

## Request Files Securely Over OneDrive.

This guide will show you how to set up a secure file request in OneDrive to receive sensitive documents.

- 1) Login to <a href="https://portal.office365.com">https://portal.office365.com</a> with your SLCC credentials (username@slcc.edu). Your password is the same used to access your computer/mySLCC.
- 2) OneDrive is accessible on the left of the page.



*Figure 1 - Office 365 apps on the left side of the screen. OneDrive is the fifth app down from the home button.* 

3) Once in your OneDrive, click on New, then Folder.

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*Figure 2- "New" drop-down button displays "Folder" as the first option. Clicking folder will create a new folder.* 

4) Give your folder an appropriate name. I named mine "Secure Upload Volunteer Form"

	Create a folder	×	
	Enter your folder name		
ı. I			

*Figure 3- Create a folder dialogue box displays. Enter a folder name here.* 

5) To the left of your new folder, click on the selection toggle. The toggle will fill blue with a white checkmark. Then click "Request Files" on the top toolbar.

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a.	0		Secure Upload Vo	olunteer Form	È	:	2 minutes ago		Brandon Sto	otts-Na	у	0 items		Private

Figure 4- Selection toggle is to the left of the new file. Step One select the file. Step two, click requested files.

6) Enter the file you are requesting, and then click next.



Figure 5- Step One, enter the file requested in the textbox. Step Two click next.



7) Send the person you are requesting the upload from (referred to as the uploader) an email by entering their email address in the designated field. It is not required, but good practice, to add a message. It will display "[@whatever email.com] is outside of your organization". Do not worry. That's expected and exactly the point of this request.



Figure 6- Step One, halfway down, there is a text box to enter an email address. Step two enter an optional email. Step three click send.

8) A Success box will display after clicking send. Congrats! It worked.





9) This is what the uploader will see in their inbox. They can open the email and begin the upload process.



Figure 7- Email from and subject line sent to the uploader.

Ľ,
Brandon Stotts-Nay sent you a request for "Volunteer Form" with this message:
Please use this link to upload your volunteer form. If you have questions, please contact me at 555-555-5555, or not, your choice. Thanks! okie bye!
Upload Files
You can upload files to OneDrive so Brandon can see them, even if you don't have a OneDrive account. Only Brandon can access these files unless Brandon shares them. <u>Learn more</u>

Figure 8- Body text of the email sent to the uploader.

10)	The browser navigates to a	Microsoft OneDrive	bage. Click Select files.
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Microsoft
Brandon Stotts-Nay is requesting files for <b>Volunteer Form</b>
Select files

Figure 9- Microsoft OneDrive page opens, click select files.



- 11) The attachment dialogue box will open. From here, the uploader can select their file.
- 12) Their file/s are displayed, and there is an option to enter more files if necessary. Then the uploader will enter their name and finally click the upload button.

	M	icrosoft	
	Brandon Stotts-Nay	y is requesting files for	
1-	HR Says.jpg + Add more files	X Total 1 file 38.8 KB	
2	First name *	Last name * Glover	
	3	pload	

Figure 10- The files pending upload are displayed. The requester can upload more in step one. Step two requires the uploader's name. Step three is clicking the upload button.

13)	Uploader	receives a	confirmation	message.
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	Microsoft
	Hey Danny Glover, your upload was successful! We'll let Brandon Stotts-Nay know that you uploaded files.
a	Upload more

Figure 11- Confirmation message saying the upload was successful and Microsoft notifies the requester of the uploaded files.



14) The files are available in the folder with the uploader's name at the beginning of the file name.

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	Name ~	ys.jpg	N 3	<b>∕odified</b> ∨ minutes ago	<b>Modi</b>	<b>ied By</b> ∨ Contributor	File size ∨ 38.8 KB	<b>Sharing</b> Private

15) Want to practice this? You can! Go to your OneDrive now (see step one) and give it a go!