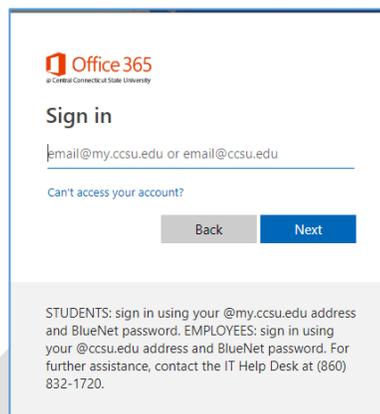
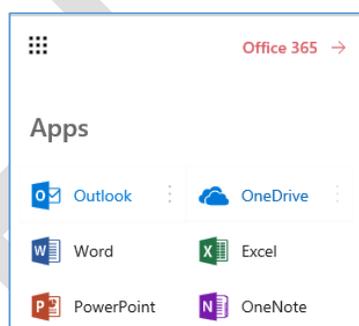


Accessing OneDrive

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

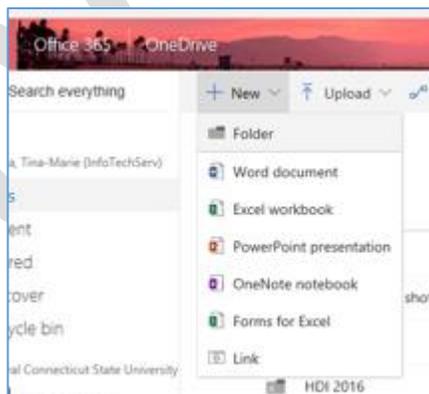


2. From the App Launcher in the upper left, click on OneDrive.

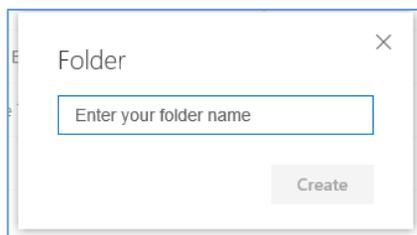


Creating New Folders

1. 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.



2. 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

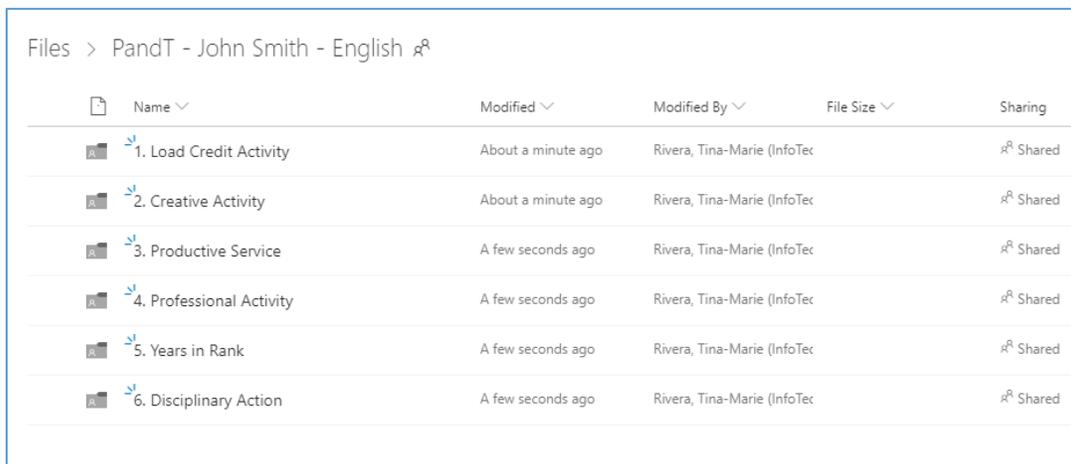


3. Click on the new PandT folder to open it.

Creating Promotion & Tenure Folders using OneDrive Faculty Instructions

PandT - John Smith - English A few seconds ago Rivera, Tina-Marie (InfoTec) 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:
 1. Load Credit Activity
 2. Creative Activity
 3. Productive Service
 4. Professional Activity
 5. Years in Rank
 6. Disciplinary Action



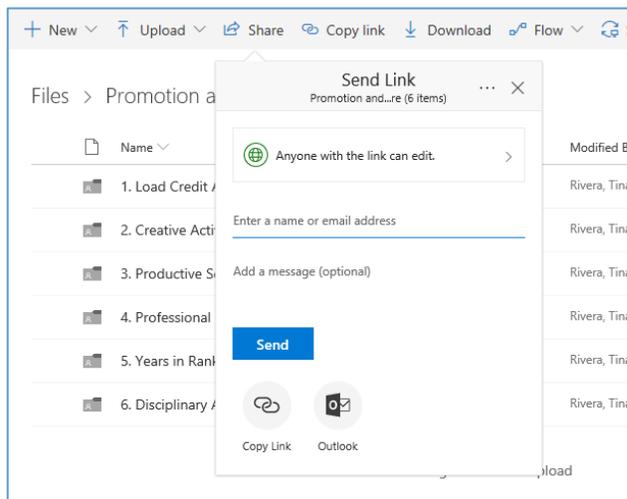
Name	Modified	Modified By	File Size	Sharing
1. Load Credit Activity	About a minute ago	Rivera, Tina-Marie (InfoTec)		Shared
2. Creative Activity	About a minute ago	Rivera, Tina-Marie (InfoTec)		Shared
3. Productive Service	A few seconds ago	Rivera, Tina-Marie (InfoTec)		Shared
4. Professional Activity	A few seconds ago	Rivera, Tina-Marie (InfoTec)		Shared
5. Years in Rank	A few seconds ago	Rivera, Tina-Marie (InfoTec)		Shared
6. Disciplinary Action	A few seconds ago	Rivera, Tina-Marie (InfoTec)		Shared

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 for more information: <https://support.office.com/en-us/article/Invalid-file-names-and-file-types-in-OneDrive-OneDrive-for-Business-and-SharePoint-64883a5d-228e-48f5-b3d2-eb39e07630fa>

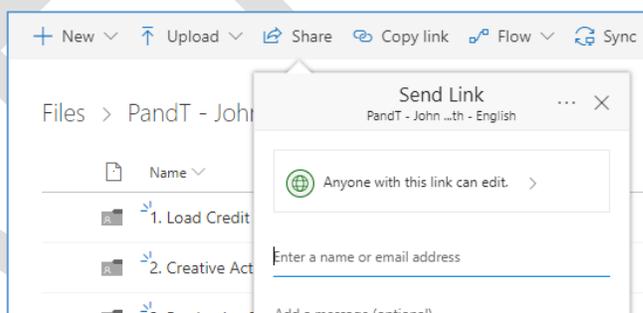
When you are ready to share your materials with the committee, refer to the **Setting up Sharing Permissions** instructions starting on **page 3**.

Setting up Sharing Permissions

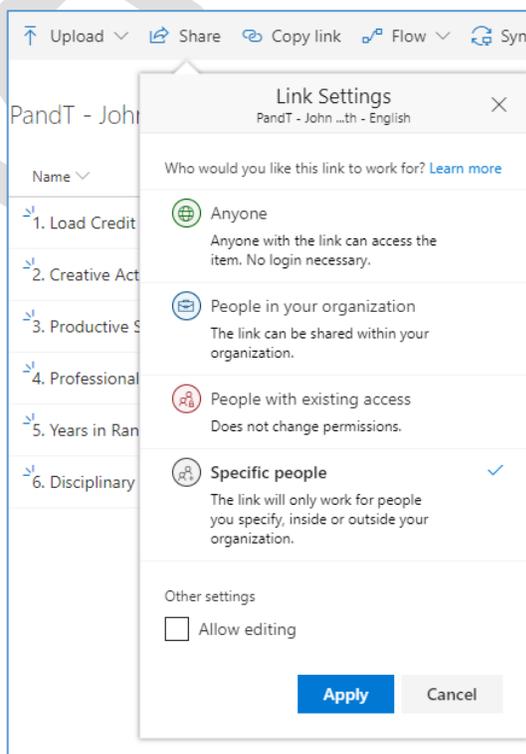
1. From within the main PandT folder, click on the Share button. Be sure to click the Share button from within the top-level PandT folder, as that sets up sharing throughout all the sub-folders and any documents you store in the folders.



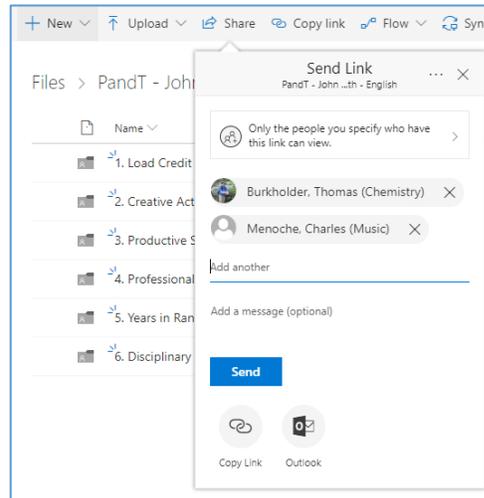
2. Click on the “Anyone with the link can edit” line to update the level of permissions.



3. 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.



4. 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.



5. 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.

