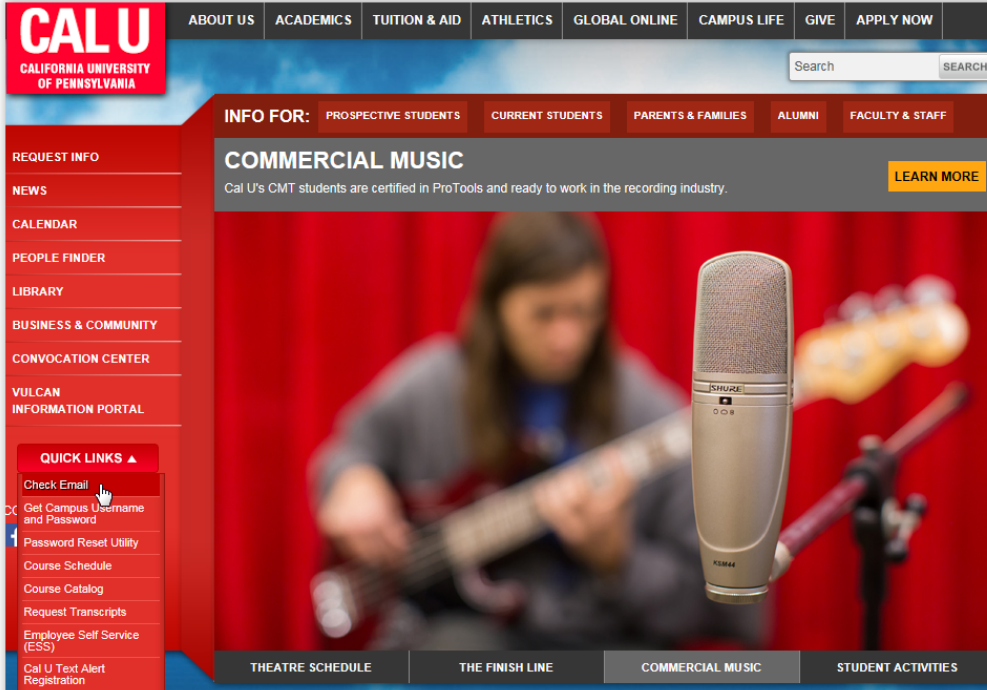


## Using Microsoft OneDrive to share content with CalU faculty/staff/students

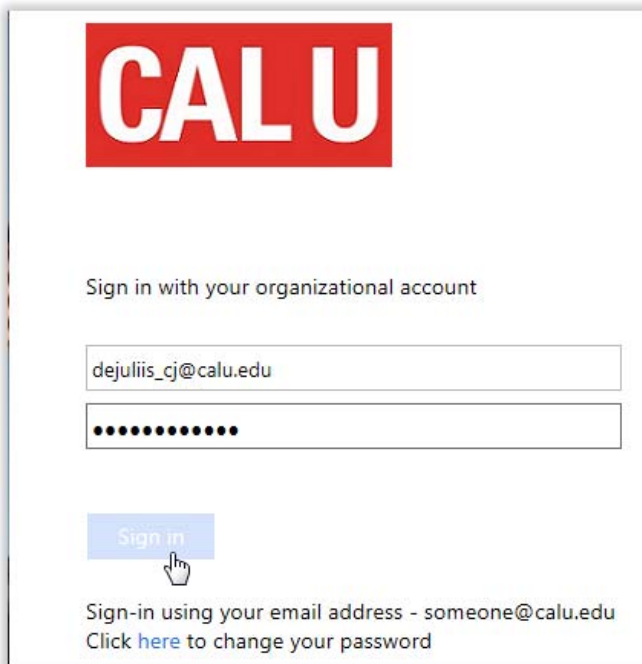
[CLICK HERE TO VIEW THE VIDEO TUTORIAL](#)

**Step 1:** Log on to your University's email using the "[Check Email](#)" option located within "[QUICK LINKS](#)" area on CAL U's homepage.



The screenshot shows the CalU homepage. At the top left is the CalU logo (CALIFORNIA UNIVERSITY OF PENNSYLVANIA). To the right is a navigation bar with links: ABOUT US, ACADEMICS, TUITION & AID, ATHLETICS, GLOBAL ONLINE, CAMPUS LIFE, GIVE, and APPLY NOW. Below this is a search bar. A secondary navigation bar includes: INFO FOR: PROSPECTIVE STUDENTS, CURRENT STUDENTS, PARENTS & FAMILIES, ALUMNI, and FACULTY & STAFF. The main content area features a banner for 'COMMERCIAL MUSIC' with a 'LEARN MORE' button. A sidebar on the left contains various utility links like REQUEST INFO, NEWS, CALENDAR, PEOPLE FINDER, LIBRARY, BUSINESS & COMMUNITY, CONVOCATION CENTER, VULCAN INFORMATION PORTAL, and a 'QUICK LINKS' dropdown menu. The dropdown menu is open, showing options: Check Email (highlighted with a mouse cursor), Get Campus Username and Password, Password Reset Utility, Course Schedule, Course Catalog, Request Transcripts, Employee Self Service (ESS), and Cal U Text Alert Registration. At the bottom of the page, there are four tabs: THEATRE SCHEDULE, THE FINISH LINE, COMMERCIAL MUSIC, and STUDENT ACTIVITIES.

**Step 2:** Sign in using your University credentials.



The screenshot shows the CalU sign-in page. At the top is the large CalU logo. Below it is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'dejullis\_cj@calu.edu' and the second contains a masked password represented by ten black dots. Below the password field is a blue 'Sign in' button with a mouse cursor hovering over it. At the bottom, there is a note: 'Sign-in using your email address - someone@calu.edu' and a link: 'Click [here](#) to change your password'.

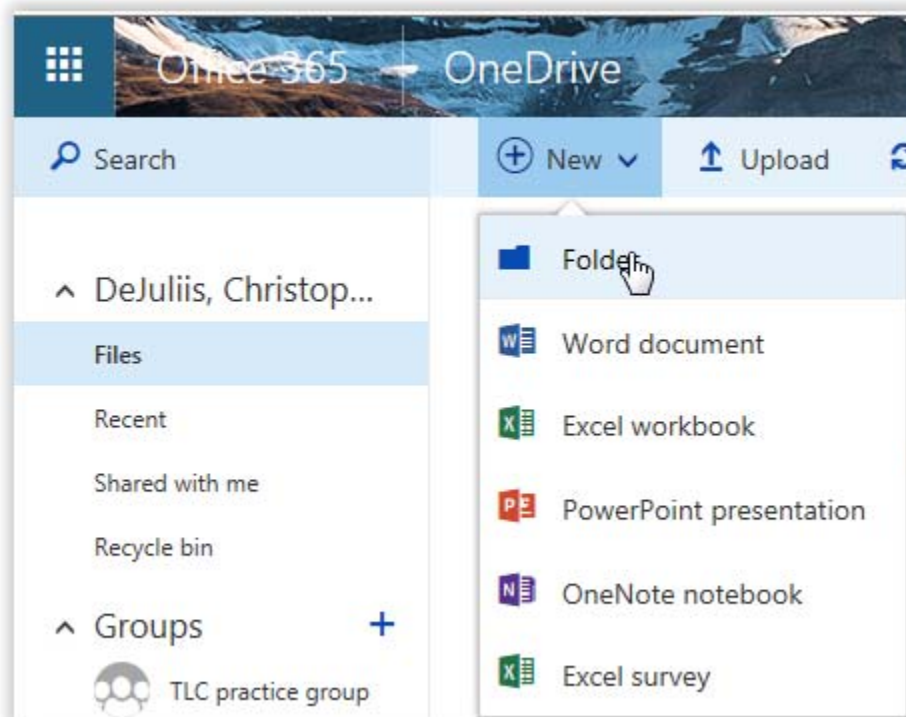
**Step 3:** Click on the “Office 365” option located in the upper menu bar.



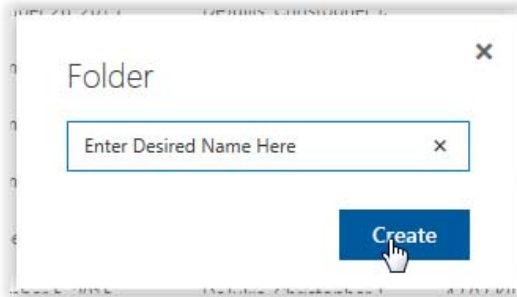
**Step 4:** Click on the “OneDrive” icon located within the “Collaborate with Office Online” area.



**Step 5:** Click the “New” button located in the upper menu bar, then select “Folder”.



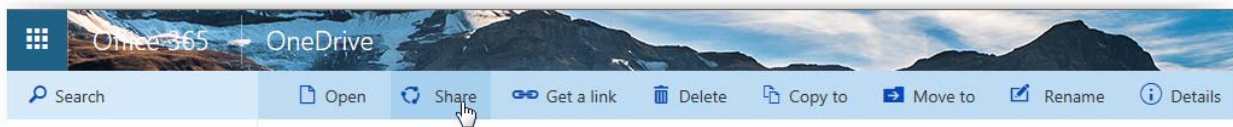
**Step 6:** Enter the desired name of the folder you would like to establish and proceed by clicking on the “Create” button.



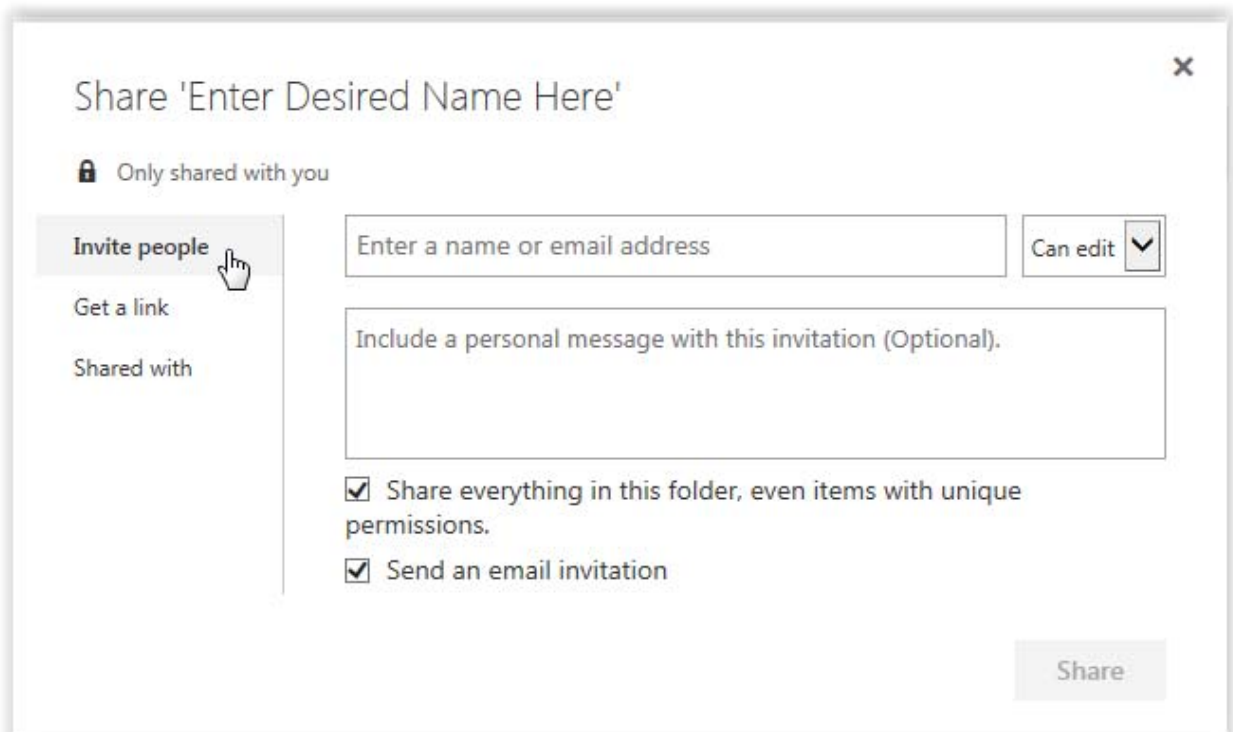
**Step 7:** Place a “check mark” to the left side of the recently created folder to select that folder.



**Step 8:** Select the “Share” option from the upper menu bar.

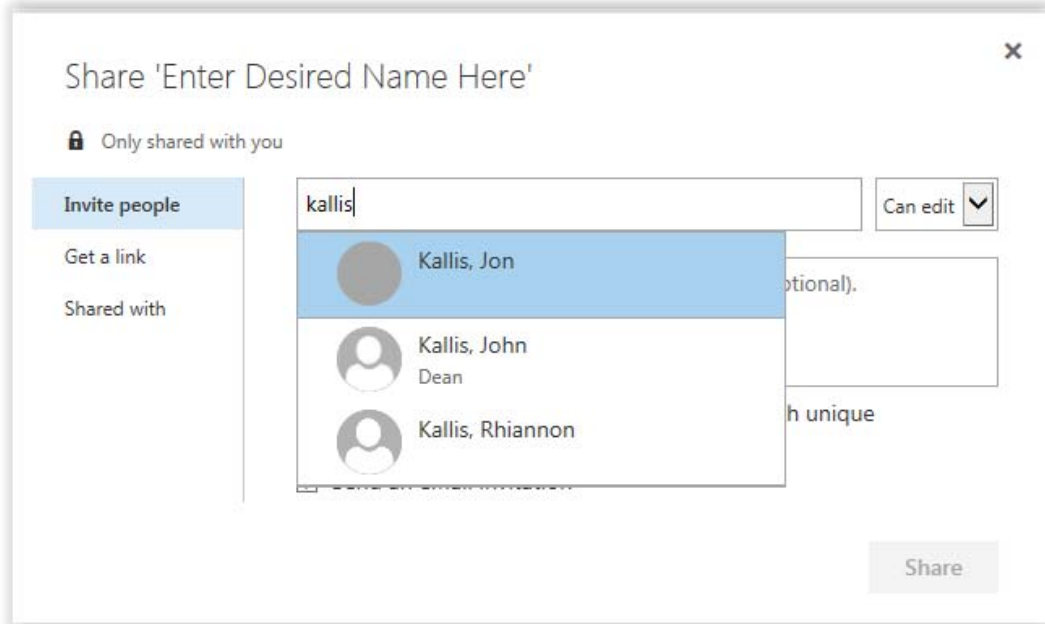


**Step 9:** Within the Share window, make sure the “Invite people” option located on the left side is selected.

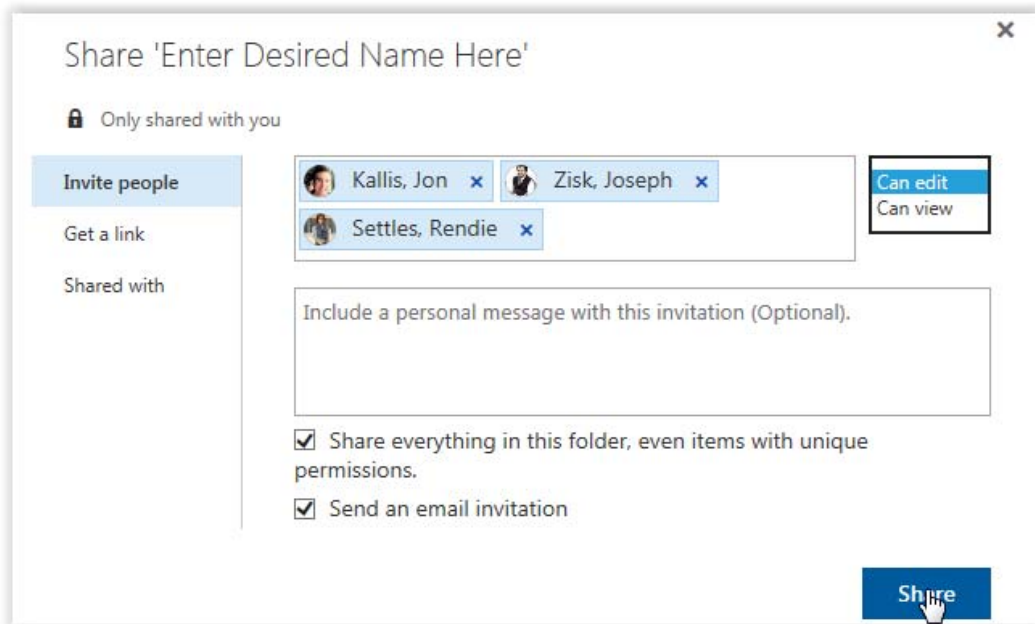


**Step 10:** Type the individual's "last name" or "email address" into the search area, select the desired person from within the search results. **Note:** You can copy and paste multiple email addresses using a comma delimited format.

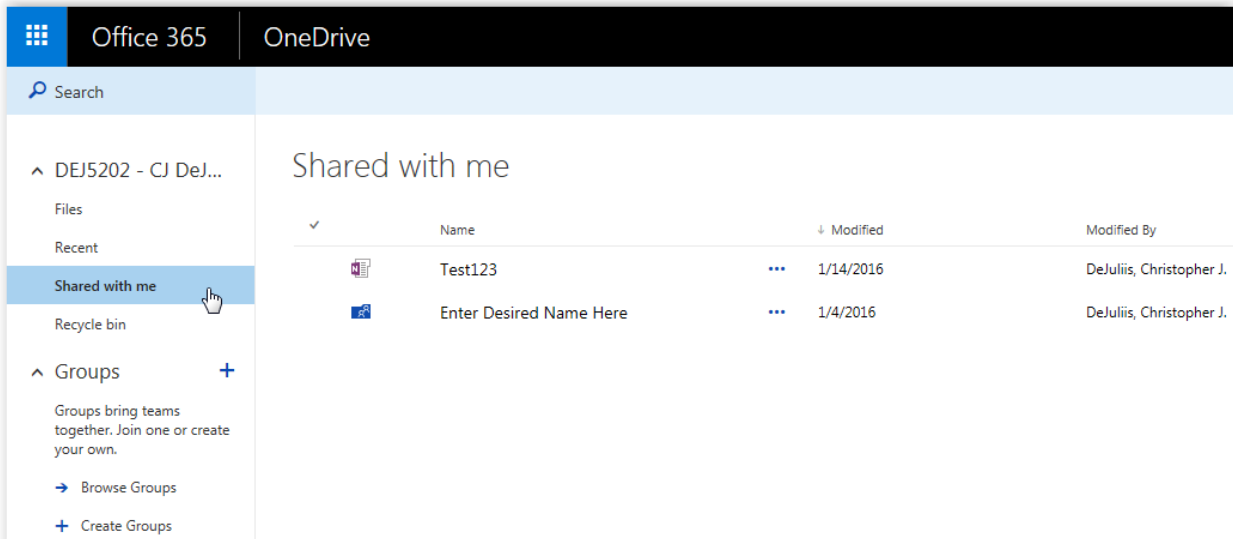
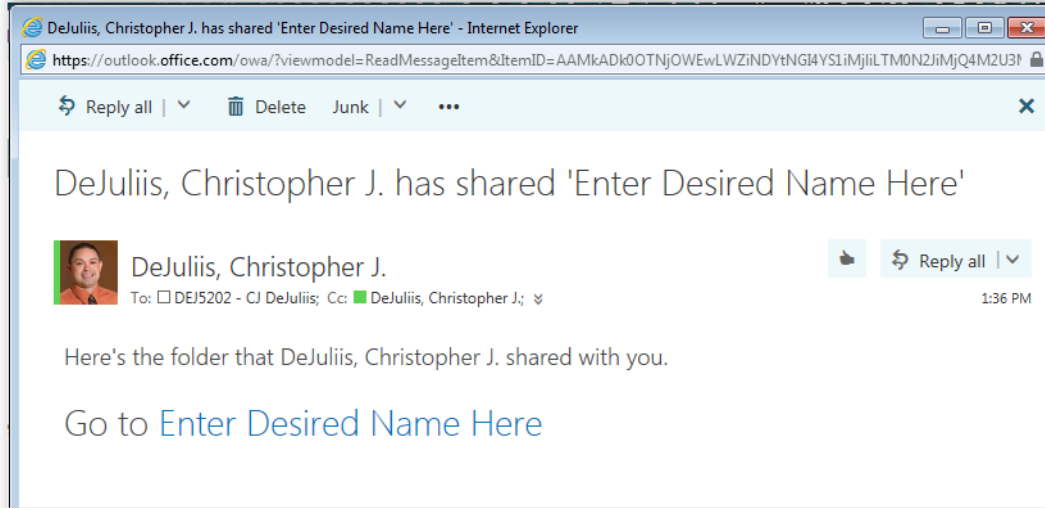
**Comma Delimited Example:** zisk@calu.edu; settles@calu.edu; dejuliis\_cj@calu.edu; kallis\_j@calu.edu



**Step 11:** Confirm that the individual and/or individuals have been successfully added to the list. Set the desired permission level "Can edit" or "Can view" based on your needs, proceed by selecting the "Share" button located in the lower right portion of this window.

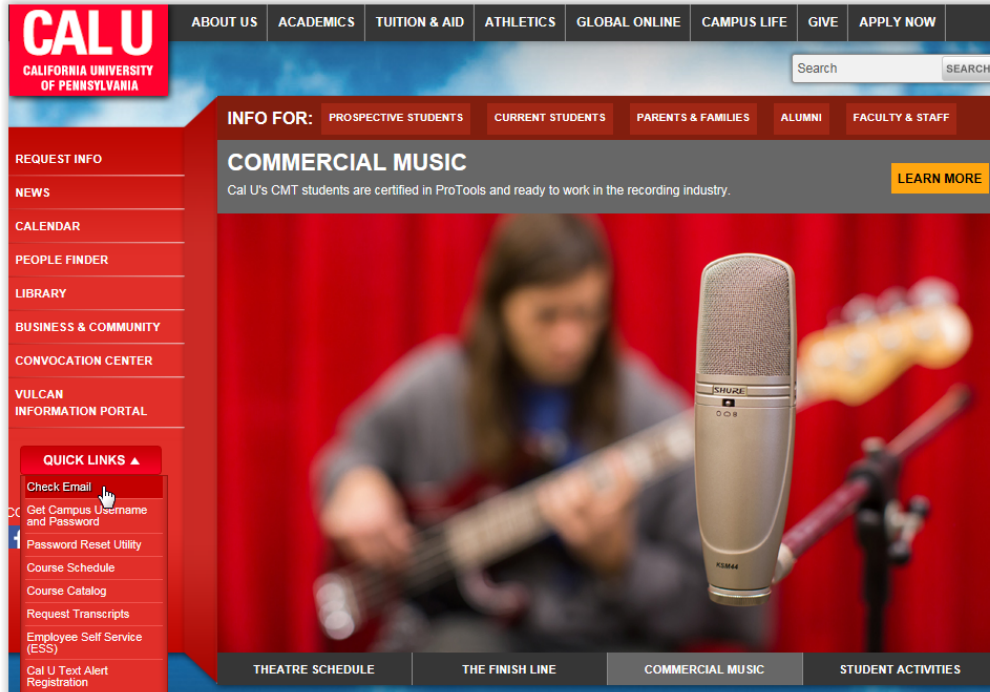


**Step 12:** The individual(s) you have chosen to share the OneDrive file(s) and/or folder(s) with will receive an email that contains a link to access the shared content. In addition, they can all access the shared content using the OneDrive's "Shared with me" link located within the left hand pane.



## Using Microsoft OneDrive to share content with external individuals

**Step 1:** Log on to your University's email using the "[Check Email](#)" option located within "[QUICK LINKS](#)" area on CAL U's homepage.



**Step 2:** Sign in using your University credentials.

A screenshot of the CAL U sign-in page. The page features the CAL U logo at the top. Below the logo, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "dejuliis\_cj@calu.edu" and the second contains a masked password represented by ten black dots. Below the password field is a blue "Sign in" button with a mouse cursor hovering over it. At the bottom of the page, there is a note: "Sign-in using your email address - someone@calu.edu" and a link: "Click [here](#) to change your password".

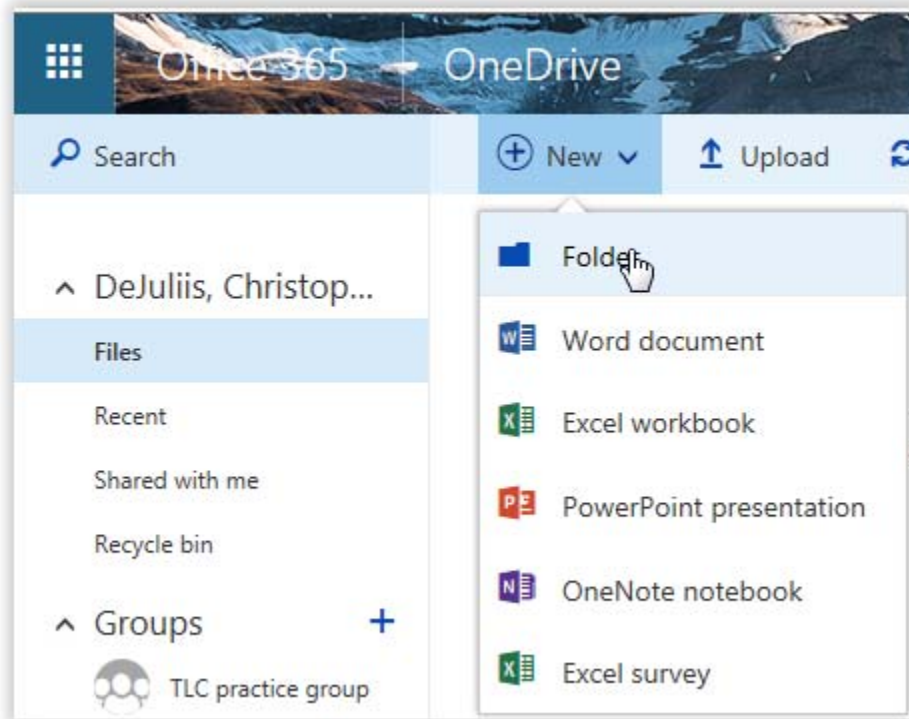
**Step 3:** Click on the "Office 365" option located in the upper menu bar.



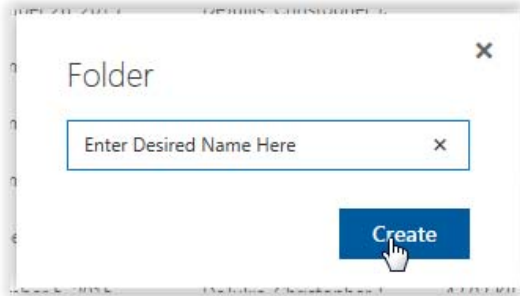
**Step 4:** Click on the “OneDrive” icon located within the “Collaborate with Office Online” area.



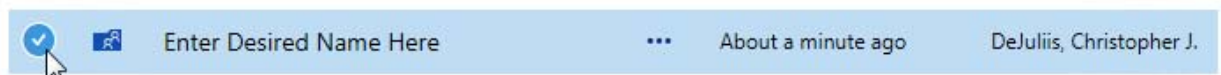
**Step 5:** Click the “New” button located in the upper menu bar, then select “Folder”.



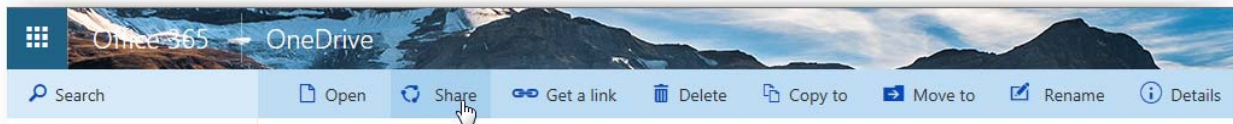
**Step 6:** Enter the desired name of the folder you would like to establish and proceed by clicking on the “Create” button.



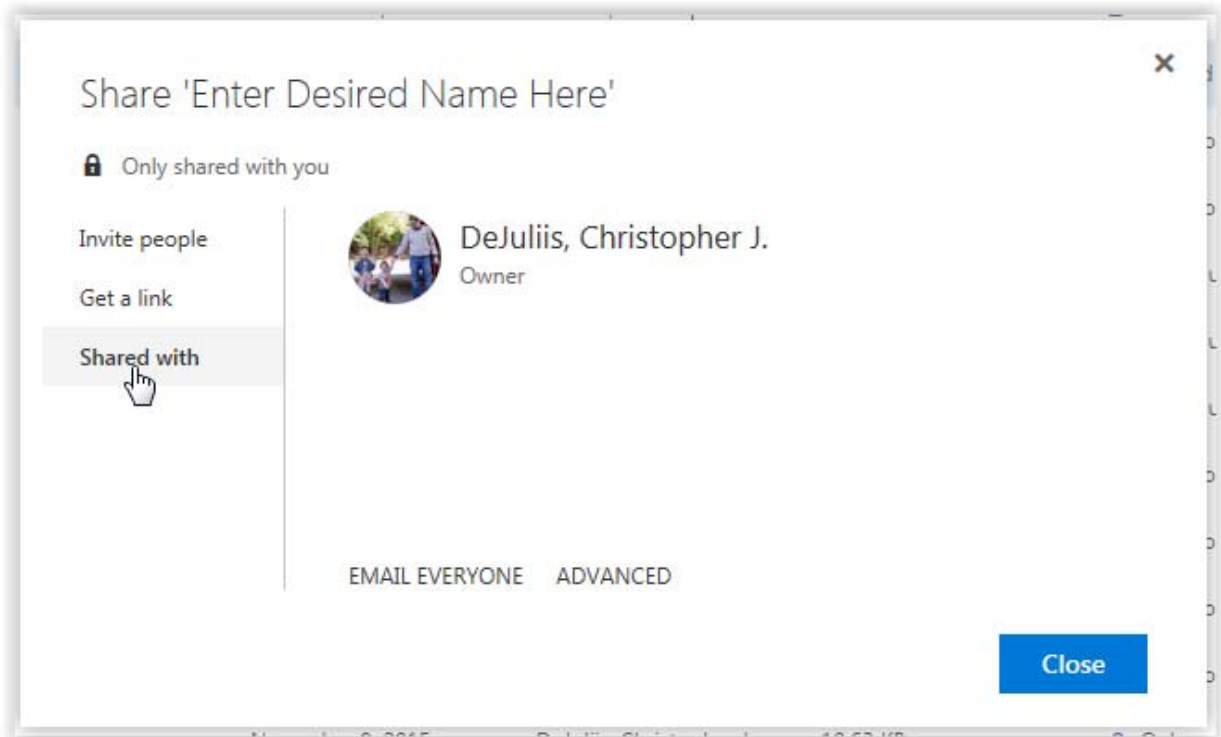
**Step 7:** Place a “check mark” to the left side of the recently created folder to select that folder.



**Step 8:** Select the “Share” option from the upper menu bar.

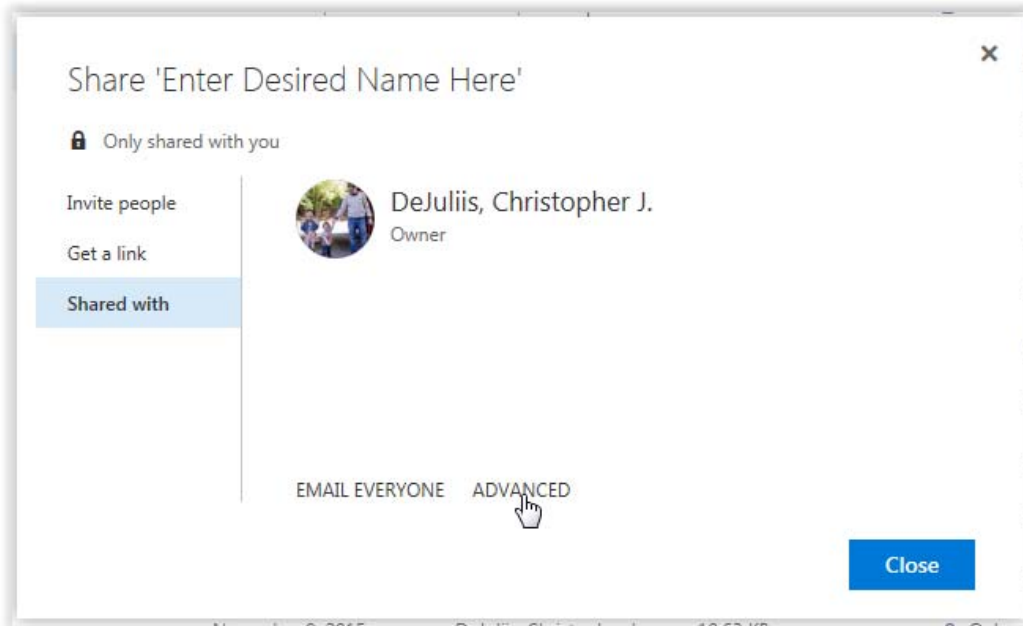


**Step 9:** Within the Share window, select the “Shared with” option located on the left side.

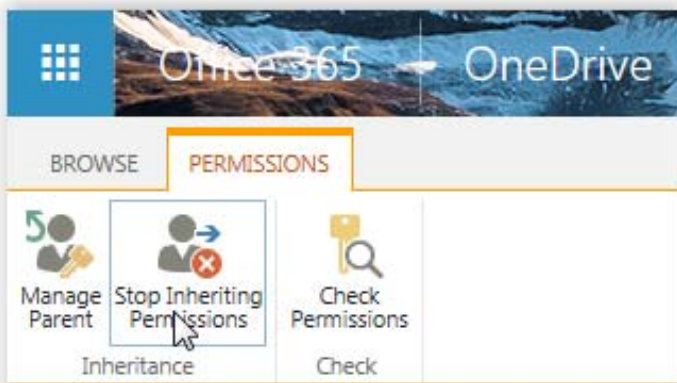




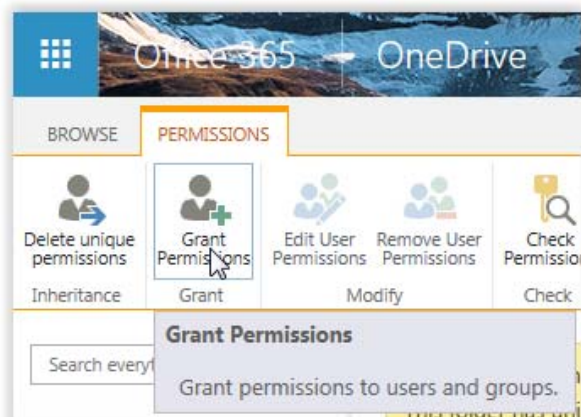
**Step 10:** Click the “ADVANCED” option within the “Shared with” window.



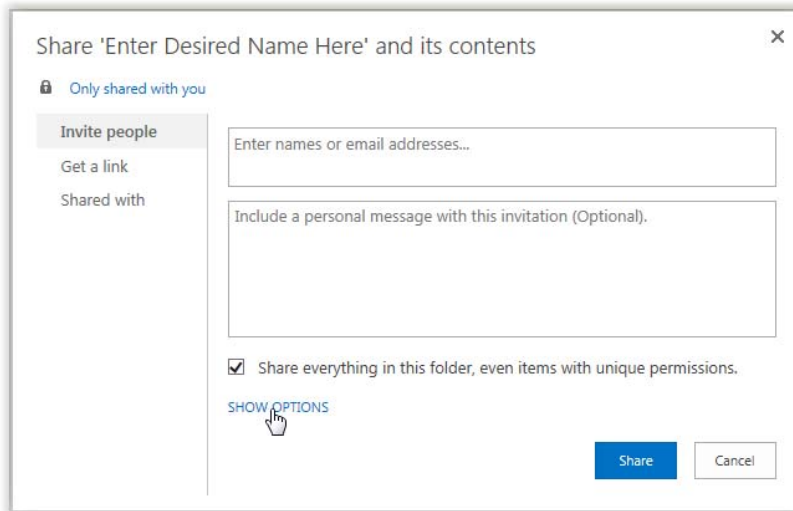
**Step 11:** Click on the “Stop Inheriting Permissions” option located within the top menu bar.



**Step 12:** Click on the “Grant Permissions” option located within the top menu bar.

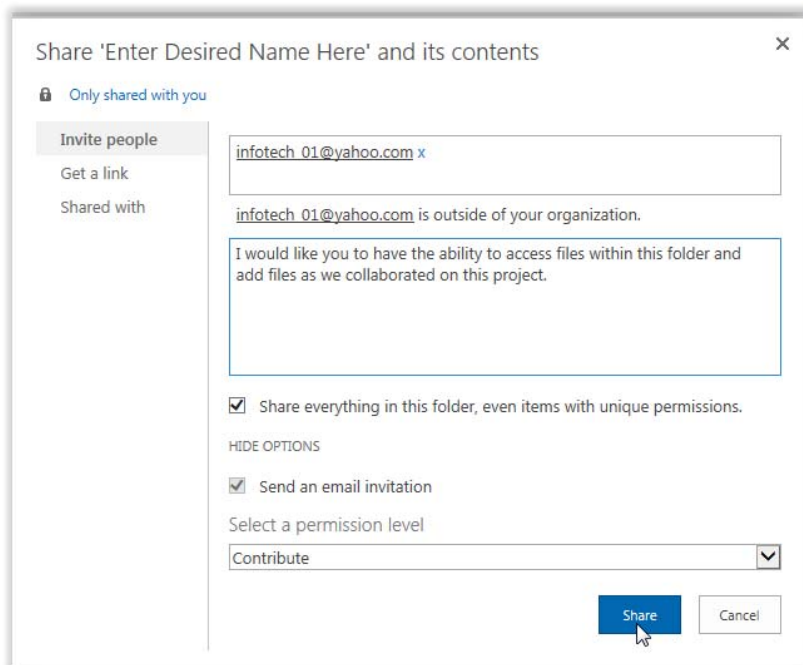


**Step 13:** In the “Grant Permissions” window, click on the “SHOW OPTIONS” link and proceed by entering the email addresses for external users such as “[example@yahoo.com](mailto:example@yahoo.com)”. **Note:** You can add as many external addresses as you see fit, just separate each address with a ; when entering them.



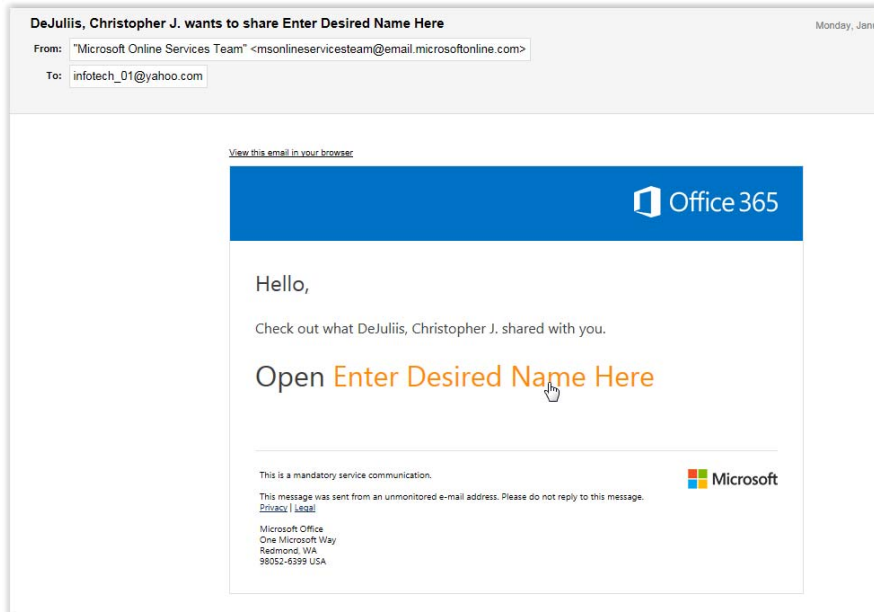
The screenshot shows a Windows 'Share' dialog box titled "Share 'Enter Desired Name Here' and its contents". The dialog is set to "Only shared with you". On the left, there are three options: "Invite people" (selected), "Get a link", and "Shared with". The main area contains a text input field for "Enter names or email addresses...", a larger text area for "Include a personal message with this invitation (Optional)", and a checked checkbox for "Share everything in this folder, even items with unique permissions.". Below these is a blue link labeled "SHOW OPTIONS" with a mouse cursor hovering over it. At the bottom right are "Share" and "Cancel" buttons.

**Step 14:** If desired, enter a personal message and click the “Share” button to proceed with sending the email invitation. **Note:** You can also select the desired permission level based on the nature/needs of your collaboration prior to clicking the “Share” button; “Contribute” is default permission level.

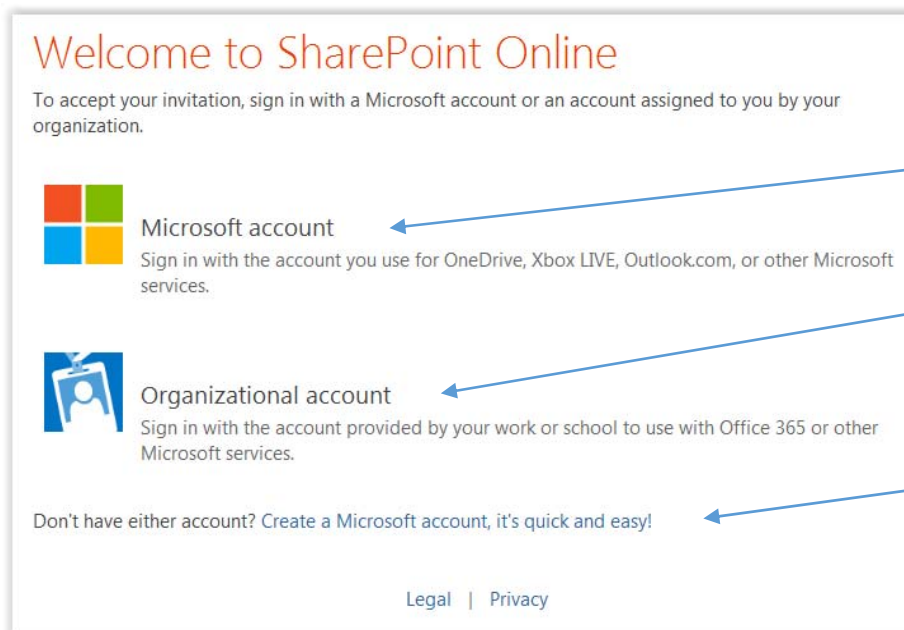


The screenshot shows the same 'Share' dialog box, but with the "SHOW OPTIONS" link expanded. The "Enter names or email addresses..." field now contains "infotech\_01@yahoo.com x". Below this, a message states "infotech\_01@yahoo.com is outside of your organization." followed by a text area containing the message: "I would like you to have the ability to access files within this folder and add files as we collaborated on this project." The "Share everything in this folder, even items with unique permissions." checkbox remains checked. Below this is a section titled "HIDE OPTIONS" with a checked checkbox for "Send an email invitation". A dropdown menu for "Select a permission level" is set to "Contribute". The "Share" and "Cancel" buttons are at the bottom right, with a mouse cursor hovering over the "Share" button.

**Step 15:** External individuals will receive a similar email sent to the addresses entered within **Step 13** from “Microsoft Online Services Team on the behalf for You”.



**Step 16:** If the external users have an existing personal Microsoft account or an Organization account, you can sign in using that existing account to access the shared folder. Otherwise, they will need to use the “[Create a Microsoft account, it's quick and easy!](#)” link to establish a new account to gain access.



Existing personal Microsoft account option

Existing education or business Microsoft account option

Create a new Microsoft account option

See other helpful resources below:

How to add or change an email signature in Office 365

Add your user photo to Office 365