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
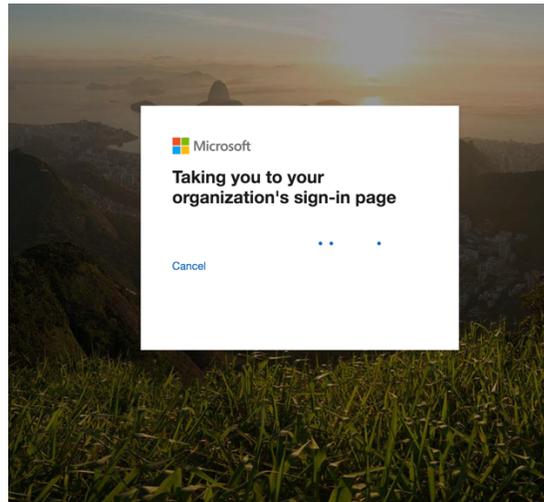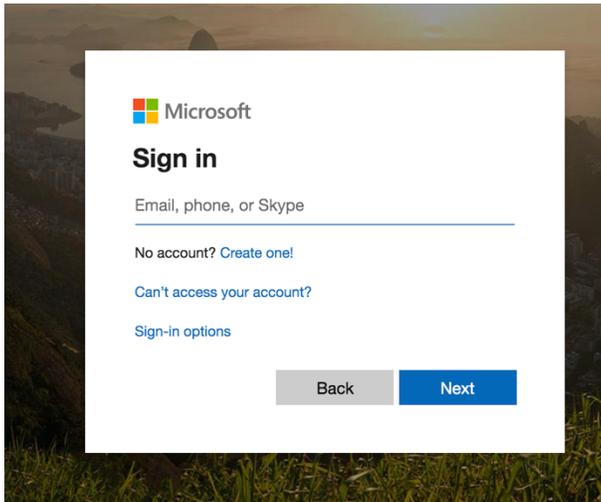
Step 2: Login again using your CUNYFirst credentials

Step 3: Click on OneDrive

To share a file

Step 4: At the top of the screen, click on the three dots and select **Upload → Files**
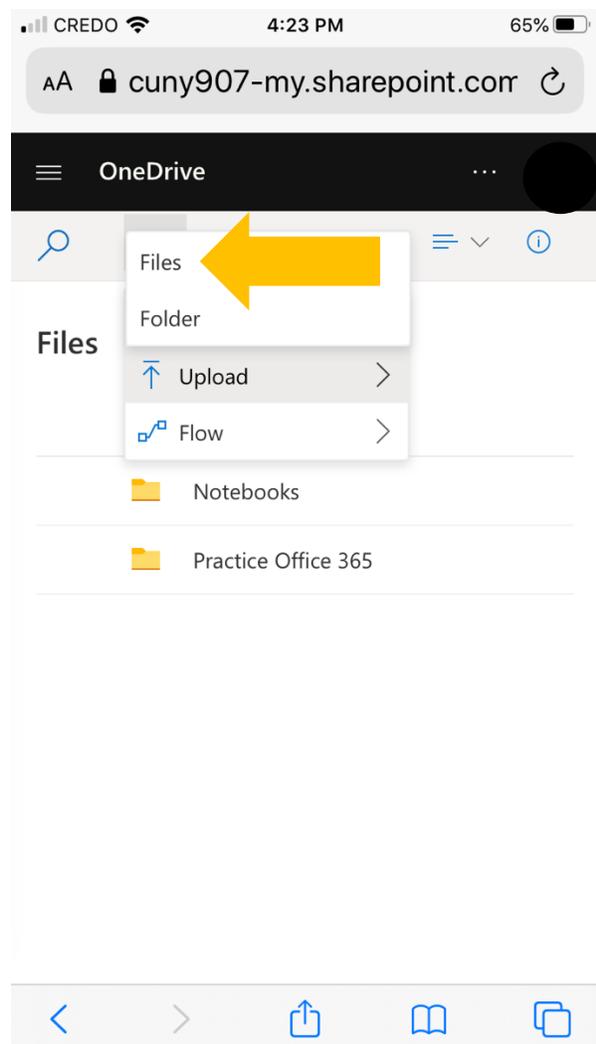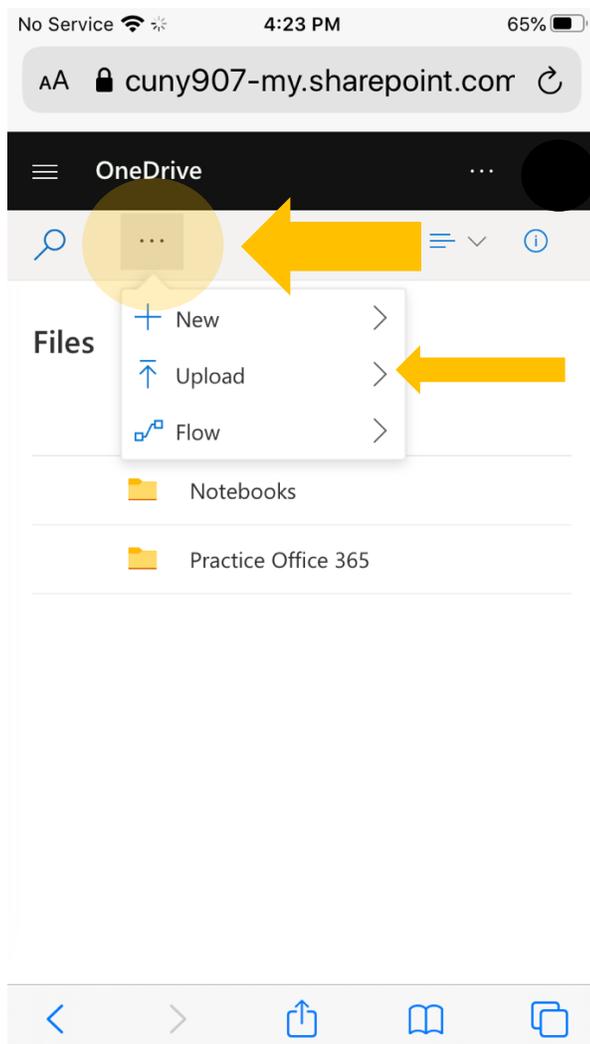
Step 5: Choose your video from your album and upload
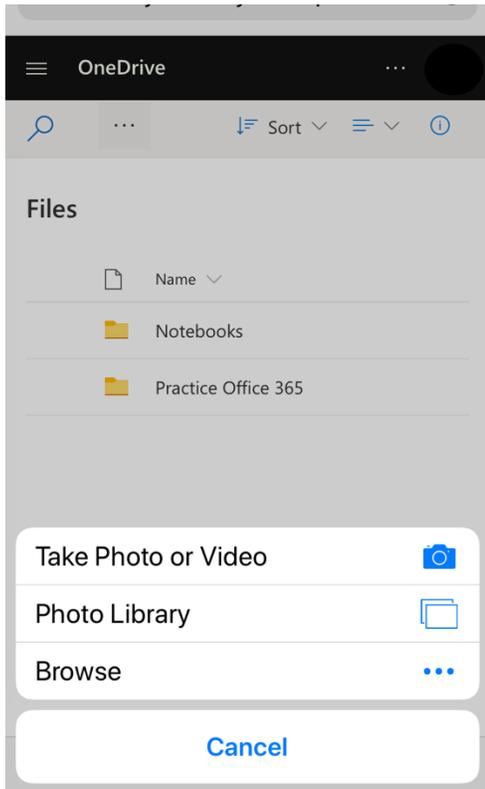
Step 6: Optional: You can check the progress bar through clicking on the circular arrows
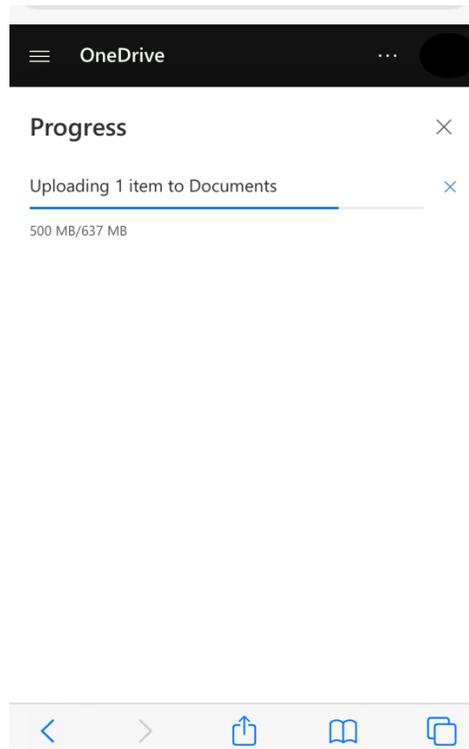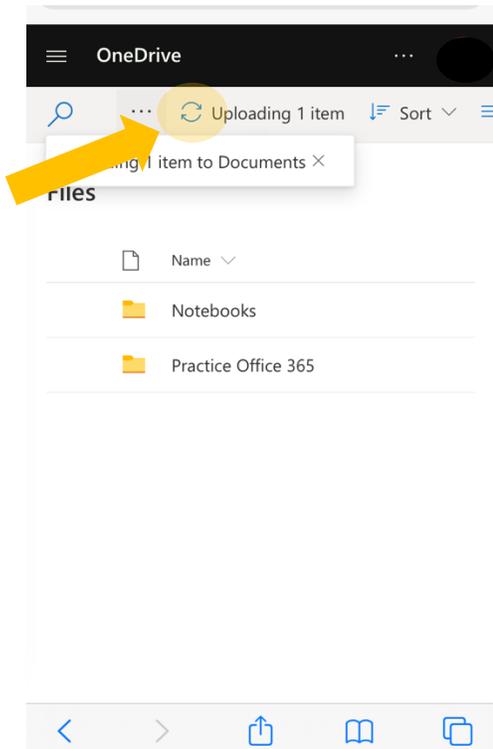
Step 7: Once your file is in your OneDrive, hover your mouse over the file and click on the three dots →
Share or Click on the **arrow**
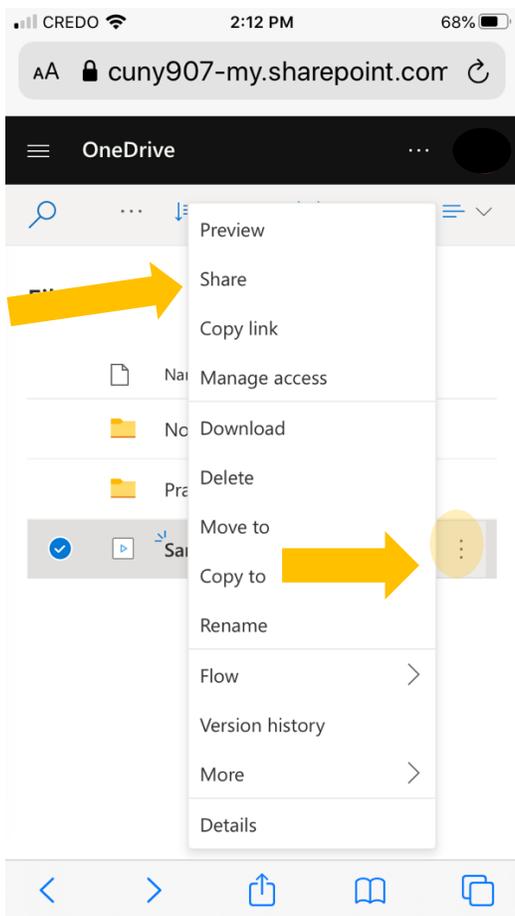
OR
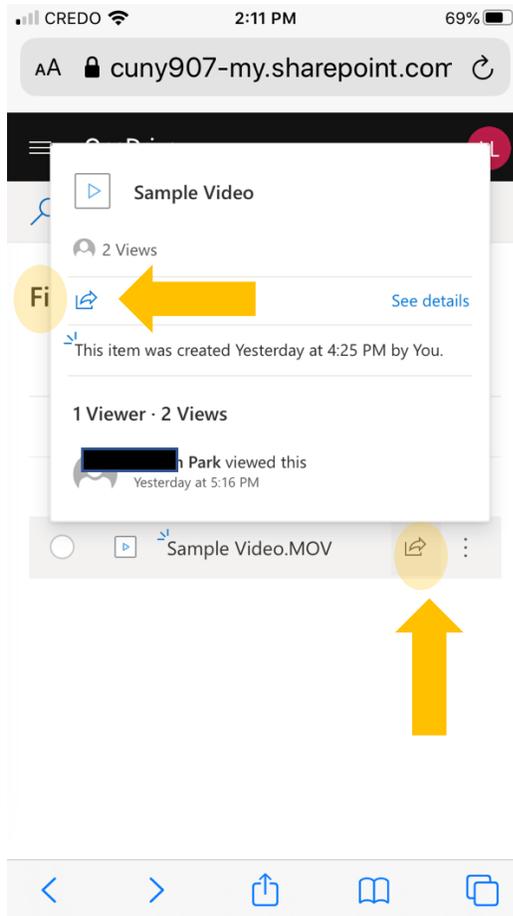
Step 8: <mark>CRITICAL! MUST CHANGE</mark> from "**Anyone with this link can edit**" → Change to "<mark>**Specific People**</mark>" → **Apply**

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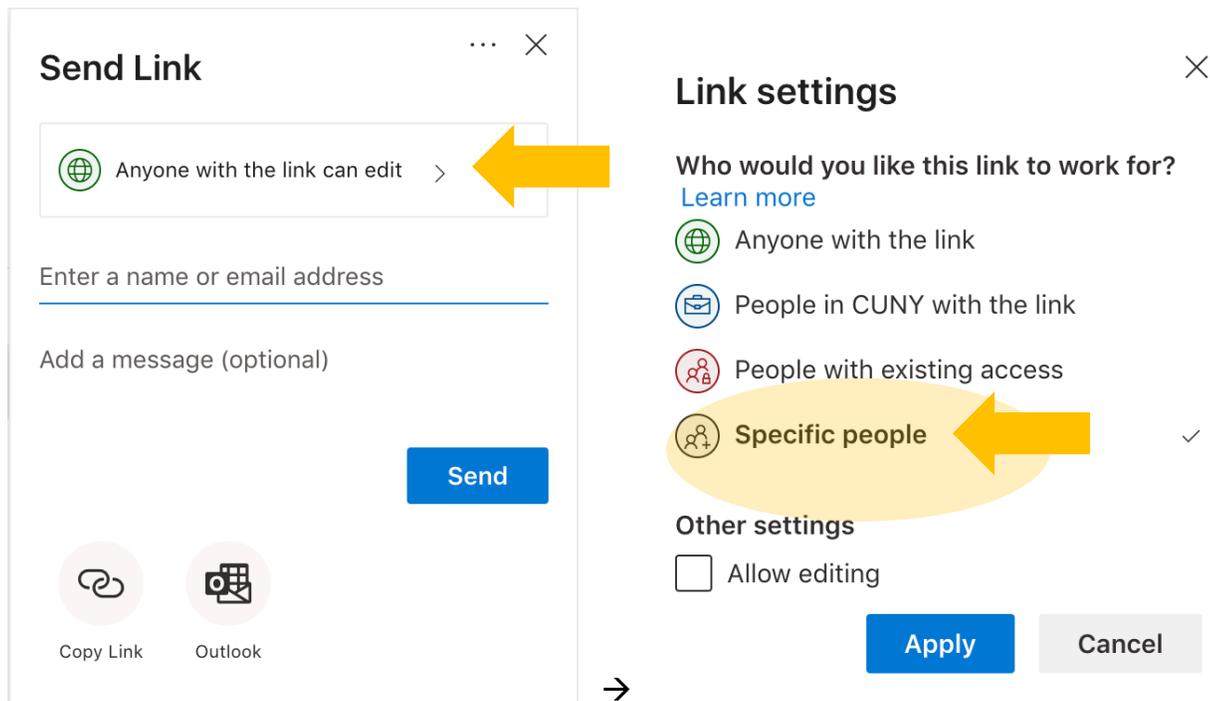
Step 8: Enter the instructor's or student's **CUNY email address** (lehman.cuny.edu) or **CUNYFirst address** (login.cuny.edu). Click **Send**

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
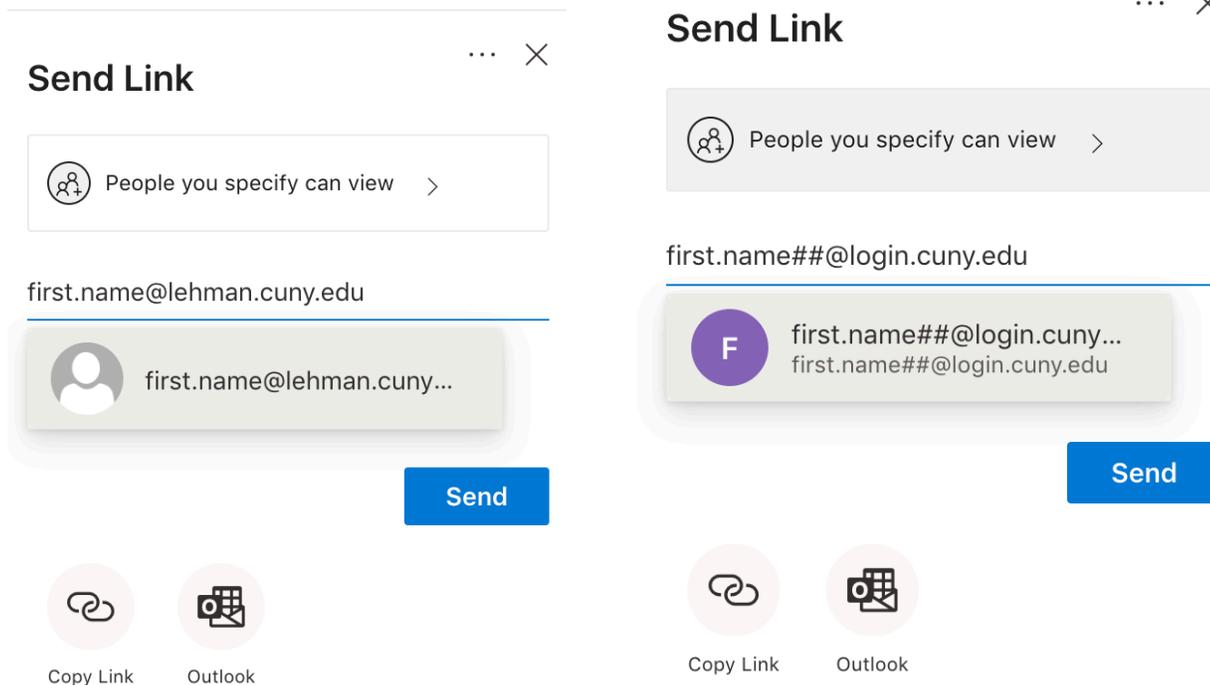
To receive a file

Step 9:

If a file was 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**
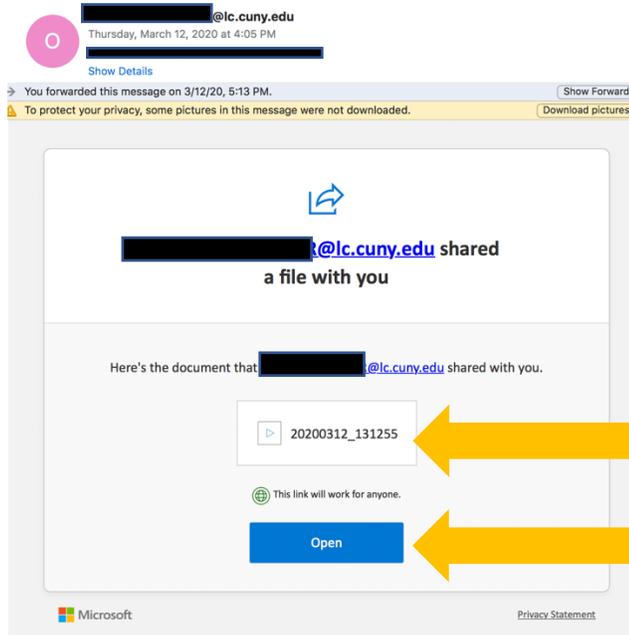
If a file was shared to your CUNYFirst, log-in to OneDrive, and click on the options next to OneDrive and click "**Shared**"