

# ONEDRIVE – REQUESTING FILES



## SUMMARY

The OneDrive – Request File feature allows you to create a link where students or employees can safely and securely upload files to your OneDrive without requiring them to sign-in. This can allow you to collect employee paperwork, student documentation or home work quickly and easily.

**Updated:** February 10th, 2021

## PREREQUISITES

- You must be able to sign-in to the OneDrive web interface at <https://onedrive.microsoft.com> using your campus FCNet email address, example: [jdoe@fullcoll.edu](mailto:jdoe@fullcoll.edu) for employees, or [01234567@fullcoll.edu](mailto:01234567@fullcoll.edu) for students. If you have difficulty signing into OneDrive, please contact the ACT Helpdesk

## ADDITIONAL DOCUMENTATION

In addition to the instruction below, Microsoft provides documentation on this feature at:

- <https://support.microsoft.com/en-us/office/create-a-file-request-f54aa7f8-2589-4421-b351-d415fc3b83af>

## INSTRUCTIONS:

1. Sign-in to the OneDrive web interface by visiting

<https://onedrive.microsoft.com>

or by Signing-in to <https://o365.fullcoll.edu> and clicking on the OneDrive tile.

### OneDrive Personal Cloud Storage

Save your files and photos to OneDrive and access them from any device, anywhere.

Sign in

Sign up for free

2. We recommend you create a new dedicated folder where submitted files will be submitted.

Near the top of the OneDrive interface, click on the New menu and select Folder

+ New



Upload



Sync

Folder

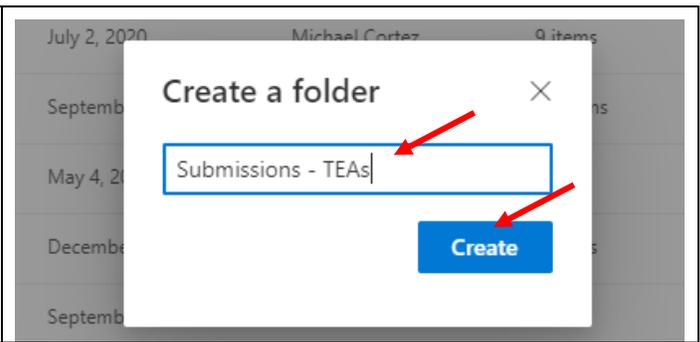
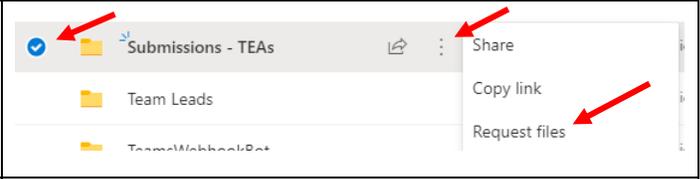
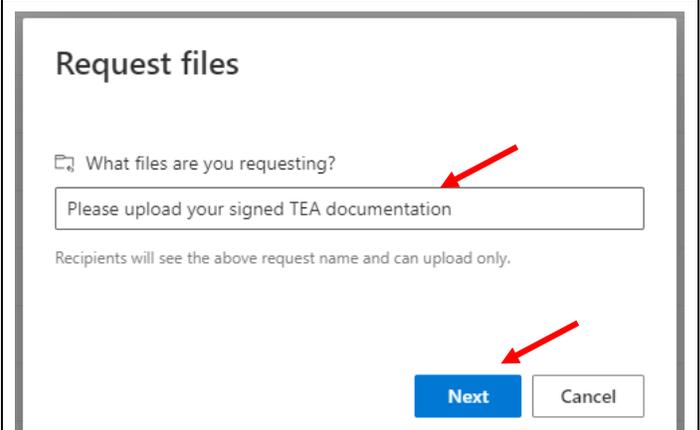
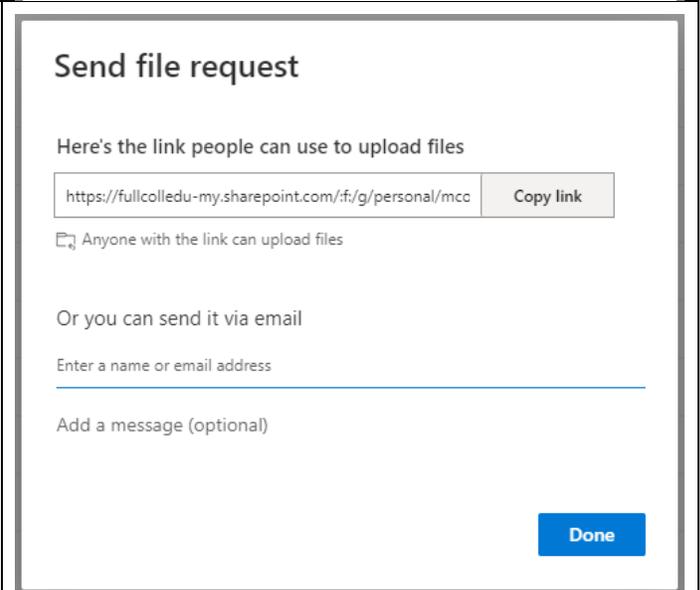
Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Form for Excel

<p>3. Provide a descriptive folder name and click Create</p>	
<p>4. Activate the Request Files feature by:</p> <ol style="list-style-type: none"> <li>Selecting the folder by clicking to the left of the folder's name</li> <li>Click on the 3 dots to the right of the name</li> <li>Click on "Request Files"</li> </ol>	
<p>5. Provide a short description of the files that you wish to receive.</p> <p>Then click next.</p>	
<p>6. The system will now generate a URL that you can email to students and employees, or post to websites allowing them to submit files to you.</p> <p>Anyone following the link will be prompted for the file(s) they want to submit, and (if they are not signed into Office 365) they will be prompted for their First and Last name.</p> <p>The files will be uploaded into the OneDrive folder, and will have the submitter's first and last name pre-pended to the file name. You will also receive an automated email each time a submission is uploaded.</p>	

**ADDITIONAL INFORMATION AND SUPPORT**

If you encountered any difficulties, please visit the FCNet website at <https://fcnet.fullcoll.edu> or contact the Academic Computing Technologies (ACT) Help Desk via email at [helpdesk@fullcoll.edu](mailto:helpdesk@fullcoll.edu) or by calling 714-992-7111