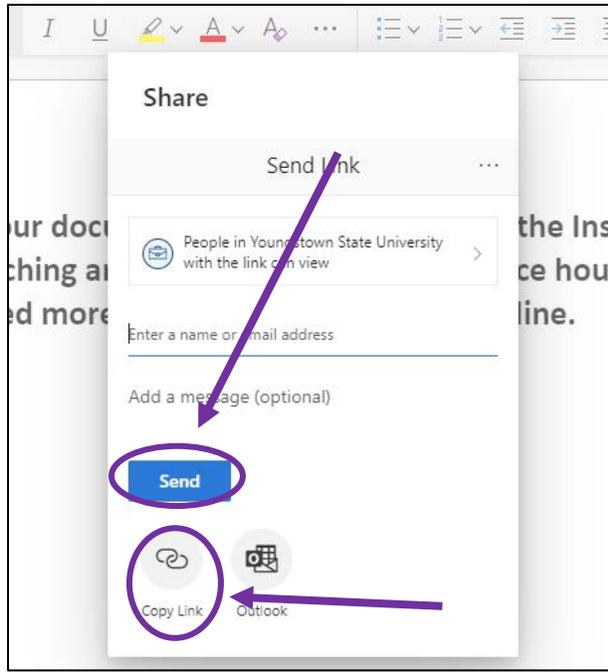
You can also allow the people you share your folder with to edit and save files to the folder, you do this by checking the box that says, "Allow Editing". Once you make your selections remember to click the blue "Apply" button towards the bottom of the window. (**Note:** you do NOT need to click this box to allow students to save feedback or other files into the folder)



Then you can enter the email addresses of your students or others whom you want to share your folder with. (**Note:** as you enter email addresses your YSU Outlook email address book should be linked, making finding emails easier to find).



You can also click the “Copy Link” button, which copies a link that takes others straight to your OneDrive folder when they click on it. This may be a helpful option if you wish to share the folder on Blackboard or other platforms. When you finish making your selections, remember to click the blue “Send” button.



You will know you successfully shared your folder when a new window pops up after clicking the “Send” button. The window will contain a green checkmark in it.

