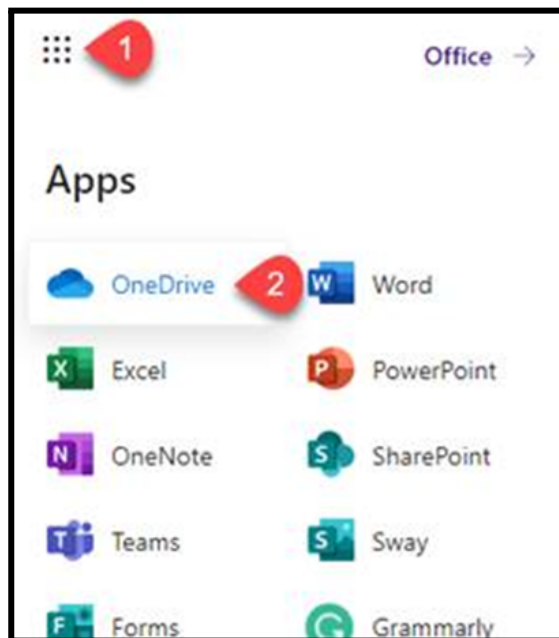


How to Upload & Share Large Files in OneDrive

These instructions can help you upload large files to OneDrive and share them with others. This can be especially useful for uploading videos or other large files that are too big to upload to Moodle or attach to an email message. Note: whomever you send the URL to must sign in using their Cambrian Microsoft credentials before they can view the file.

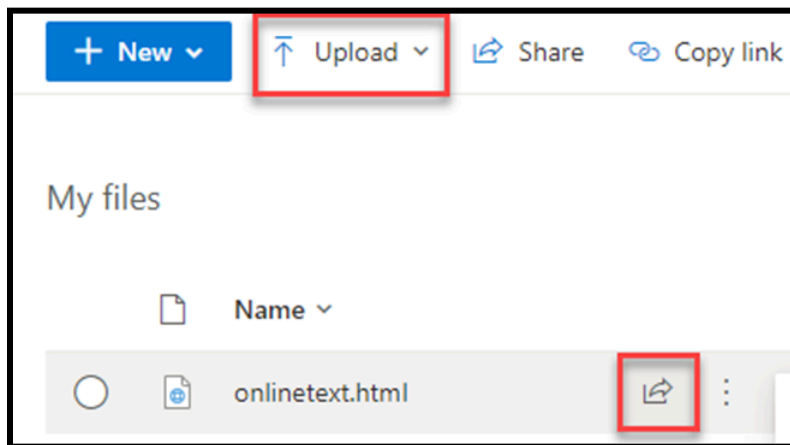
Log in to OneDrive

- First, go to <https://www.office.com/> and sign in using your Cambrian email and password.
 - *For password resets or login issues, contact the IT Helpdesk at 705-566-8101, ext. 7370.*
- Click the grid icon in the top-left corner and select **OneDrive**.

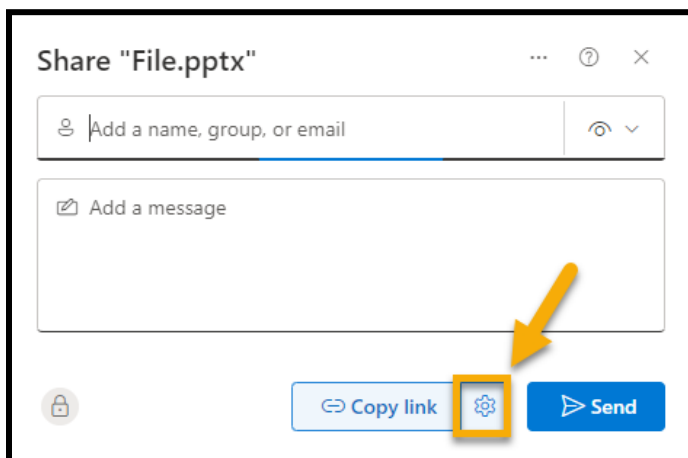


Upload Your File(s)

- In OneDrive, click **Upload**. Locate the file/video on your computer and follow the instructions to upload it to OneDrive.
- Once the file appears in your OneDrive folder and is fully uploaded, click **Share** (the arrow icon to the right of the file name) to open the sharing menu.
 - *Note: if you have multiple files to share, create a folder in OneDrive, upload all of your files into the folder, and then follow the instructions to share the entire folder.*




- If you see the popup below, click the settings/gear icon to open the settings menu. Change the sharing option to **People in Cambrian College with the link can view**. This allows anyone you share the link with at Cambrian to view the file.



- Click **Copy link** to copy the URL to share the file. Share this URL with anyone who needs to view the file.
 - Faculty and Staff can send the link via email or post it to Moodle. Other staff or students can view the link if they log into Microsoft using their Cambrian college email address and password.
 - Students can post the link in an assignment dropbox in Moodle or send the URL via email, as needed.
 - *Note: whoever you send the link to must sign in using their Cambrian Microsoft credentials to view the file or video you share.*

Send link

onlinetext.html


 People in Cambrian College with the link can view >

To: Name, group or email

Message...

Send

Copy link

 People in Cambrian College with the link can view >

Copy