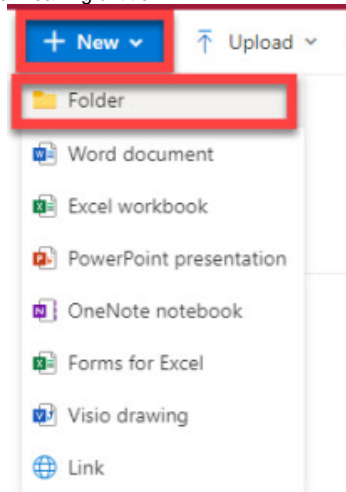


Share a OneDrive Link

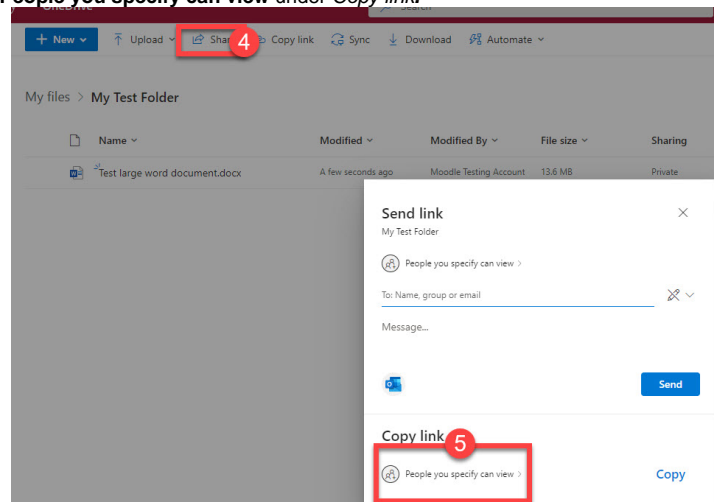
Although sharing in OneDrive seems relatively straightforward, it's important that the appropriate permissions be set. This will ensure the teaching can properly access all of the files you submitted.

Upload and Share

1. Login to <https://onedrive.live.com/about/en-us/signin/> with your Queen's NetID@queensu.ca email address and password
2. In the upper-left, choose **New > Folder** and create a meaningful title.



3. Select the folder and upload your work by dragging and dropping into the browser
4. Once the work has been uploaded choose **Share** at the top of the page.
5. In the Share window, choose **People you specify can view** under *Copy link*.



6. In *Link settings* choose **People in Queen's University with the link** and click **Apply**

Link settings ×

My Test Folder

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

- Anyone with the link
- People in Queen's University with the link**
- People with existing access
- Specific people ✓

To: Name, group or email

Other settings

Allow editing

Apply **Cancel**

7. Click **Copy** to copy the link to your clipboard.

×

Link to 'My Test Folder' copied

`https://queensuca-my.sharepoint.com/:f/g/persona.` **Copy**

People in Queen's University with the link can view >

8. Depending on how your work is submitted, the link will either need to be pasted into a document and uploaded to onQ or submitted directly to onQ.