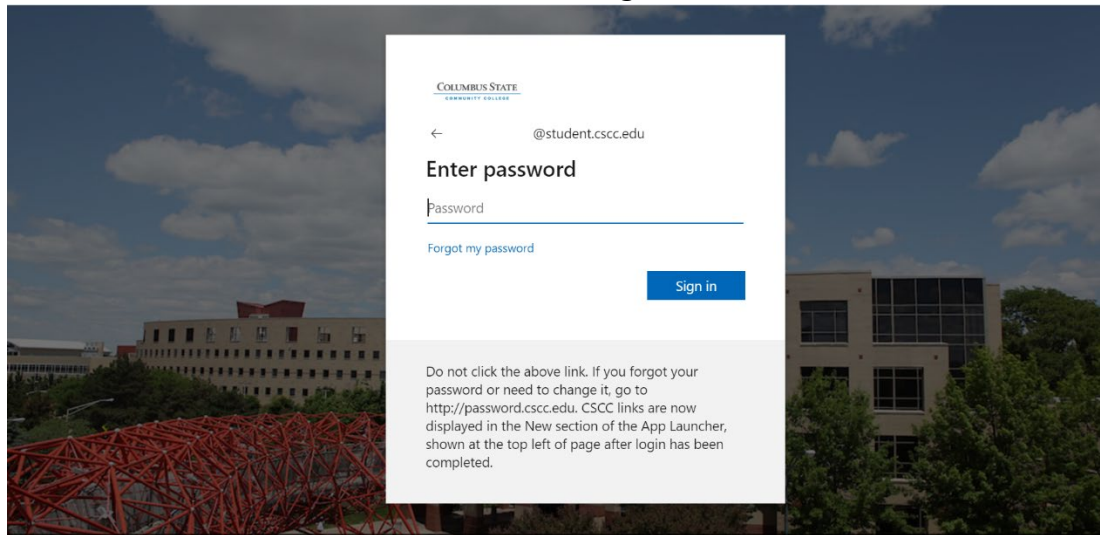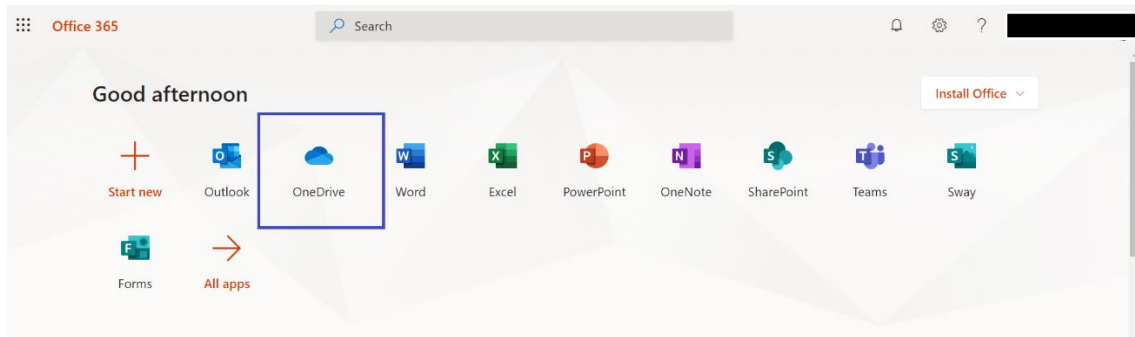# Sharing Documentation with CSCC Accessibility & Testing (Disability Services) via OneDrive

How to Use OneDrive in Your Browser

1. Sign in to office.com
   - Don't already have a Microsoft 365 account? No problem! Your CSCC student email provides you with access to Microsoft 365. Simply use your CSCC email address [username@student.cscc.edu] to log in.
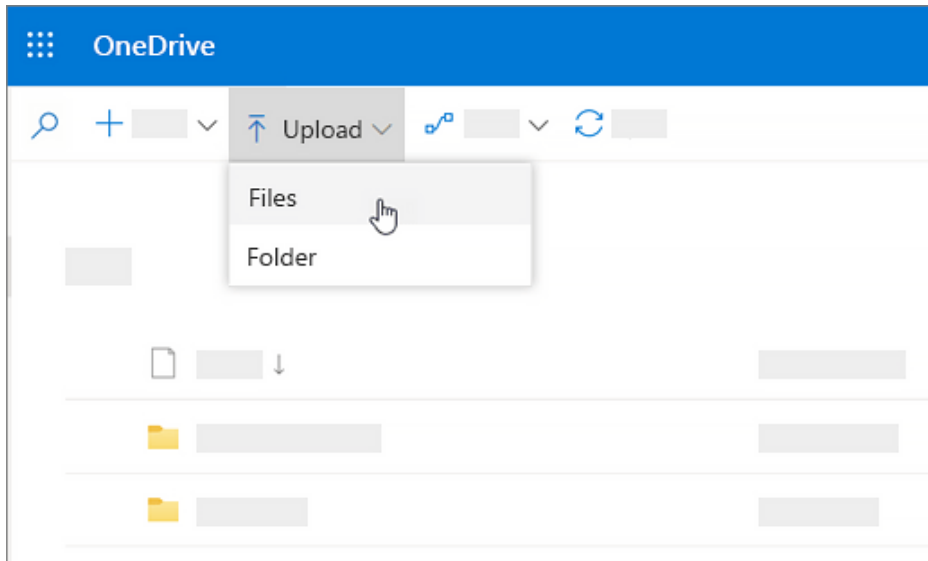

2. Select **OneDrive**

How to Upload Files or Folders to OneDrive

- With Microsoft Edge or Google Chrome:
  1. Select **Upload** > **Files** or **Upload** > **Folder**.
  2. Select the files or folder you want to upload.
  3. Select **Open** or **Select Folder**.

- With other browsers:
  1. Select **Upload**, select the files you want to upload, and select **Open**.
  2. If you don't see **Upload** > **Folder**, create a folder, and then upload the files to that folder.


How to Share Files or Folders

1. Select the files or folder you'd like to share.
2. Select **Share**

3. Select the down arrow to choose permissions for the link you will be sharing. Options include:
   - Anyone with the link
   - People in your organization with the link
   - People with existing access

▪ Specific people **[We recommend you use this option; you'll be able to enter our email address in the next steps]**
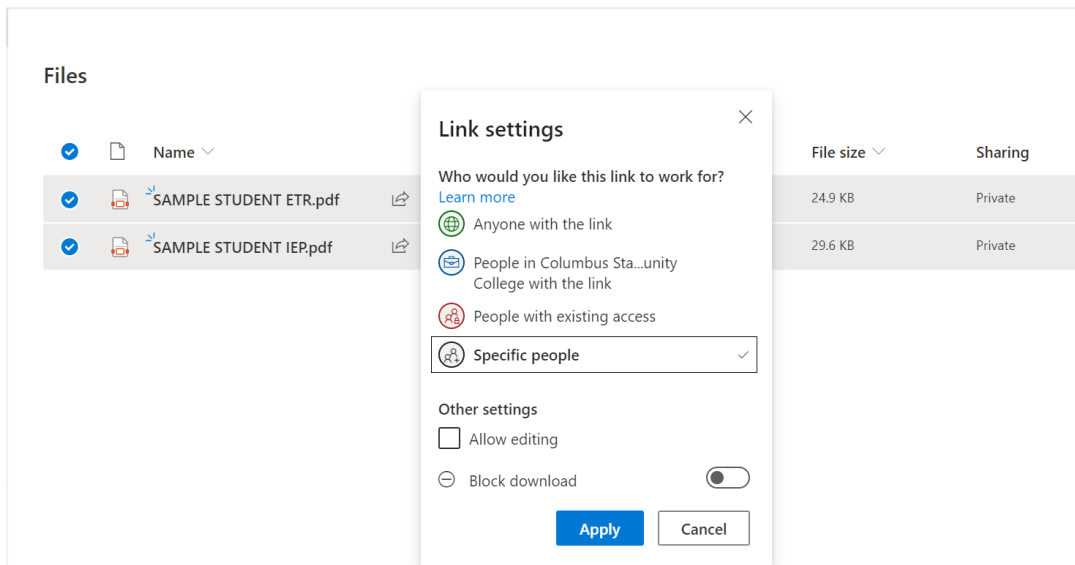
4. Select **Apply** to save the permissions.
5. Enter the name or email address of people you want to share with (**disability@cscc.edu should be used as intended recipient)**.
6. Type a message – Student name, cougar ID, intended CSCC start date, and contact information is requested.
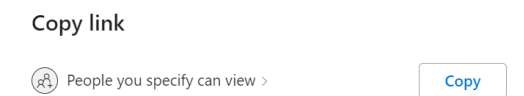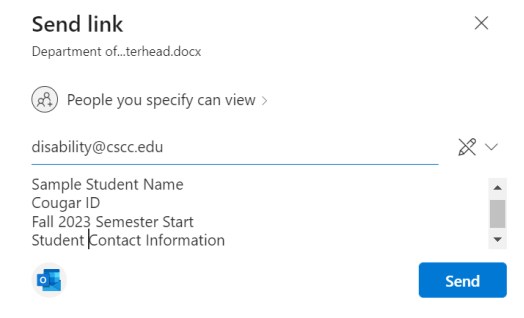
7. Select **Send**.

Or, you can select **Copy Link** and send the link in an email to disability@cscc.edu. Be sure to include Student name, cougar ID, intended CSCC start date, and contact information when doing so.