Accessing OneDrive

 Open your web browser and navigate to <u>https://webmail.ccsu.edu</u>. Log in with your CCSU email address and BlueNet password.

2. From the App Launcher in the upper left, click on OneDrive.

Sign in		
email@my.ccsu.ed	lu or email@ccsu.e	edu
Can't access your acc	ount?	
	Back	Next
STUDENTS: sign in and BlueNet passw your @ccsu.edu ac further assistance, 832-1720.	using your @my.o vord. EMPLOYEES: ddress and BlueNe contact the IT Hel	ccsu.edu address sign in using t password. For p Desk at (860)
	Of	fice 365 \rightarrow
Apps		
Outlook	: 🍊 Or	eDrive

X Excel

OneNote

Creating New Folders

 After opening OneDrive, you should be brought to the Files section by default. If not, click on Files from the menu on the left. From the Files section, click on New then choose Folder.

Search everything	+ New ~ 👎 Upload ~	0,40		
	III Folder			
a, Tina-Marie (InfoTechServ)	Word document			
() () () () () () () () () ()	Excel workbook			
ent	D PowerPoint presentation			
red	ConeNote notebook Forms for Excel			
over				
vcle bin				
al Connecticut State University	📧 Link			
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Word

P PowerPoint

- Enter the folder name as "PandT Your Name – Your Department" (example: PandT – John Smith – English", then click on Create. The new folder will appear in the Files list with blue lines in front of the name indicating it is a new folder
- E Folder ×
 Enter your folder name
 Create
- 3. Click on the new PandT folder to open it.

я^я Shared

^R Shared

I	PandT - John Smith - English	A few seconds ago	Rivera, Tina-Marie (Info	Tec	я ^q Shared
4.	From within the new PandT folder, repeat steps 2 and 3 to create 6 folders, named exactly as shown with the numbers in the name of the folder:	 Load Credit Activity Creative Activity Productive Service Professional Activity Years in Rank Disciplinary Action 			
	Files > PandT - John Smith - English &				
	[¹] Name 🗸	Modified \smallsetminus	Modified By \checkmark File Size	e 🗸 Sharing	
	1. Load Credit Activity	About a minute ago	Rivera, Tina-Marie (InfoTec	^{ନ୍ଦ} Shared	
	2. Creative Activity	About a minute ago	Rivera, Tina-Marie (InfoTec	^{ନ୍ଦ} Shared	
	3. Productive Service	A few seconds ago	Rivera, Tina-Marie (InfoTec	^{ମ୍ବ} Shared	
	4. Professional Activity	A few seconds ago	Rivera, Tina-Marie (InfoTec	^{ନ୍} Shared	

A few seconds ago

A few seconds ago

The folder structure for your Promotion and Tenure materials has now been created and you may begin adding files to the folders. There are some restrictions in terms of file names, types, and sizes. Please review this Microsoft article

Rivera, Tina-Marie (InfoTec Rivera, Tina-Marie (InfoTec

When you are ready to share your materials with the committee, refer to the **Setting up Sharing Permissions** instructions starting on **page 3**.

for more information: https://support.office.com/en-us/article/Invalid-file-names-and-file-types-in-OneDrive-

5. Years in Rank

6. Disciplinary Action

OneDrive-for-Business-and-SharePoint-64883a5d-228e-48f5-b3d2-eb39e07630fa

Setting up Sharing Permissions

 From within the main PandT folder, click on the Share button. Be sure to click the Share button from within the top-level PandT folder, as that sets up sharing throughout all the sub-folders and any documents you store in the folders.

Click on the "Anyone with the link can edit" line to update the level of permissions.

 Click on Specific people and uncheck Allow editing, then click on Apply. These settings will allow you to specify exactly who can see your folders and materials, and grant them read-only access.







Creating Promotion & Tenure Folders using OneDrive Faculty Instructions

 Add people to the sharing list by typing their name on the "Enter a name or email address" line and when their name appears, clicking on it. Continue this until all committee members are added.

 Enter a message (if desired) and then click on Send. Each member will receive an email notifying them that the PandT folder has been shared with them.

