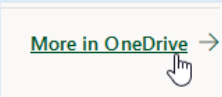


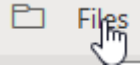
## Weekly Tech Tip: One Drive File Upload and Sharing Tutorial

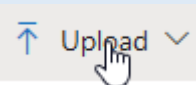

-Log in to the Portal Homepage at my.enmu.edu

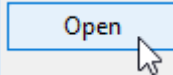
-On the left hand side left-click  **LaunchPad** to expand it

-left-click on  **Office 365**

-left-click on  which should be located near the bottom right prior to a scroll (depends on screen size)

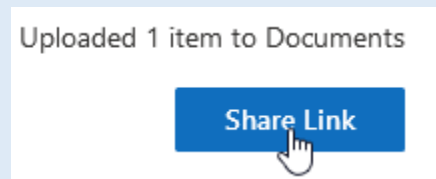
-On the left hand side, left-click on 

-On the top bar left-click on  and select 


-Select the desired file and left-click 

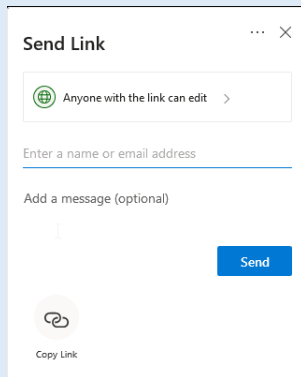
Note: Uploading time will vary depending on user's internet speed

-Once the File is done Uploading, they can left-click on 'Share Link' as seen below:



This will open up the box seen below:

Note: If the below does not pop up from clicking the blue button, one can right click on the name of the file uploaded and click  to bring up the same box



- This copies the link so that one can past the share link anywhere that is needed, such as in BlackBoard Discussion Boards, Emails, or other mediums.

Alternatively, the space seen below allows an individual to be directly emailed the link:

To see additional tech tips, or download this week's tech tip, visit

[ENMU ITS Weekly Tech Tips](#)

-ENMU Portales ITS Technical Trainer