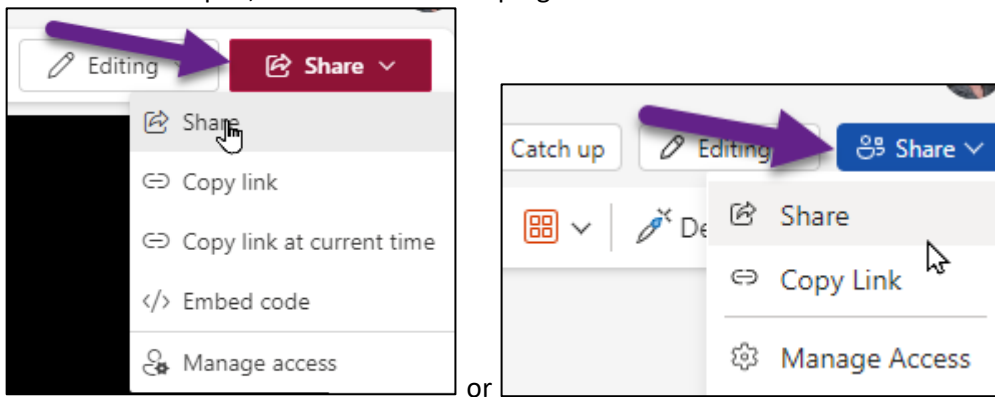# Using OneDrive to Store and Share Files

Students* have access to the University of Windsor's MS OneDrive where they can save and share their large assessment submission files. To learn how to access your OneDrive, visit the IT Services' Microsoft OneDrive article.

To share any file saved in your OneDrive:
1. While the file is open, click **Share** in the top right corner.

or

Alternatively, from the list of files in your OneDrive, find the file name and right click on the file name, if using the desktop app. If using the web version, click the three dots to the right of the file name. If using a Mac, Control + click.

2. From the drop-down menu, select **Share**.

3. Begin to type the course code into the **Add a name, group, or email box** and select the course when it appears. This gives access to only the people in the course. (If you want to share the file with only one person, type the person's name into the field and select their name when it appears.)
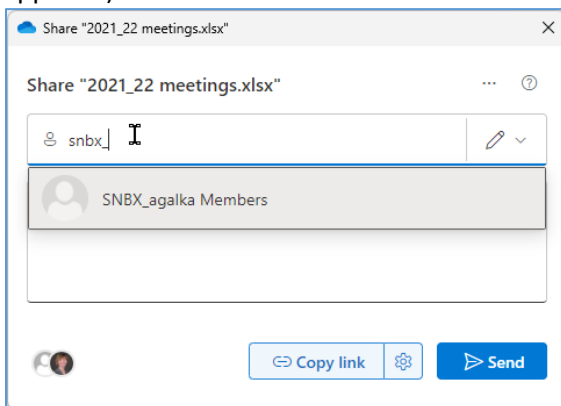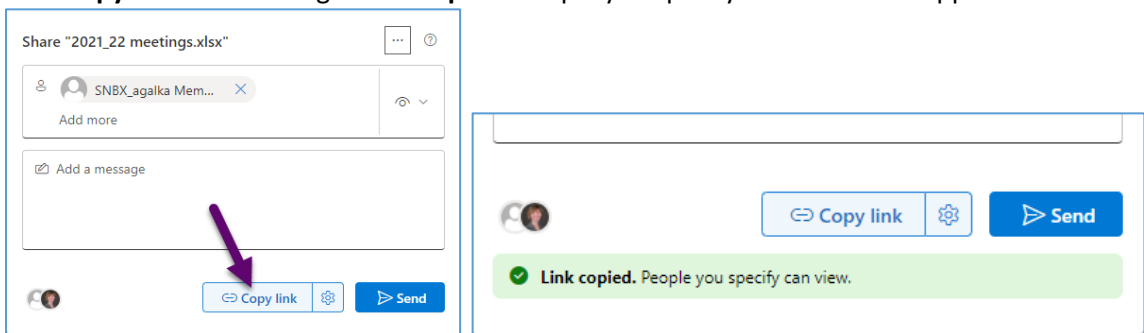
4. **Important**: This is where you can make sure no one is allowed to edit your file. (The default when you share is everyone can edit the file.) Click the **Link settings** (gear) icon, click **Can edit,** select **Can view,** and click **Apply**.
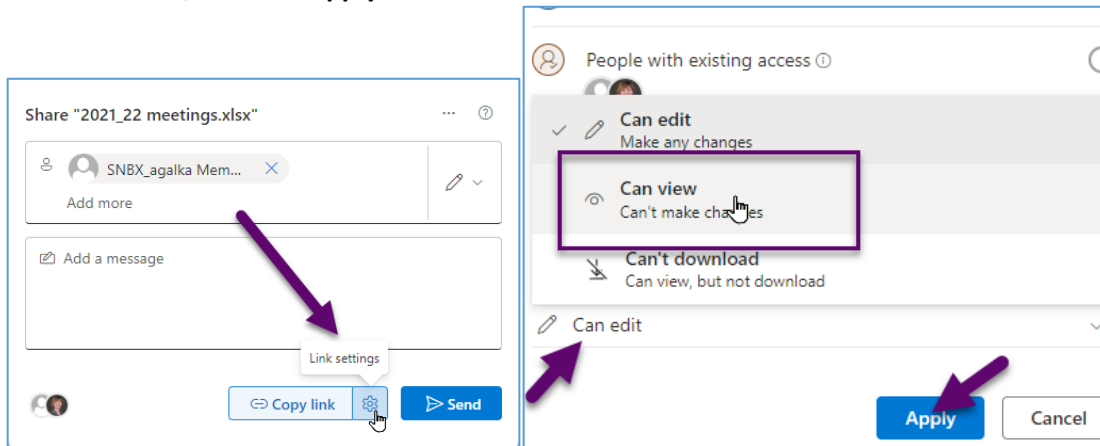
5. Click **Copy link**. The message "**Link copied**. People you specify can view." will appear.

6. You can now place the link into your assessment submission (or click **Send** to email it directly to an individual).

NOTE: *Alumni do not have access to OneDrive and alumni OneDrive files are deleted. Be sure to save to your local hard drive or another location any files you want to keep after graduation.

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