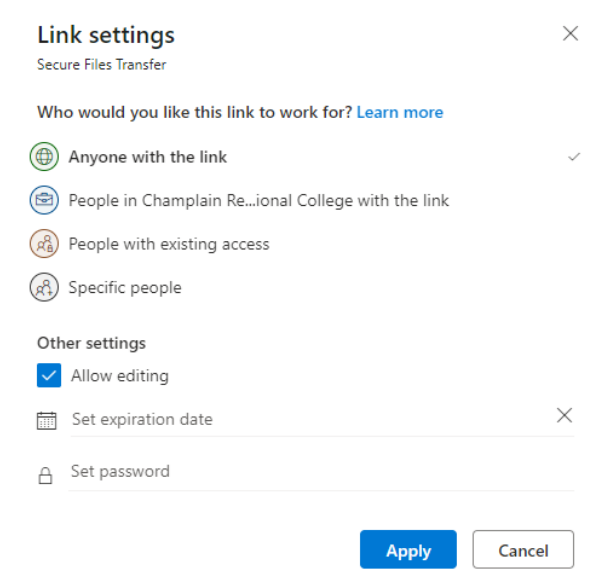
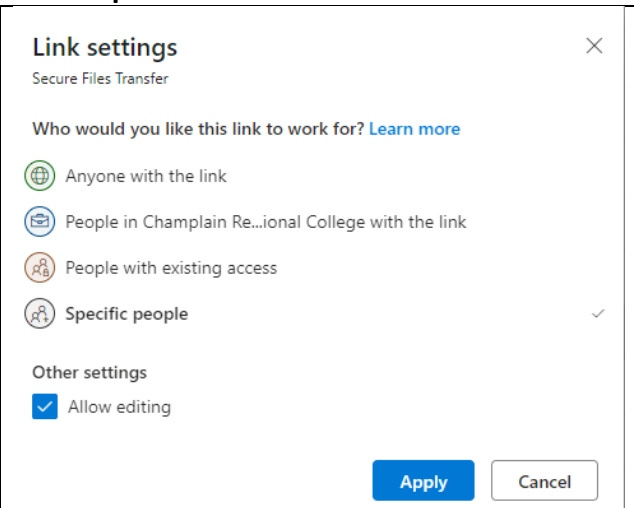
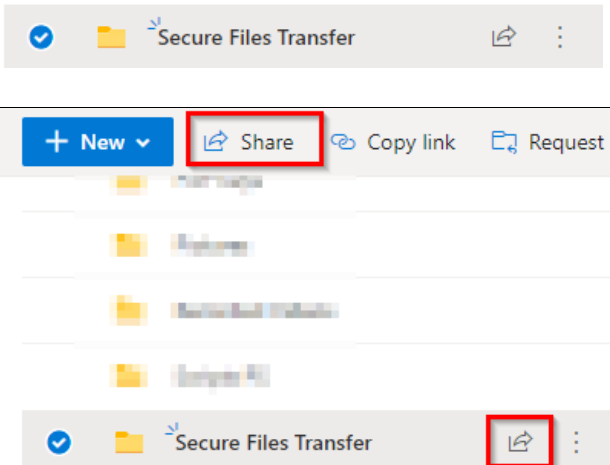
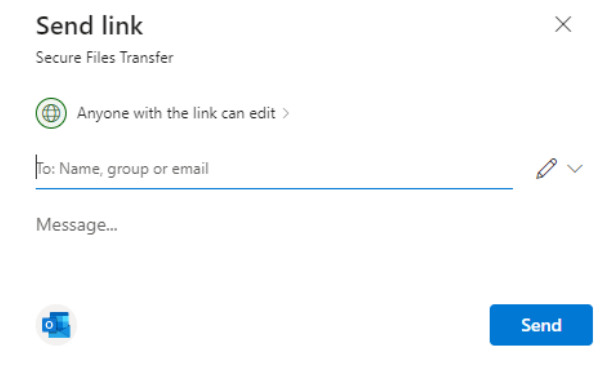
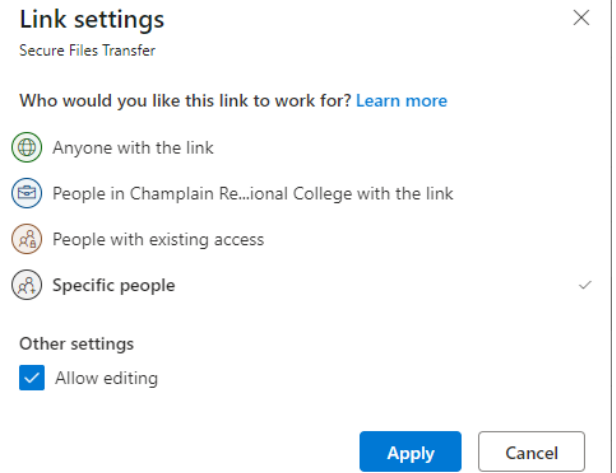
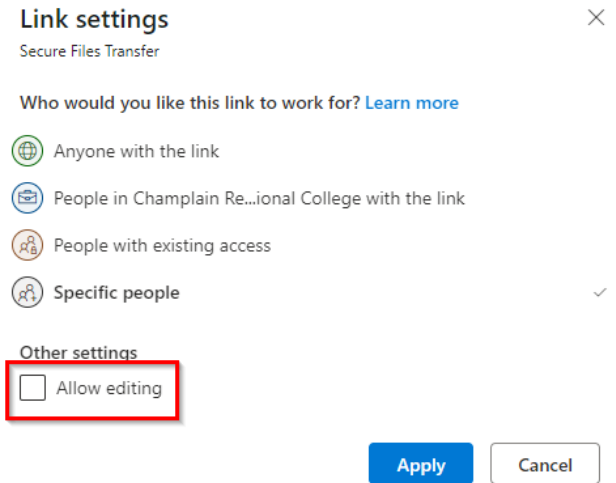


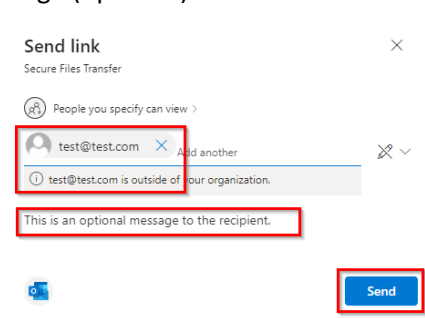
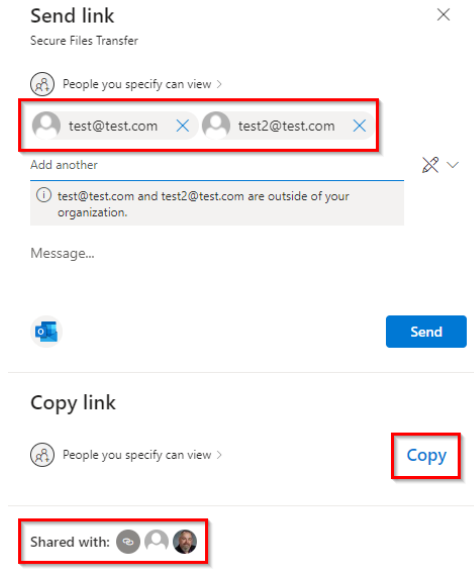
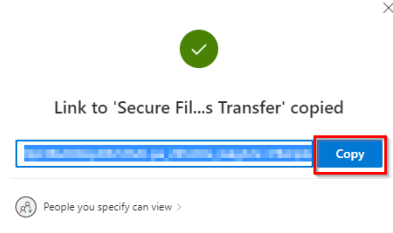
# Instructions for Use of OneDrive to send documents securely

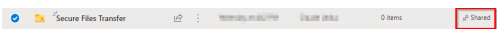
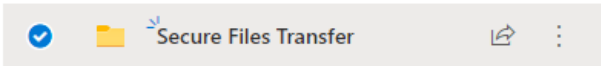
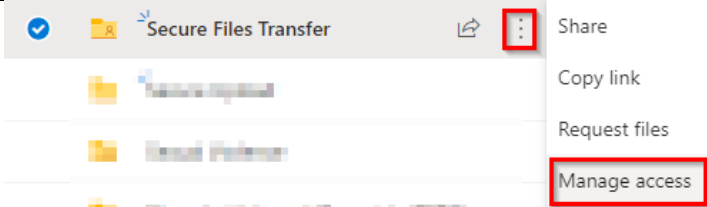
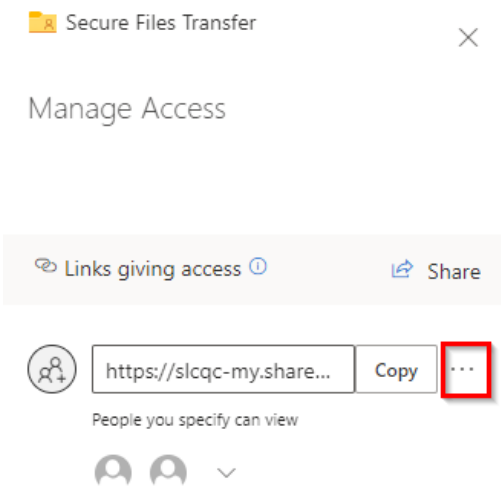
| <u>Introduction</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>Getting Started</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>OneDrive provides an easy way to share files. Files can be shared via sharable links that can be accessed by anyone who has that link or add an additional layer of security with the 'invitation-only' feature.</p> <p>The files on your OneDrive are private until you share them. Keep in mind that when you share folders with Edit permissions, people you share with can add the shared folders to their own OneDrive. This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.</p> | <p>Using the web browser (Edge, Chrome, Firefox, Safari, etc.) of your choice, please navigate to the following address:</p> <p style="text-align: center;"><a href="https://portal.office.com/">https://portal.office.com/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <u>The Different Types of Sharing Options Available in OneDrive</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ol style="list-style-type: none"> <li>1. Anyone with the link</li> <li>2. Anyone within the organization</li> <li>3. People with existing access</li> <li>4. Specific people</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  <p>The screenshot shows the 'Link settings' dialog box in OneDrive. It has a title bar with a close button (X). Below the title bar, it says 'Secure Files Transfer'. There is a link 'Who would you like this link to work for? Learn more'. Below this, there are four radio button options: 'Anyone with the link' (selected with a checkmark), 'People in Champlain Regional College with the link', 'People with existing access', and 'Specific people'. Under 'Other settings', there is a checked checkbox for 'Allow editing', a 'Set expiration date' field with a calendar icon and a close button (X), and a 'Set password' field with a lock icon. At the bottom right, there are 'Apply' and 'Cancel' buttons.</p> |

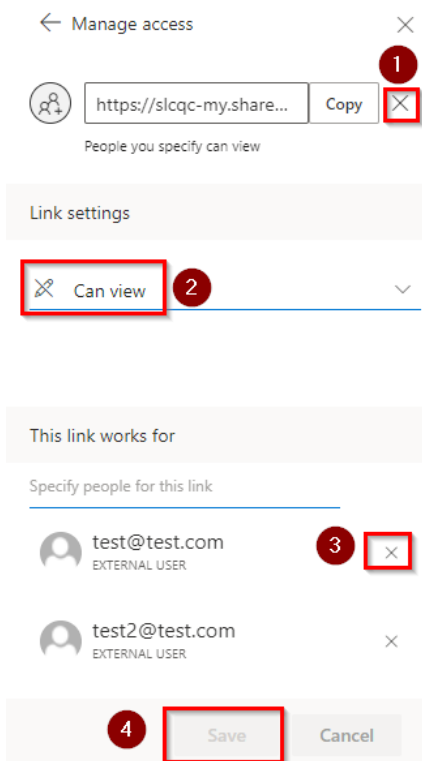
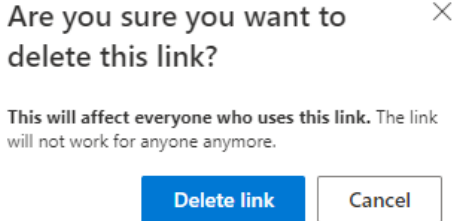
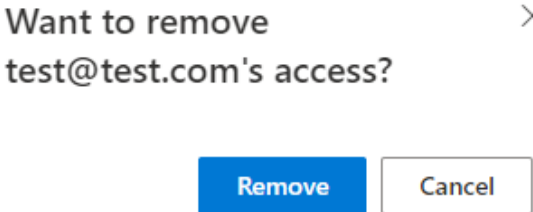
| Anyone with the Link                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>In this option, the link would be available for anyone with the link.</p> <p>The only security features you can use are:</p> <ol style="list-style-type: none"> <li>1. disabling edit</li> <li>2. setting an expiration date of the link</li> <li>3. setting a password to use the link</li> </ol> | <div> <div>Link settings</div> <div>Secure Files Transfer</div> <div>Who would you like this link to work for? <a href="#">Learn more</a></div> <div> <div> Anyone with the link</div> <div> People in Champlain Re...ional College with the link</div> <div> People with existing access</div> <div> Specific people</div> </div> <div> <div>Other settings</div> <div><input checked="" type="checkbox"/> Allow editing</div> <div> Set expiration date</div> <div> Set password</div> </div> <div> <div>Apply</div> <div>Cancel</div> </div> </div> |
| Anyone Within the Organization                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>In this option, the link would be available for all the employees working in an organization.</p> <p>The only security feature you can use is:</p> <ol style="list-style-type: none"> <li>1. disabling edit</li> </ol>                                                                             | <div> <div>Link settings</div> <div>Secure Files Transfer</div> <div>Who would you like this link to work for? <a href="#">Learn more</a></div> <div> <div> Anyone with the link</div> <div> People in Champlain Re...ional College with the link</div> <div> People with existing access</div> <div> Specific people</div> </div> <div> <div>Other settings</div> <div><input checked="" type="checkbox"/> Allow editing</div> </div> <div> <div>Apply</div> <div>Cancel</div> </div> </div>                                                                                                                                                                                                                    |
| People with Existing Access                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>This option allows you to share the document with people who already have access to that file or folder.</p> <p>Sharing a file or folder this way sends an email to collaborators who currently have access.</p>                                                                                   | <div> <div>Link settings</div> <div>Secure Files Transfer</div> <div>Who would you like this link to work for? <a href="#">Learn more</a></div> <div> <div> Anyone with the link</div> <div> People in Champlain Re...ional College with the link</div> <div> People with existing access</div> <div> Specific people</div> </div> <div> <div>Apply</div> <div>Cancel</div> </div> </div>                                                                                                                                                                                                                                                                                                                        |

| Specific People                                                                                                                                                                                                                                                                                       |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>This option allows OneDrive users to send file sharing invitation to a specific person, using an email address.</p> <p>You can share the file even with people outside of your organization.</p> <p>As seen in the feature, the only additional security feature is disabling the edit option.</p> |    |
| Important                                                                                                                                                                                                                                                                                             |                                                                                      |
| <p>The most secure and recommended way for sharing files from OneDrive is <b>to share with specific people</b>. If you want to share OneDrive with external users in a secure way, here's how to securely share files with OneDrive.</p>                                                              |                                                                                      |
| Secure File Sharing with Specific People                                                                                                                                                                                                                                                              |                                                                                      |
| <p>From the OneDrive app, pick the file or folder you want to share by selecting the <b>circle</b> to the left of the file/folder.</p> <p>Click the <b>Share</b> icon to the right of the file name <b>OR</b> click <b>Share</b> in the toolbar.</p>                                                  |  |

|                                                                                                                                                                                                                                            |                                                                                      |
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| <p>The <b>Send Link</b> window will appear:</p>                                                                                                                                                                                            |    |
| <p>Click <b>Anyone with the link can edit</b> and choose <b>Specific people</b> in the <b>Link settings</b>.</p> <p>Then click on <b>Apply</b>.</p>                                                                                        |   |
| <p><b>(OPTIONAL)</b> If you wish people with whom you are sharing the file <b>NOT</b> to be able to edit the content of the files shared, uncheck the <b>edit</b> box in the <b>Other Settings</b>.</p> <p>Then click on <b>Apply</b>.</p> |  |

| <u><b>Send or Copy link?</b></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Send</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Copy link</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>If sending to <b>ONE</b> or <b>MULTIPLE</b> recipients, the fastest and easiest way to share is to enter the email address(es), enter a message (optional) and click <b>Send</b>:</p>  <p>The recipient(s) will then receive an email indicating that you have shared a file/folder with them.</p> <p>If you entered a message, it will also be present in the email.</p> <p>Alternatively, the <b>Copy Link</b> feature may be used.</p> | <p>If wishing to add additional information and have a more complete message to the recipient(s), enter the email address(es), then click <b>Copy</b>:</p>   <p>Paste the copied link into an email that you will send to the recipient(s). Use the 'BCC' field for all email addresses so recipients cannot see who the email is being sent to. Only enter your own email address in the 'To' field.</p> |

| <b><u>Removing Shared Access</u></b>                                                                                                                                                                                                                                                                                                          |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Information that you have shared using your OneDrive, will remain shared for as long as you will not be removing the access for everyone or specific individuals with whom you have shared the content with. This part of the instruction will show you how to see who has access to the shared content as well as how to remove such access. |                                                                                     |
| To see your file or folder information and who you have shared with, under the sharing column in OneDrive you will see the sharing status.                                                                                                                                                                                                    |   |
| From the OneDrive app, pick the file or folder you want to share by selecting the <b>circle</b> to the left of the file/folder.                                                                                                                                                                                                               |   |
| Select the ellipsis (...).<br><br>Then select <b>Manage Access</b> .                                                                                                                                                                                                                                                                          |   |
| Select the ellipsis (...) beside the request link in the <b>Links Giving Access</b> section.                                                                                                                                                                                                                                                  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>If you wish to completely stop sharing the content, select <b>X</b> next to the <b>Copy</b> button at the top (<b>#1 in the picture</b>).</p> <p>For removing individual(s), select <b>X</b> next to the name of the individual for which you want to revoke the access (<b>#3 in the picture</b>).</p> <p>If you do not wish to revoke access but change the level of access from <b>VIEW</b> to <b>EDIT</b> or vice-versa, you can also use the <b>Link Settings</b> area and change the access level (<b>#2 in the picture</b>).</p> <p>Once you have completed your changes, click on <b>Save</b> (<b>#4 in the picture</b>).</p> |    |
| <p><b>(OPTIONAL)</b> If you have selected to stop sharing content completely as pictured in option #1 above, you will be prompted by a message asking you to confirm the removal of the shared access.</p> <p>Click <b>Delete Link</b> to approve.</p>                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <p><b>(OPTIONAL)</b> If you wish to remove one or many individuals while keeping the shared content as pictured in option #3 above, you will be prompted by a message asking you to confirm the removal of the recipient.</p> <p>Click <b>Remove</b> to confirm. The click <b>Save</b>.</p>                                                                                                                                                                                                                                                                                                                                              |  |