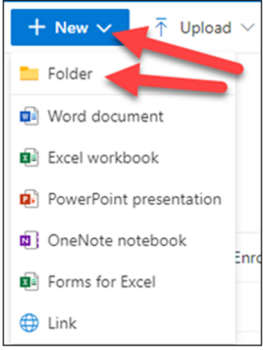
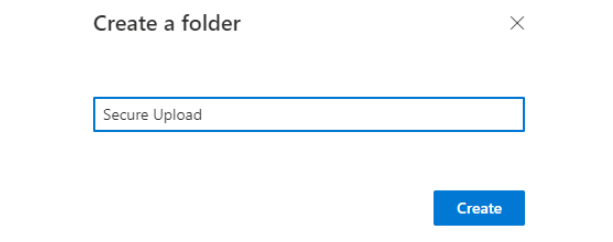
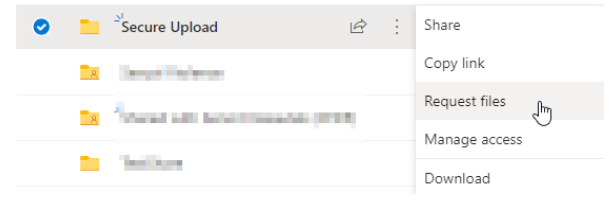
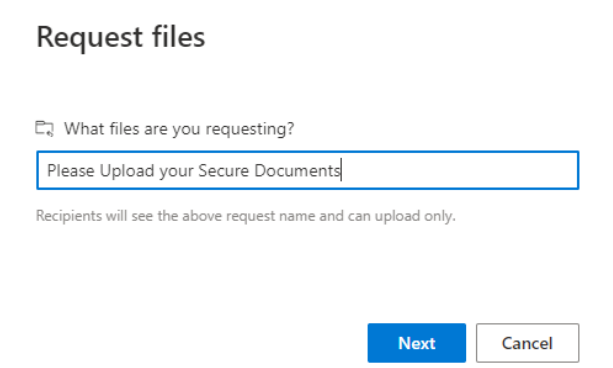
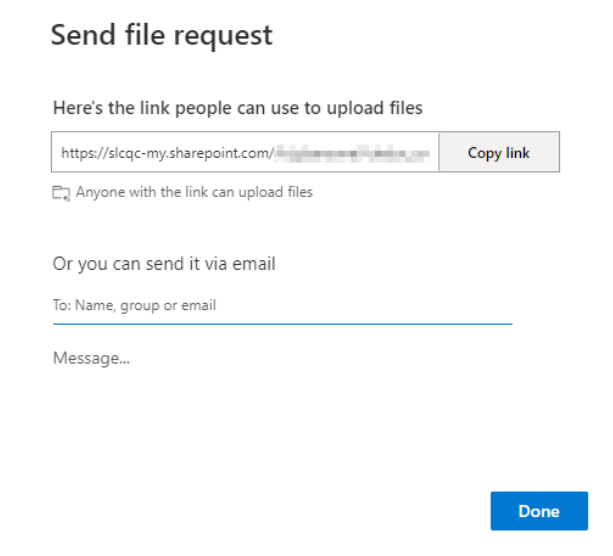


Instructions for Use of OneDrive to receive documents securely

OneDrive File Request:

<u>Introduction</u>	<u>Getting Started</u>
With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. People you request files from can only upload files; they can't see the content of the folder, edit, delete, or download files, or even see who else has uploaded files.	Using the web browser (Edge, Chrome, Firefox, Safari, etc.) of your choice, please navigate to the following address: https://portal.office.com/
<u>Important</u>	
• Anyone with the file request link can send you a file; <u>they don't need to have OneDrive.</u> • All the files sent to you are saved in a single folder that you choose. • Every file will have a prefix to help you identify who uploaded it. • If two files with the same name are uploaded, OneDrive will automatically add a number to the name of the second file. • People who respond to your request can only upload files. <u>They can't view or edit the contents of your OneDrive.</u>	
<u>Setting up Folders</u>	
First, we recommend you create a new dedicated folder where submitted files will be saved. Near the top of the OneDrive interface, click on the New menu and select Folder.	 The screenshot shows the OneDrive interface with the 'New' button highlighted in blue. A dropdown menu is open, showing options: Folder, Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Forms for Excel, and Link. Two red arrows point to the 'Folder' option and the 'Upload' button.

Give your folder an appropriate name. For example, "Secure Upload"	
Activate the Request Files feature by: - Selecting the folder by clicking to the left of the folder's name - Click on the ellipsis (...) to the right of the name - Click on Request Files	
Provide a short description of the files that you wish to receive. Then click Next	
The system will now generate a link that you can email to people allowing them to submit files to you. Anyone following the link will be prompted for the file(s) they want to submit, and (if they are not signed into Microsoft 365) they will be prompted for their First and Last name. (without the need to sign-in) The files will be uploaded into the OneDrive folder and will have the submitter's first and last name pre-pended to the file name. You will also receive an automated email each time a submission is uploaded.	

Send the File Request or Copy the Link

If sending to 1 recipient, enter the email address, enter a message (optional) and click Send:

Send file request

Here's the link people can use to upload files

[https://slcqc-my.sharepoint.com/\\$...](https://slcqc-my.sharepoint.com/$...) [Copy link](#)

Anyone with the link can upload files

Or you can send it via email

 test@test.com [Add another](#)
 test@test.com is outside of your organization.

Message to the remote person...

[Send](#)

The recipient will then receive an email indicating that you have requested a file from them.

If you entered a message it will also be present in the email.

Alternatively, the 'Copy Link' feature may be used.

If sending to multiple recipients, click Copy Link:

Send file request

Here's the link people can use to upload files

[\SICbZdvHZFgd2Y2NCWp6w8Dh9Xhc_NxYvSSs3PcaGiNg](#) [Copy link](#)

Anyone with the link can upload files

Or you can send it via email

To: Name, group or email

Message...

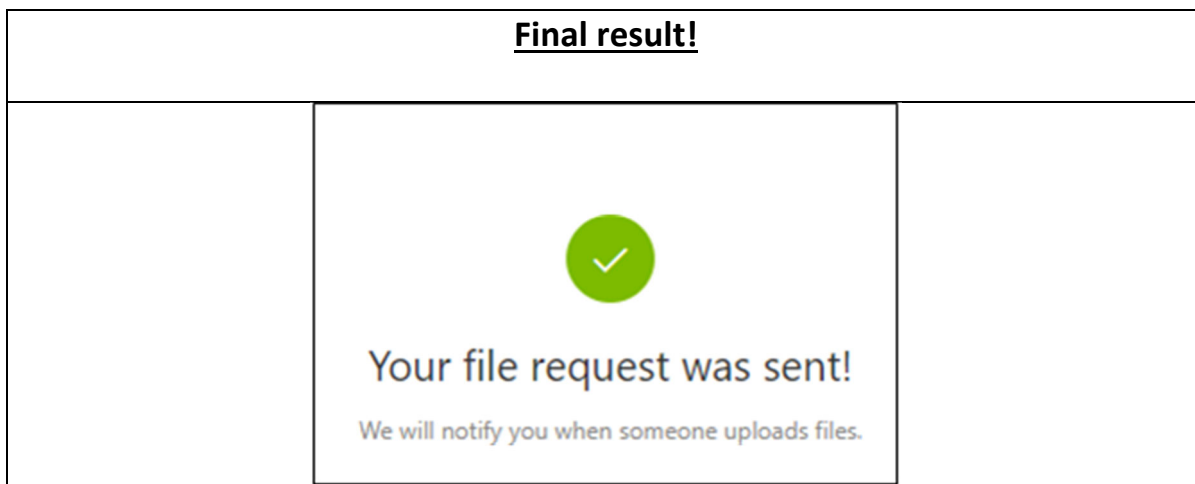
[Done](#)

Do NOT add a message or enter an email address, as recipient email addresses will then be visible to each recipient (privacy issue).

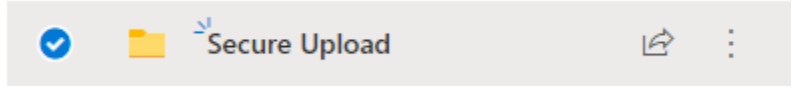
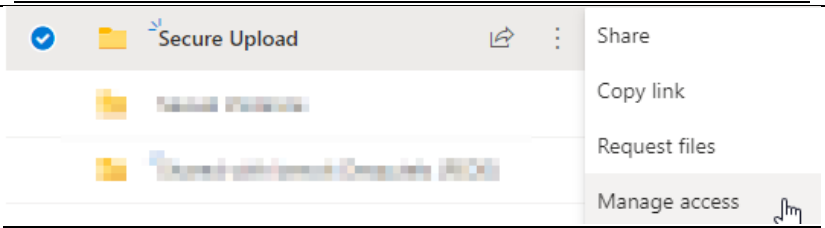
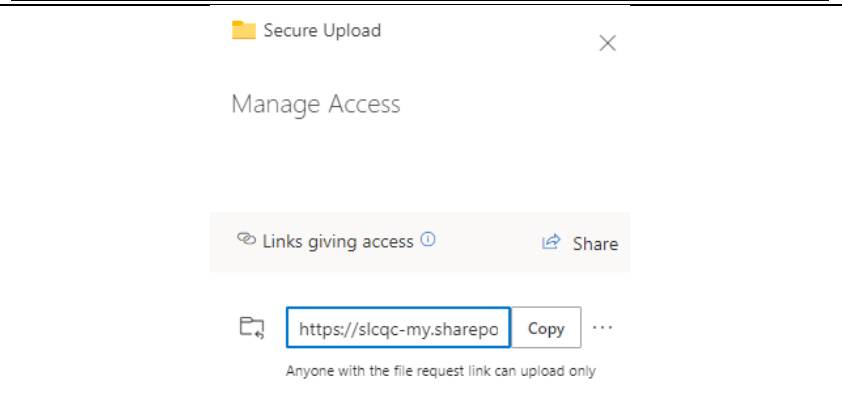
If sending to multiple recipients, the 'Copy Link' feature must be used only.

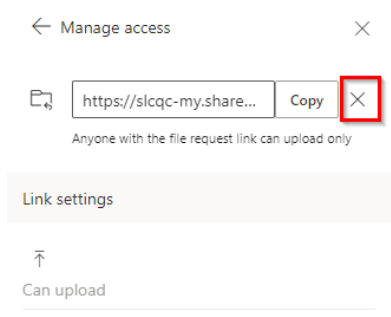
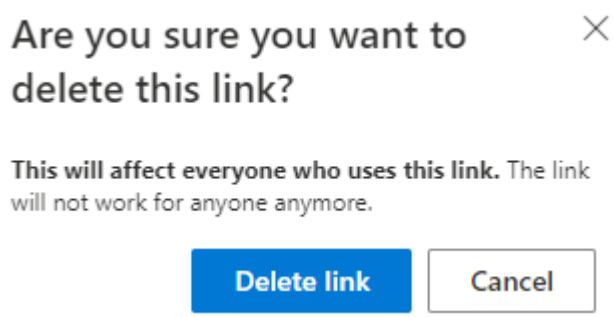
Paste the copied link into an email that you will send to the potential/existing individuals. Use the 'BCC' field for all email addresses so recipients cannot see who the email is being sent to. Only enter your email address in the 'To' field.

Sample instructional text to include in the email:
 To return your [document name, e.g.: signed consent form, completed survey, etc.], click on the following link and follow the prompts: [insert link]



Stop requesting files:

You can stop requesting files by deleting the file request link once you are done receiving files from others. <u>Once you've deleted the link, people with the link won't be able to upload files to that folder anymore.</u>	
In OneDrive, select the file request folder.	
Select the ellipsis (...). Then select Manage Access.	
Select the ellipsis (...) beside the request link in the Links Giving Access section.	

Select X next to the link.	
Select Delete link.	
<i>The link deletion cannot be undone. If you need to start collecting files in this folder again, create a new file request on the folder and send your recipients a new link or email invitation.</i>	