

Sharing Files/Folders with your Class

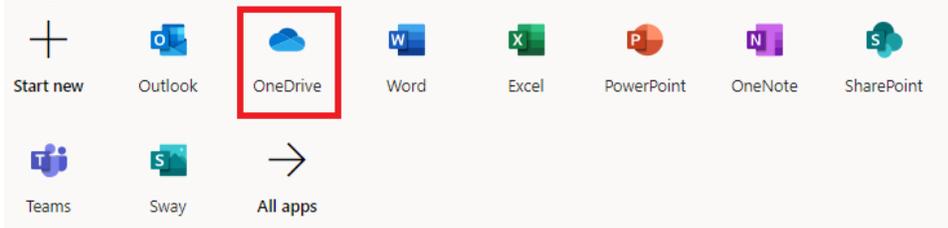
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Finding Your Enrollment Group

1. Naming schema for classes are as follows: **Class-[Term Number]-IST-[Catalog Number]-[Section Number]-Enrollment (Class-1211-IST-195-M001-Enrollment)**
 - a. To learn more about determining your Term Number, click [here](#)

Share Files

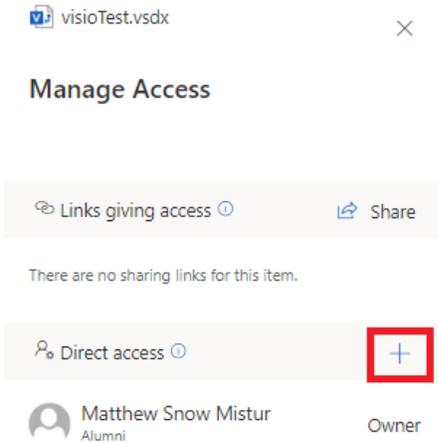
1. Navigate to portal.office.com
2. Login with your **Syracuse University credentials**.
3. Once logged in, select **OneDrive or SharePoint** from the list of Microsoft items at the top of the page. You will be brought to your My Files library.



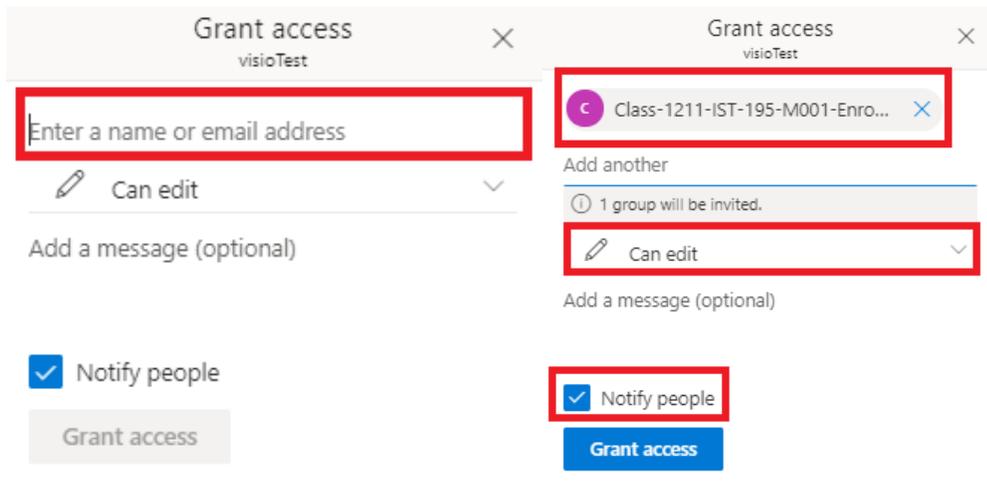
4. Find the file you want to share with another user. Hover over or select the file and you will see three vertical ellipses appear. Click on them and select **Manage Access**. A side window on the right will appear.



5. Click on the **plus icon** next to the **Direct access** header. A pop-up will emerge.

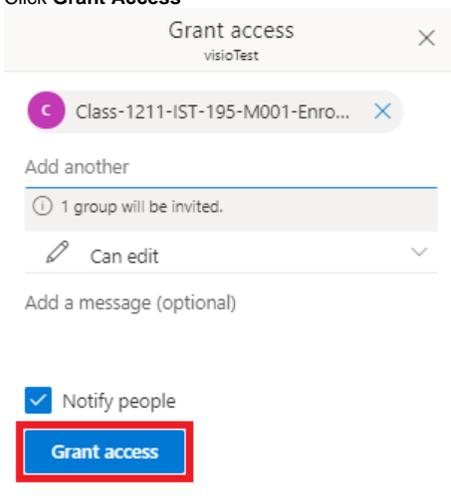


6. In the **Enter a name or email address input box**, enter the **enrollment group name of your class**. You can change share permissions in the drop-down below depending on your preferences as well as enabling notifying people when you commence the share.



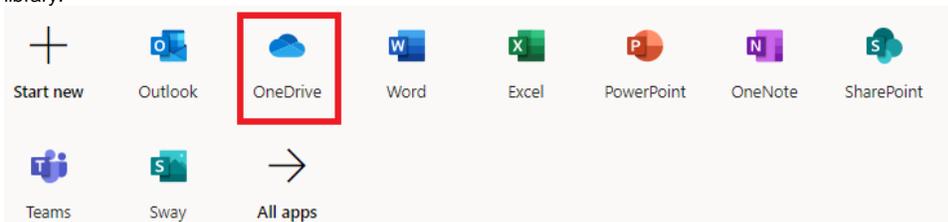
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7. Click **Grant Access**



Share Folders

1. Navigate to portal.office.com
2. Login with your **Syracuse University credentials**.
3. Once logged in, select **OneDrive or SharePoint** from the list of Microsoft items at the top of the page. You will be brought to your My Files library.



4. Find the folder you want to share with another user. Hover over or select the file and you will see three vertical ellipses appear. Click on them and select **Manage Access**. A side window on the right will appear.
 - a. It is recommended to name the folder **[subject] share - [user(s) shared with]** to keep track of what folders you are sharing and with whom you are sharing them with.



5. Click on the **plus icon** next to the **Direct access** header. A pop-up will emerge.

The screenshot shows the 'Manage Access' page for a 'Content Share - James' item. At the top, there is a header with a folder icon and the text 'Content Share - James' and a close button. Below this is the title 'Manage Access'. A section titled 'Links giving access' with a share icon and the word 'Share' is visible. A message states 'There are no sharing links for this item.' Below this is the 'Direct access' section, which has a plus sign icon highlighted with a red box. Underneath, the user 'Matthew Snow Mistur' is listed as the 'Owner'.

6. In the **Enter a name or email address input box**, enter the **enrollment group name of your class**. You can change share permissions in the drop-down below depending on your preferences as well as enabling notifying people when you commence the share.

The screenshot shows two 'Grant access' pop-up windows side-by-side. The left window has an input field labeled 'Enter a name or email address' highlighted with a red box. Below it is a dropdown menu with 'Can edit' selected. The right window shows a list of groups with 'Class-1211-IST-195-M001-Enro...' selected, also highlighted with a red box. Below the list is another dropdown menu with 'Can edit' selected. At the bottom of both windows, there is a checked checkbox for 'Notify people' and a 'Grant access' button. The right window's 'Grant access' button is highlighted with a red box.

7. Click **Grant Access**

Grant access
visioTest

Class-1211-IST-195-M001-Enro... X

Add another

1 group will be invited.

Can edit

Add a message (optional)

Notify people

Grant access

Other Resources

- [Direct File Sharing](#)
- [Embedding Office 365 Documents](#)
- [One Drive Folder Sharing](#)
- [Organizational Share Links](#)
- [Share a File or Folder with all iSchool Faculty and/or Staff](#)
- [Sharing Files/Folders with your Class](#)