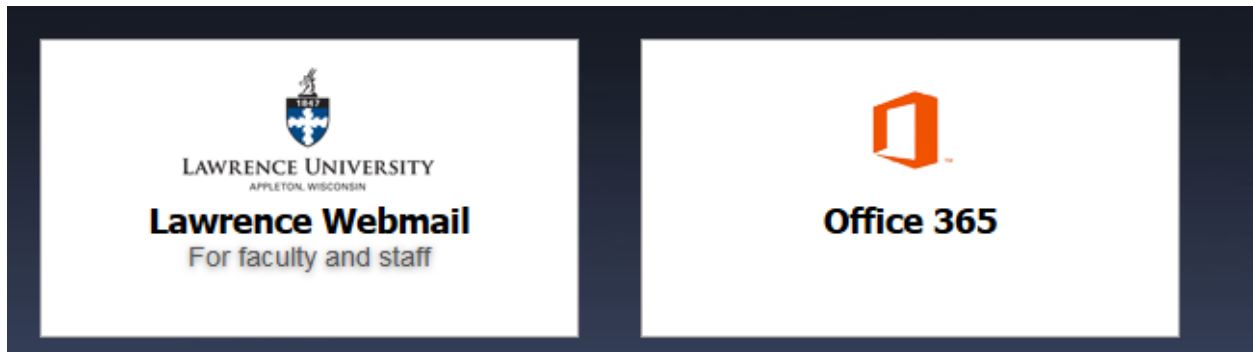
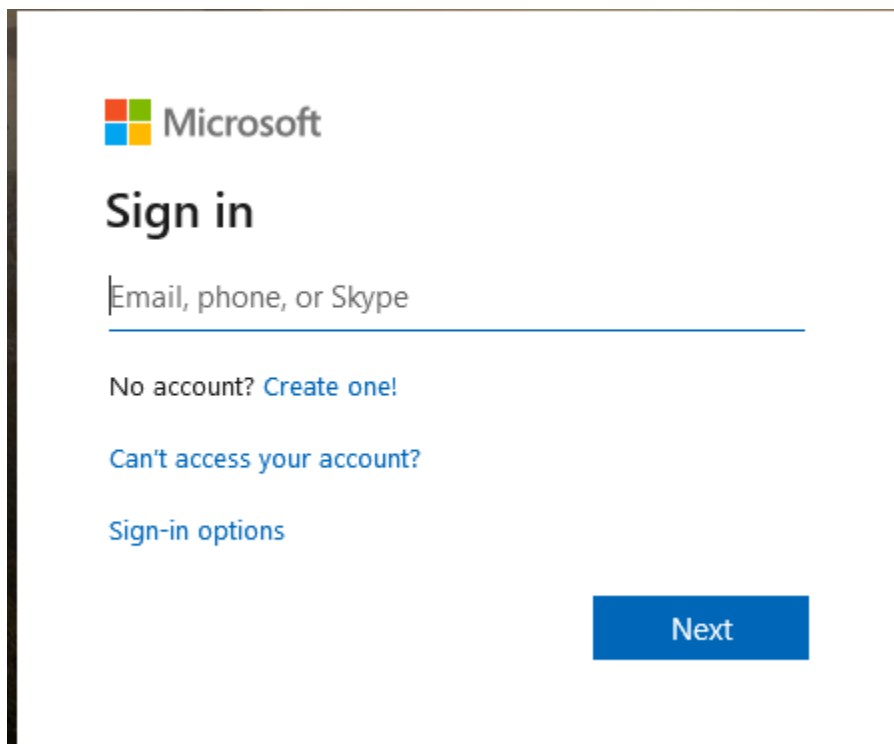


## Creating a Class Share in OneDrive

1. To log into OneDrive go to **lawrence.edu**, on the right hand side of the page the word **menu** will come up. Click on menu and scroll all the way down to the bottom, click on **Webmail**. Click on the box that says **Office 365**.



2. On the sign in screen enter your email in the [username@lawrence.edu](mailto:username@lawrence.edu) format; click next.



This is how your email address should look when signing in.



## Sign in

raes@lawrence.edu

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

3. Enter your Voyager password; click Sign in.



← raes@lawrence.edu

## Enter password

Password

[Forgot my password](#)

Sign in

You can choose to stay signed in if you'd like.



raes@lawrence.edu

## Stay signed in?

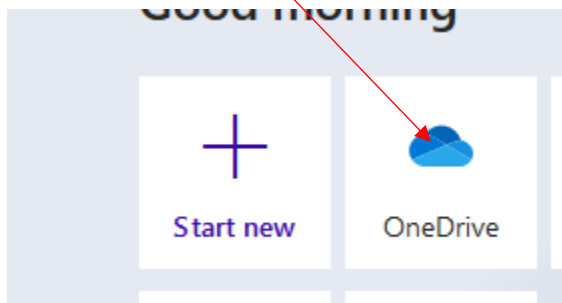
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

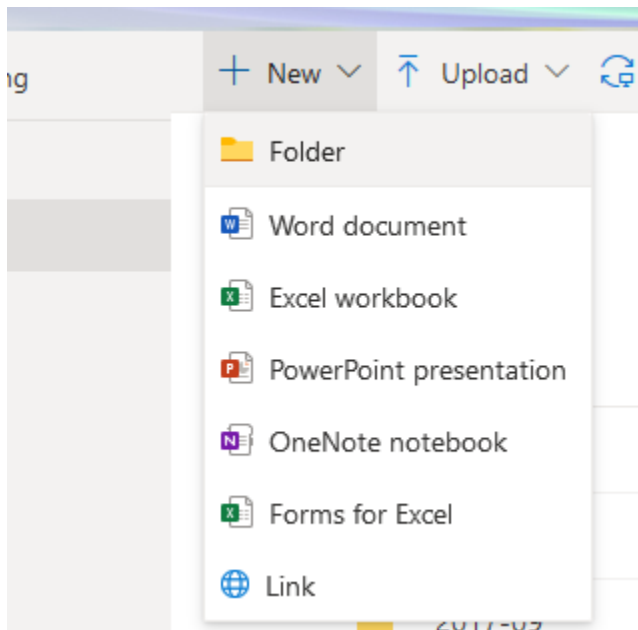
#### 4. Click on OneDrive



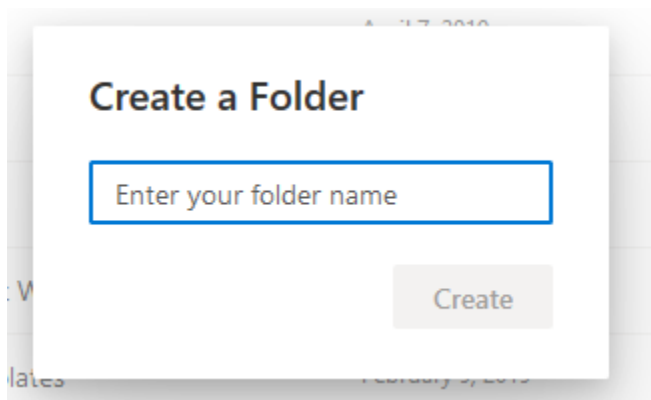
When you are in OneDrive the top of the screen will look like below.



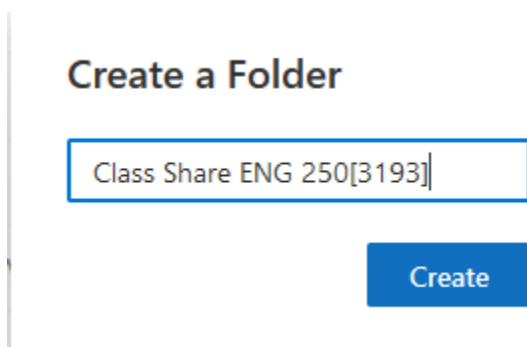
5. To add a folder, click **New**, select **Folder**



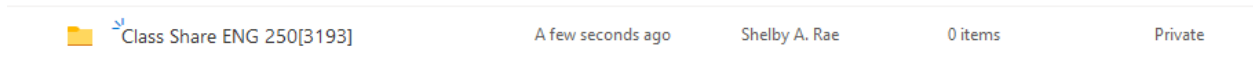
6. Type the name of the folder



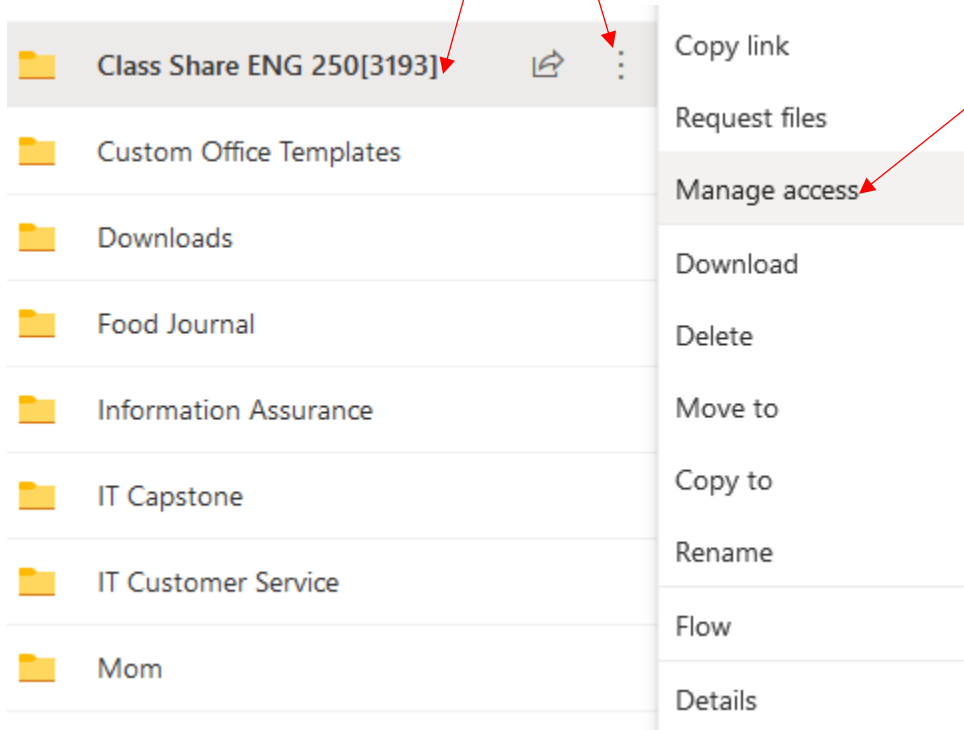
Click **Create**



7. When the folder has been created in OneDrive it will look like the picture below.



8. Single click on the open space after the name of the folder. The folder will become highlighted. Click on the 3 vertical dots to the right of the arrow, choose Manage access.



9. Here is where you will choose what type of access to give; Links Giving Access or Direct Access. To share with Links Giving Access, click Share.

Class Share ENG 250[3193]

### Manage Access

Links Giving Access ⓘ [Share](#)

There are no sharing links for this item.

Direct Access ⓘ +

Shelby A. Rae  
User Support Specialist I Owner

This section gives all links that people may use to access this item.

This section shows the people and groups that have been given direct access to this item.

## 10. Link Giving Access

To view more choices after clicking Share, click on the area to the right of the little carrot mark.

Send Link  
Class Share E...3] (5 items)

Anyone with the link can edit >

Enter a name or email address

The following choices are given for different ways to share. If editing of the folder is not allowed, remove the checkmark from the box. An expiration date may also be set. Once the expiration date has been reached the student will no longer have access to the folder. If you choose to set a password, you will need to share the password that has been created with your students. Click Apply when finished.

**Link settings** ×  
Class Share E...3 (2 items)

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

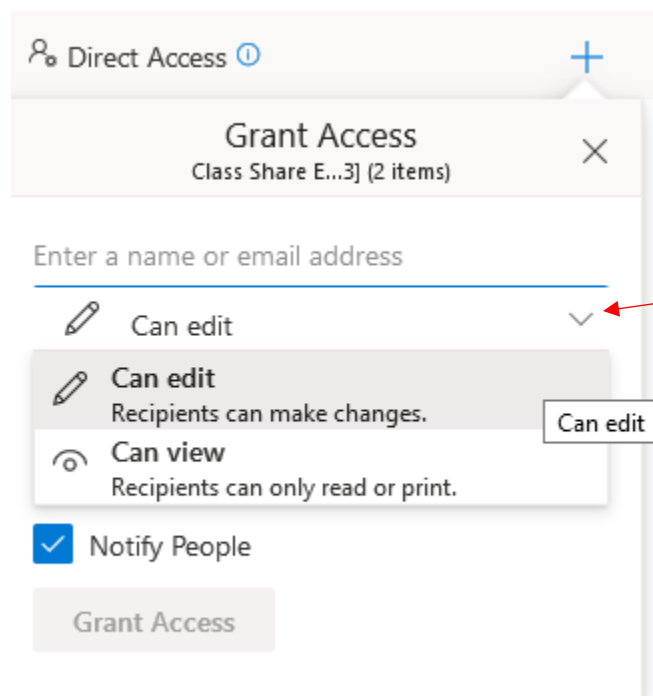
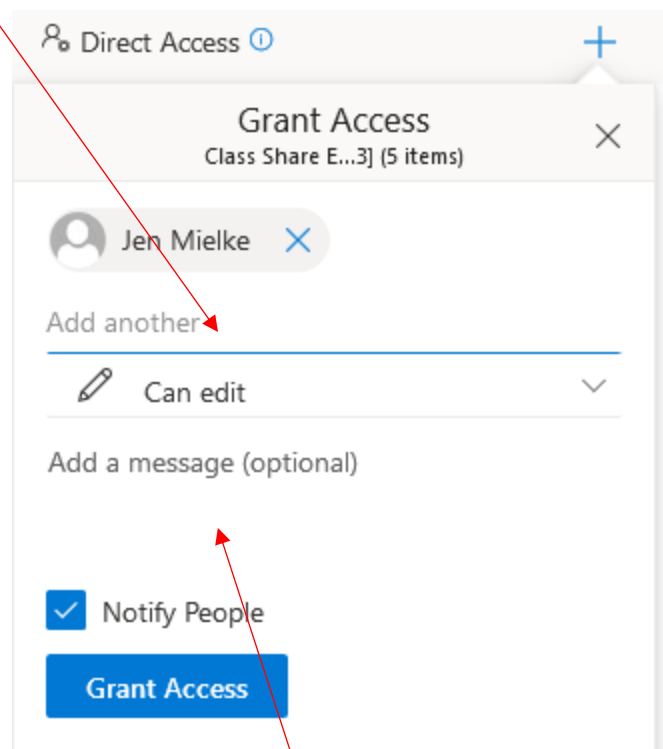
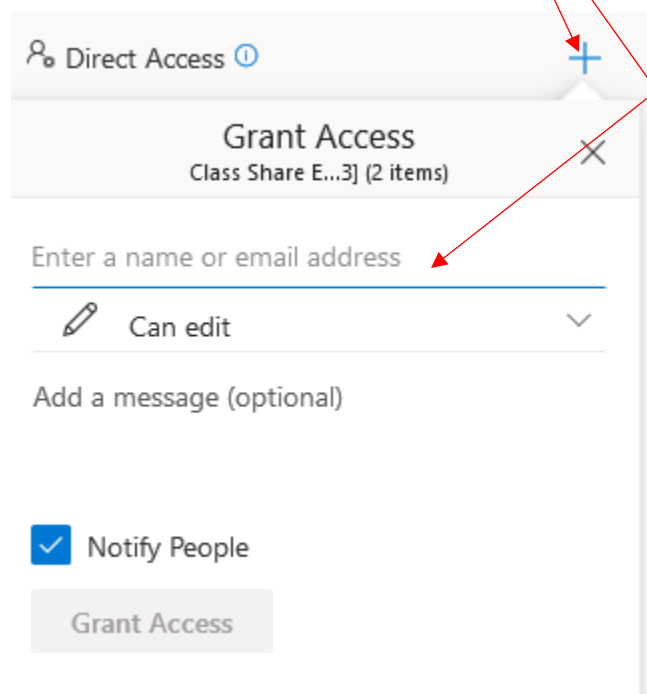
- Anyone with the link** ✓
- People in Lawrence University with the link
- People with existing access
- Specific people

Other settings

- Allow editing
- Set expiration date ×
- Set password

**Apply** Cancel

11. Direct Access – Click on the plus sign to the right of Direct Access. Enter the name/email address of the person you will be granting access to. To give another person access, add their name here.



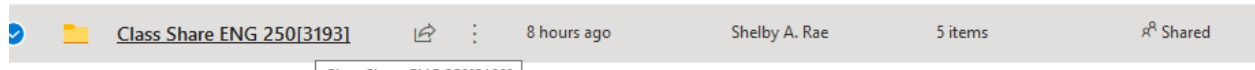
Clicking here will allow you to change permissions to Can View.

There is also an area to type a message if you'd like.

When ready; click Grant Access.



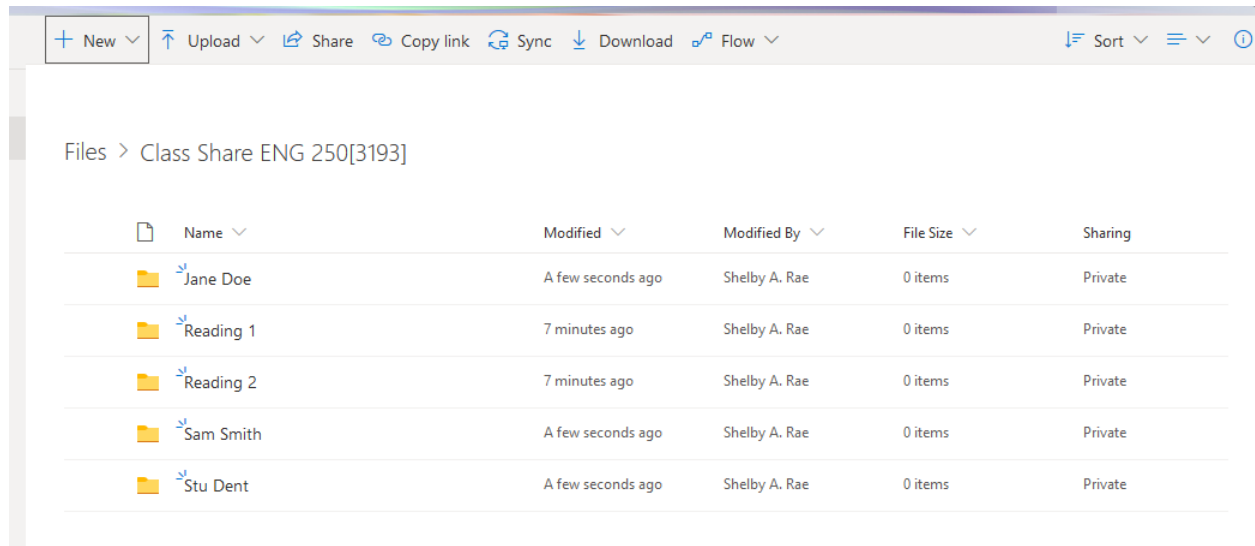
Once access has been granted to the folder it will show shared instead of private



12. To view the contents of the Class share folder click on the name of the folder.



You will be able to see all of the folders that have been created in the class share folder that was created.



13. To view who all has access to the class share folder click on the little icon here

