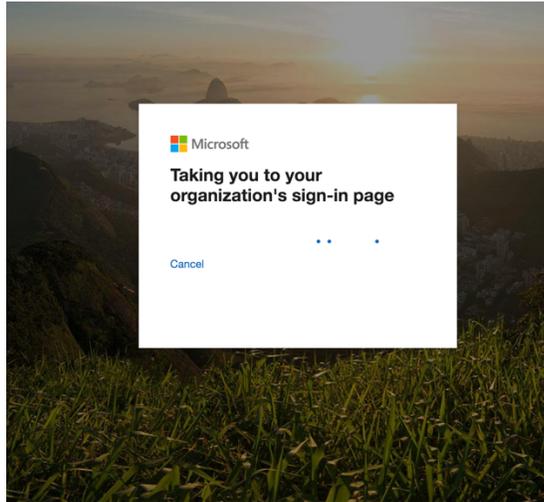
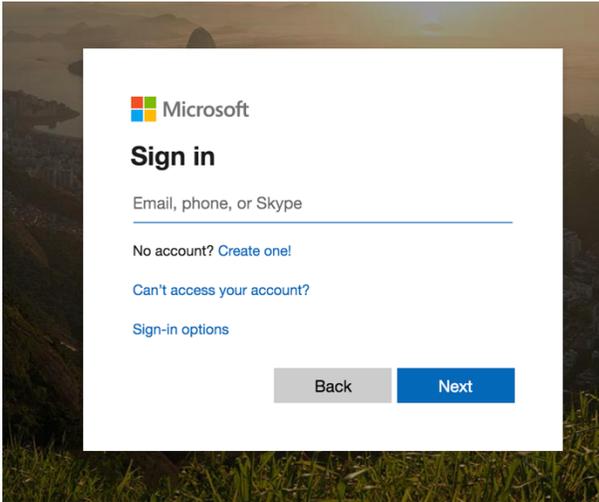


# Tutorial Guide for Sharing and Receiving Files on Microsoft 365 OneDrive

## Accessing OneDrive

**Step 1:** Go to <https://login.microsoftonline.com> and enter your **CUNYFirst** username. The site will redirect to CUNY Web Applications Login page



## Step 2: Login using your CUNYFirst credentials



### Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

Username

Password

Login

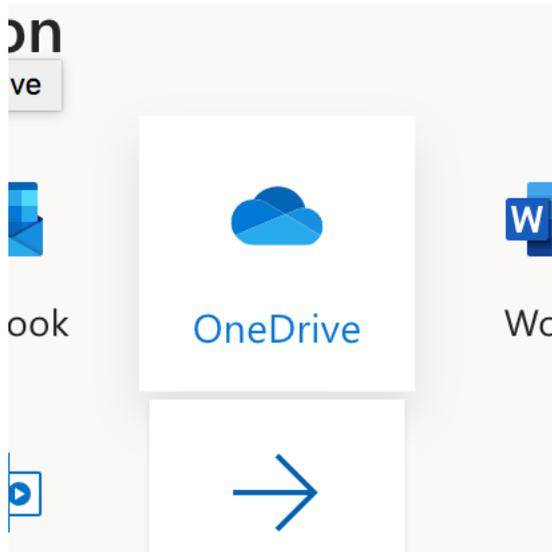
[Forgot Password](#) > [New User](#)

[Forgot Username](#) > [Manage your Account](#)

### PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

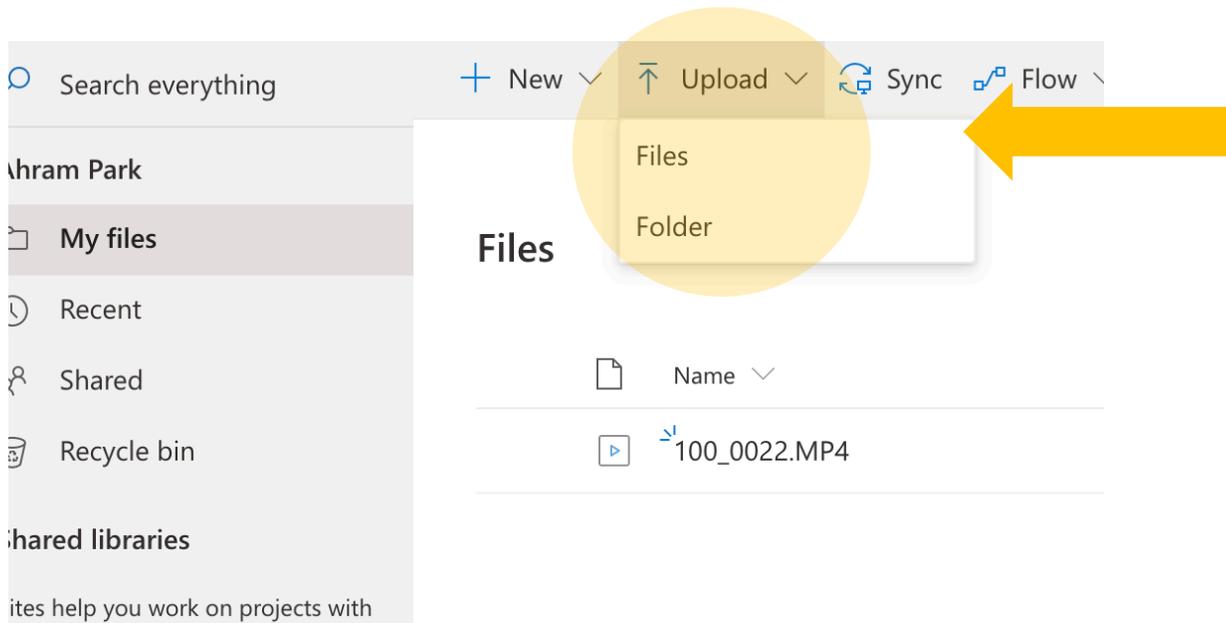
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

**Step 3: Click on OneDrive**

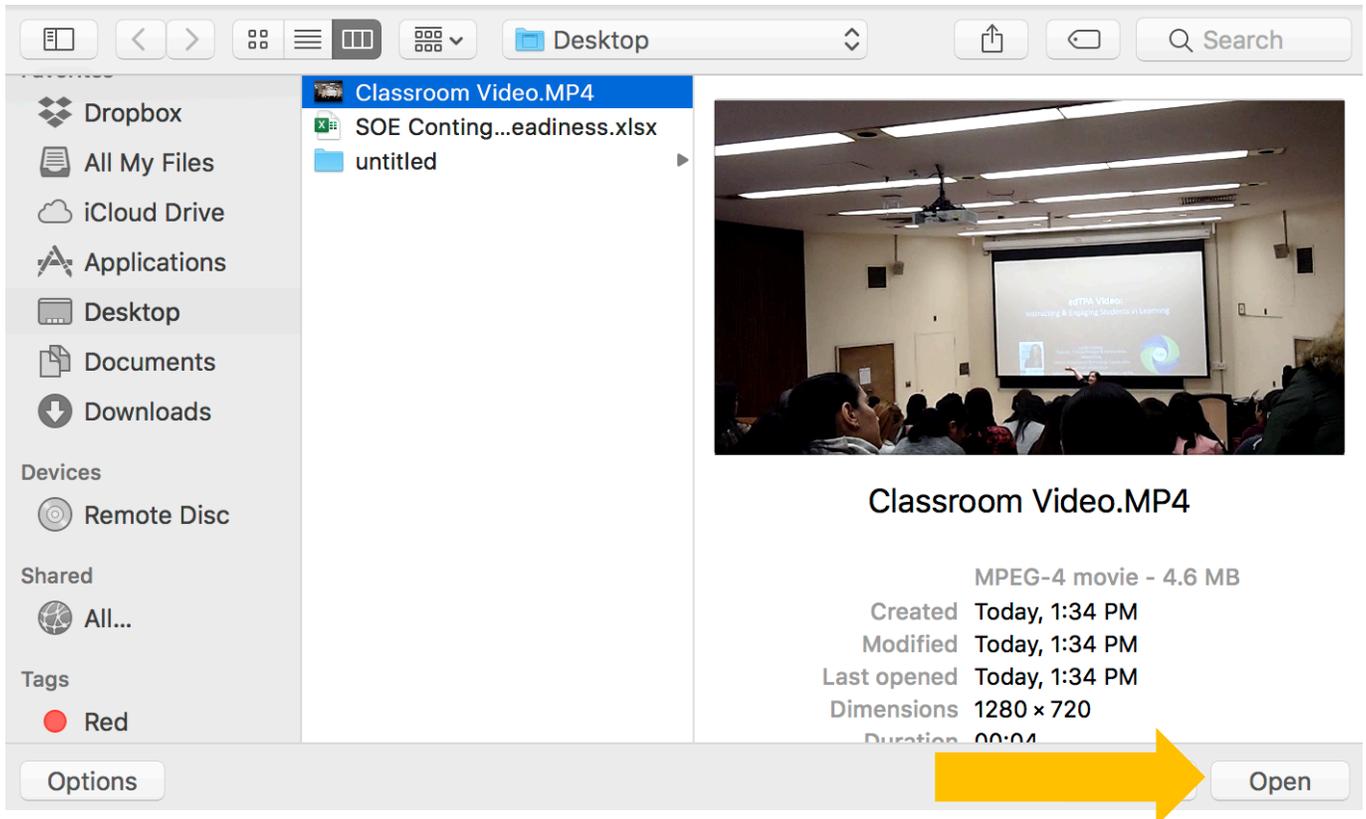


**To share a file**

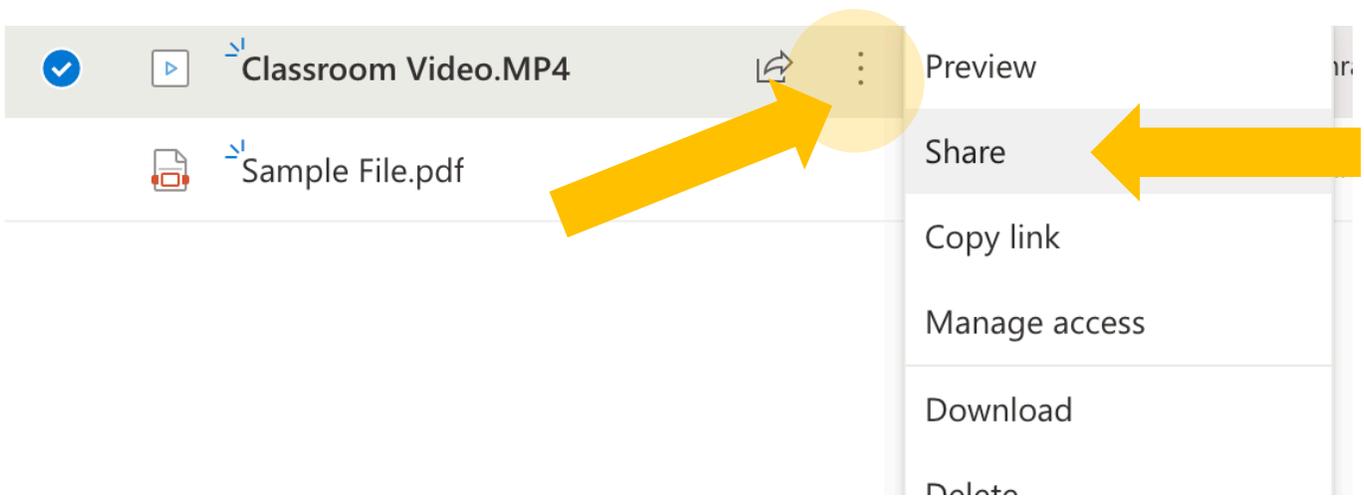
**Step 4: At the top of the screen, click on Upload → Files**



**Step 5:** Choose your file (video, word, pdf, etc) and select **Open**



**Step 6:** Once your file is in your OneDrive, hover your mouse over the file and click on the three dots → **Share**



**Step 7: CRITICAL! MUST CHANGE** from “Anyone with this link can edit” → Change to “**Specific People**” → Apply

**Send Link** ... ×

Anyone with the link can edit >

Enter a name or email address

Add a message (optional)

**Send**

Copy Link Outlook

**Link settings** ×

Who would you like this link to work for?  
[Learn more](#)

- Anyone with the link
- People in CUNY with the link
- People with existing access
- Specific people** ✓

Other settings

Allow editing

**Apply** Cancel

**Step 8: Enter the instructor’s or student’s CUNY email address (lehman.cuny.edu) or CUNYFirst address (login.cuny.edu). Click Send**

**Send Link** ... ×

People you specify can view >

first.name@lehman.cuny.edu

first.name@lehman.cuny...

**Send**

Copy Link Outlook

**Send Link** ... ×

People you specify can view >

first.name##@login.cuny.edu

F first.name##@login.cuny...  
first.name##@login.cuny.edu

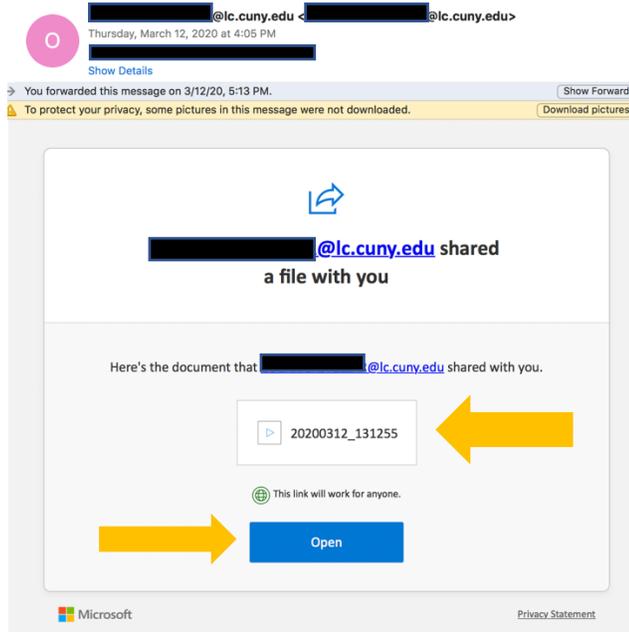
**Send**

Copy Link Outlook

## To receive a file

### Step 9:

If sent to your CUNY email, check your CUNY email. If the file is not in your inbox, please check your SPAM folder. Click on **the file name** or **Open**



If sent to your CUNYFirst, log-in to OneDrive, and click “**Shared**” on the left side-bar

