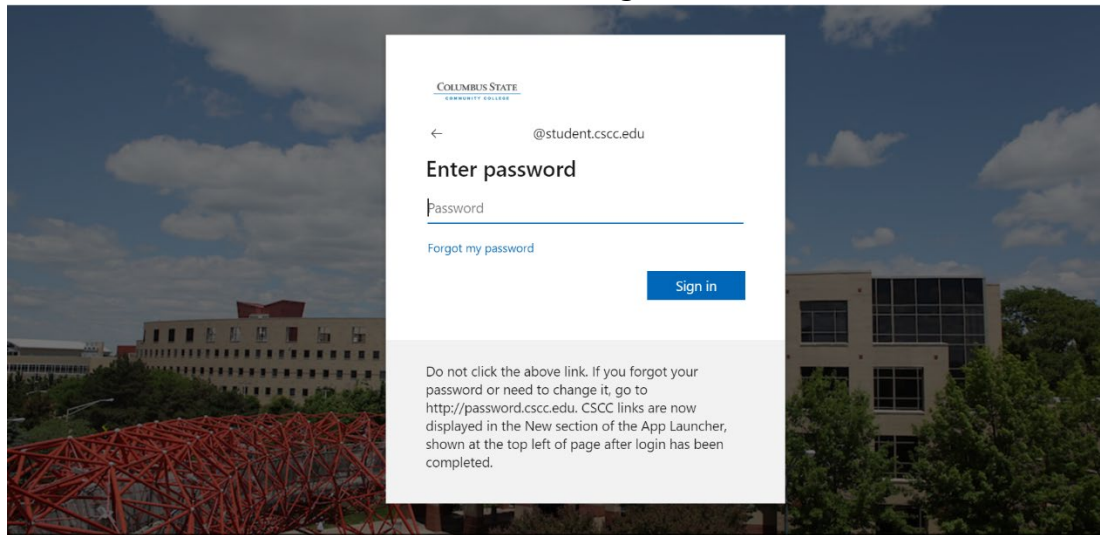


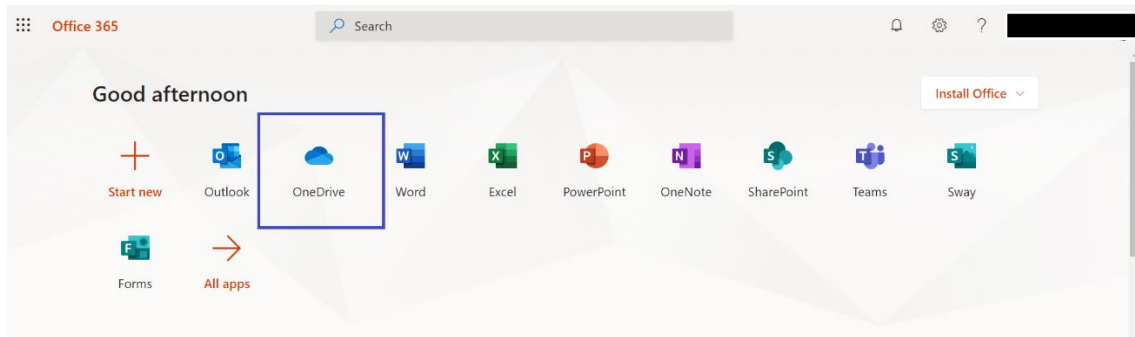
Sharing Documentation with CSCC Disability Services via OneDrive

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.csc.edu] to log in.



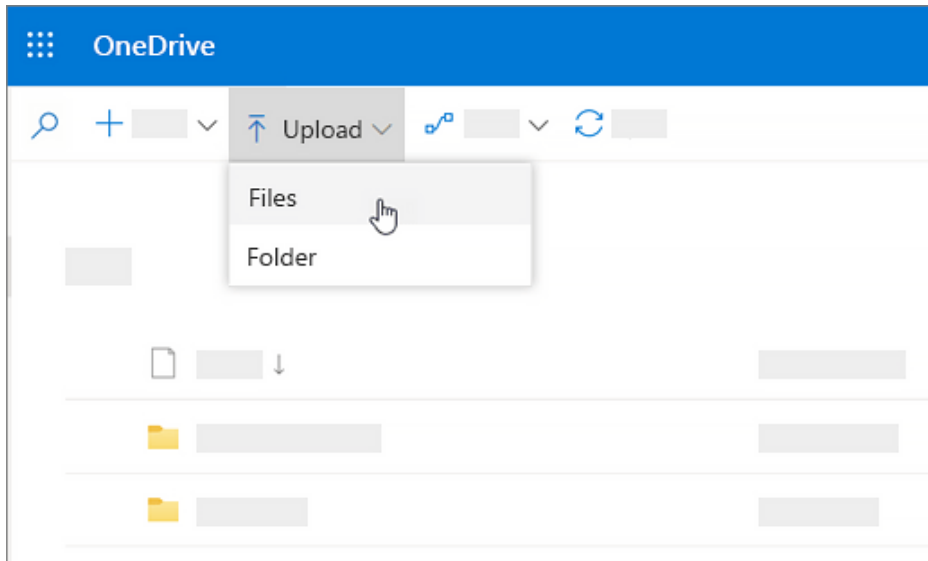
2. Select **OneDrive**




[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

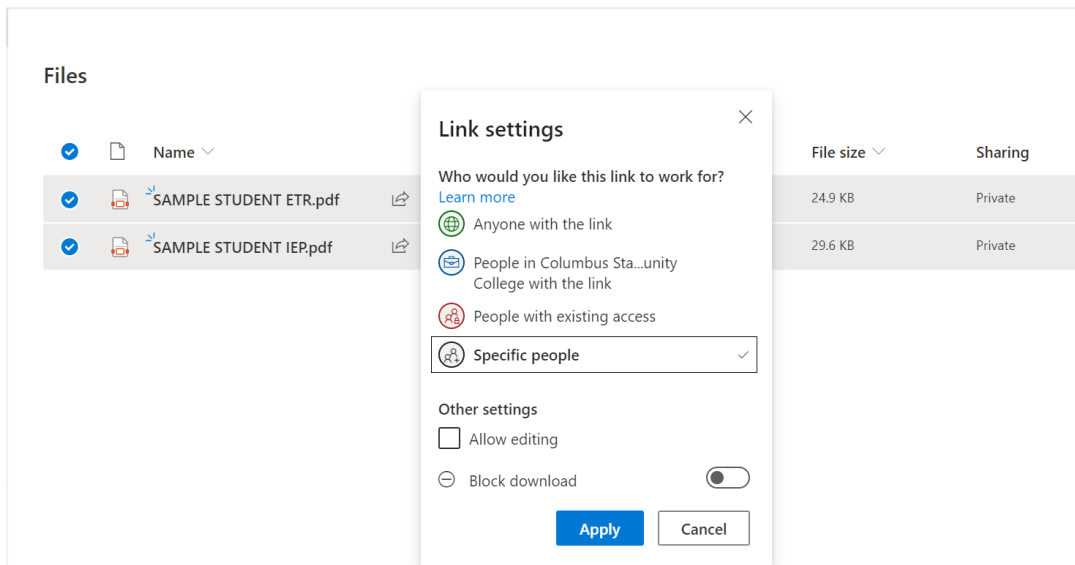
1. Select the files or folder you'd like to share.
2. Select **Share** 

Files

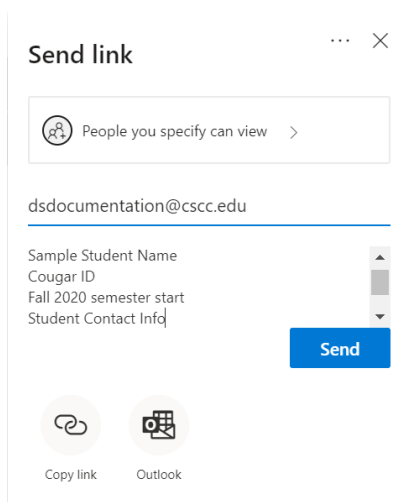
	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	 SAMPLE STUDENT DOCUMENTATION	17 minutes ago		36 items	Private
	 SAMPLE STUDENT ETR.docx	44 minutes ago		10.8 KB	Private
<input checked="" type="checkbox"/>	  SAMPLE STUDENT ETR.pdf 	19 minutes ago		29.6 KB	Private
	 SAMPLE STUDENT IEP.docx	44 minutes ago		10.8 KB	Private
<input checked="" type="checkbox"/>	  SAMPLE STUDENT IEP.pdf 	23 minutes ago		29.6 KB	Private

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 (**dsdocumentation@csc.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 dsdocumentation@csc.edu. Be sure to include Student name, cougar ID, intended CSCC start date, and contact information when doing so.