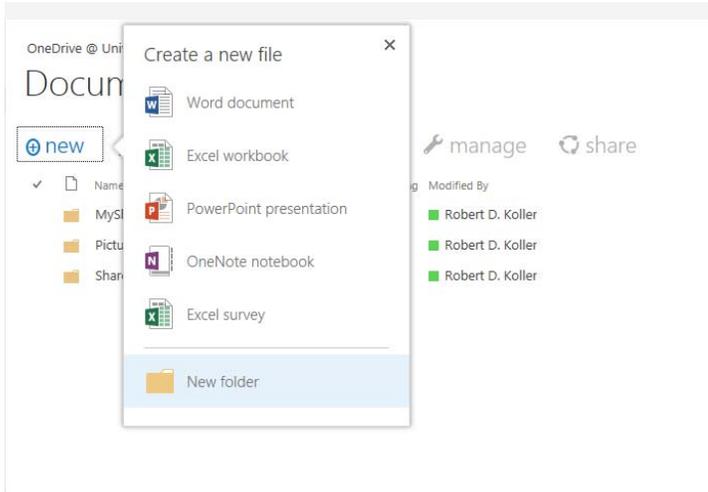


Instructions for OneDrive

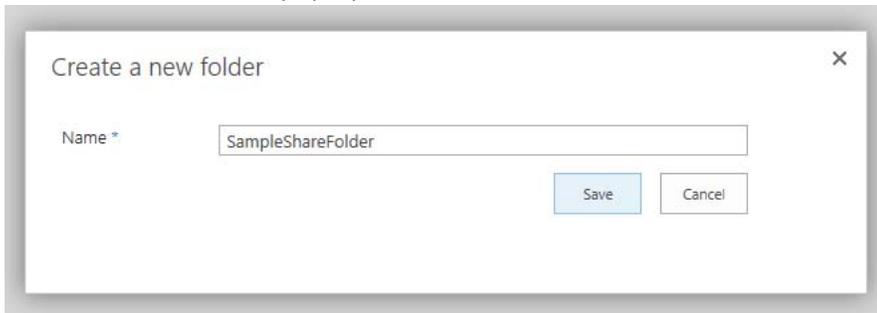
- 1) Log into the online [UW Email](#) (via Wyoweb) with your UW credentials
- 2) Click on the *OneDrive* button on the menu bar at the top



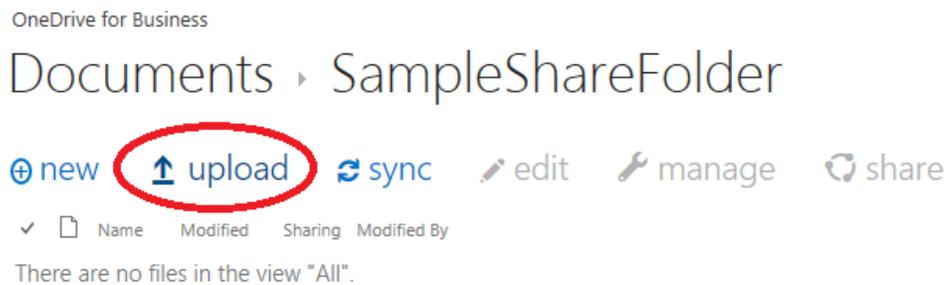
- 3) Click *new* and in the pop-up menu, select *New Folder*



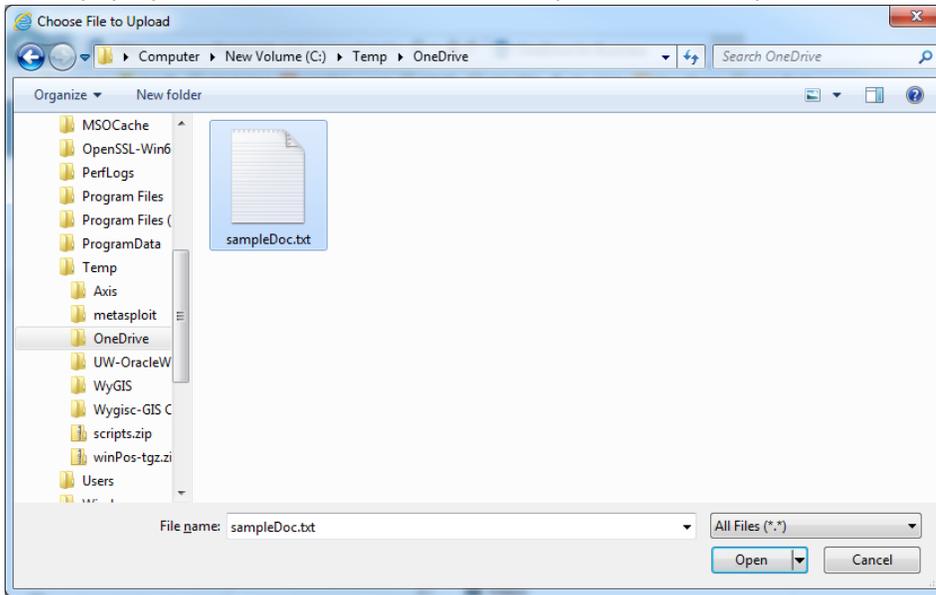
- 4) Name the folder in the pop-up and click *Save*



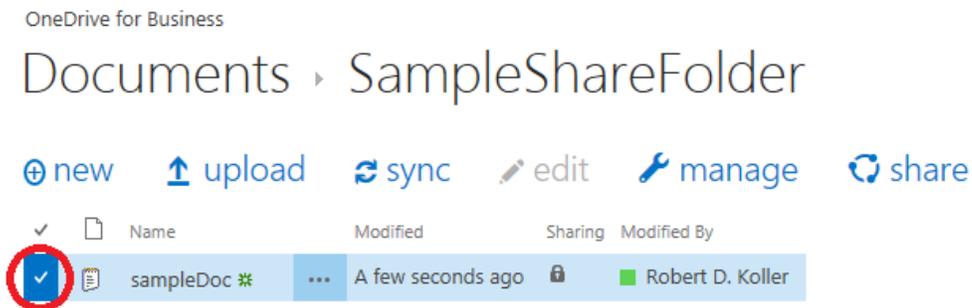
- 5) Click on the new folder to enter it
- 6) Copy your files to the folder by clicking *upload*



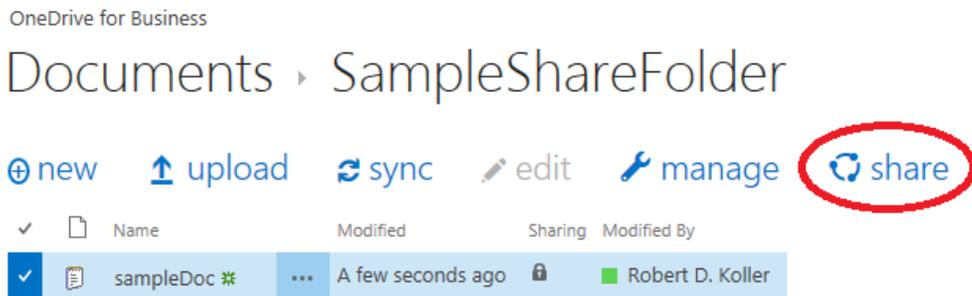
7) In the pop-up window, browse to the files to upload and click *Open*



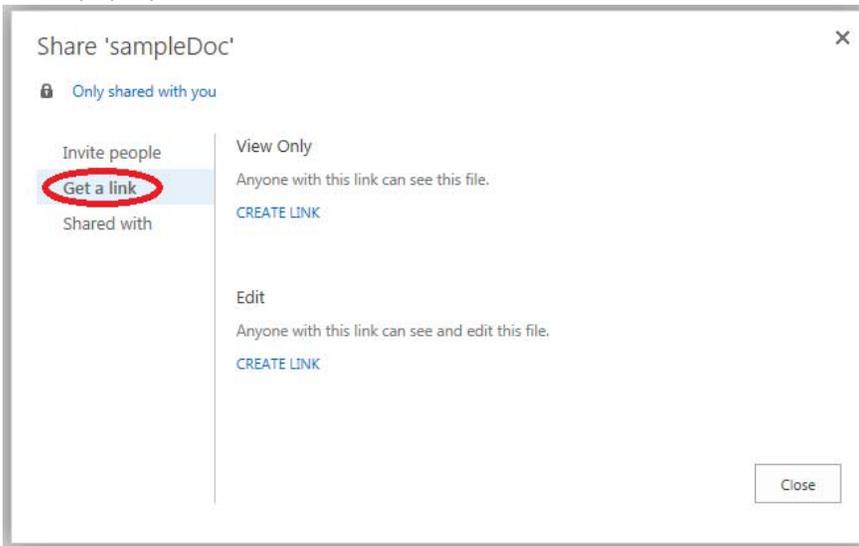
8) Click the check next to the uploaded document



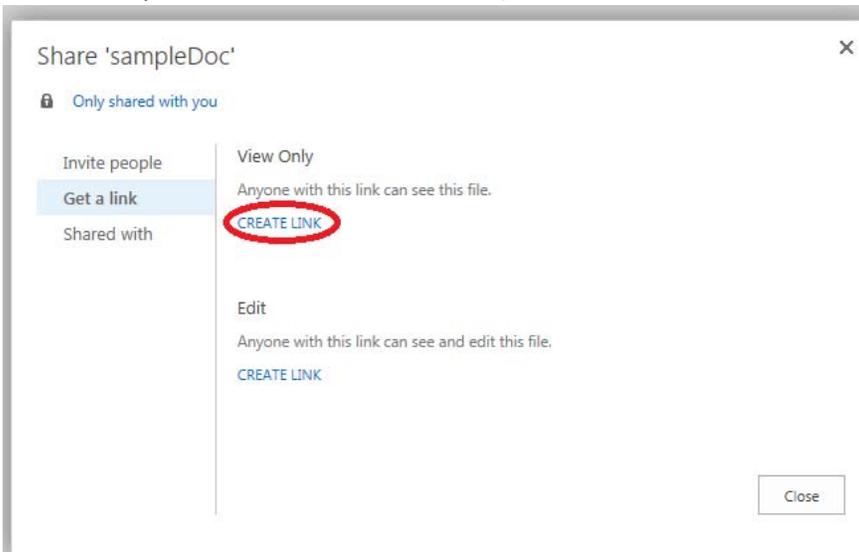
9) Click *share*



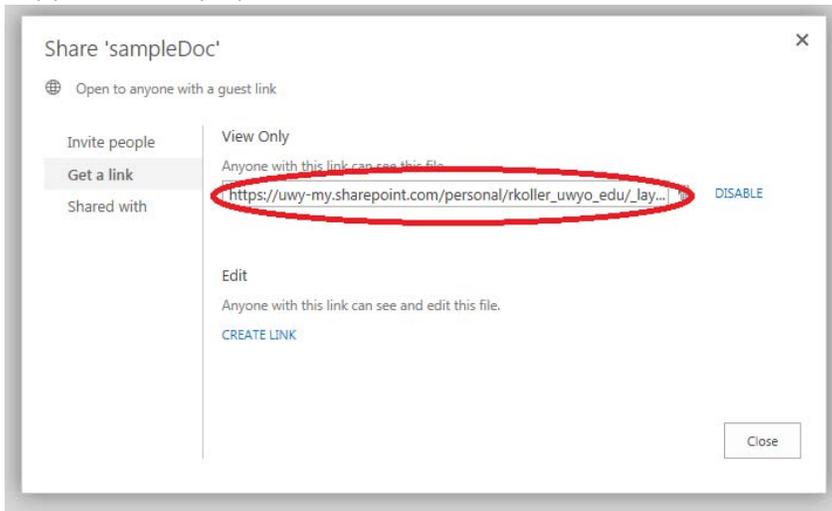
10) In the pop-up box, click *Get a link*



11) On the right side of the pop-up box, click *CREATE LINK* (use the *View Only* version if you want them to only be able to download the file)



12) Copy the link displayed



13) Share the link to whoever you want to have access to the file. There is no authentication with this method; so, anyone with this link will be able to download the file.