

How to create a shared, editable folder

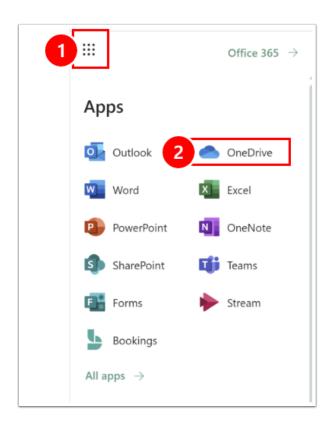
This guide demonstrates how to create a shared to the University of Toronto editable folder. This is useful for when you'd like to share a folder to colleagues and have them upload and modify the contents of that folder. These settings enable anyone with a UofT O365 account to access the folder, so be careful with how you select to use it.

Jump to

- 1. <u>Go to OneDrive</u>
- 2. <u>Select "+New" button > Folder</u>
- 3. Enter your Folder Name
- 4. Change the Sharing Permissions on your Folder
 - 1. <u>Open the folder settings using the settings menu</u>
 - 2. Change to "People in University of Toronto" and "Allow Editing"
 - 3. Select "Copy Link" to generate the link to the folder
- 5. Paste the link to the destination (or save for later)
- 6. <u>Confirm new sharing settings</u>



1. Go to OneDrive



Login to your <u>O365 account using your UTORid and Password</u>. Please note that there are multiple ways to create a shared OneDrive folder; this is just one method.

- 1. Use the Menu to open your O365 apps.
- 2. Navigate to OneDrive.

Can't see OneDrive? Select Office 365 in the top right (or All apps) to see more!

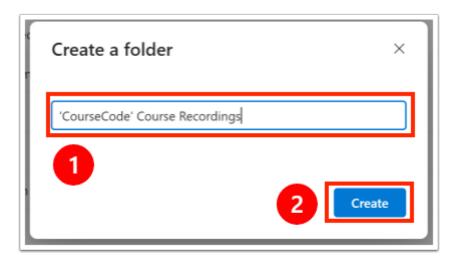
Education Technology Office (ETO)

2. Select "+New" button > Folder

| III OneDrive | ∠ Search | |
|----------------|-----------------------------------|------|
| I Be | 🕂 New 🗸 🚺 Jad 🗸 🥰 Sync 🖓 Automate | ~ |
| G Home | 늘 Folder 🚺 | |
| 🗅 My files 🛛 🙎 | 💀 Word document | |
| 😚 Shared | Excel workbook | Mo |
| ත් Favorites | PowerPoint presentation | Au |
| ⑪ Recycle bin | OneNote notebook | Au |
| | Forms for Excel | Au |
| Quick access | Visio drawing | July |
| 🧠 F. | ⊕ Link | July |
| e E | | July |

- 1. Confirm that you are in OneDrive.
- 2. Select "My Files"
- 3. Select on "New" blue button.
- 4. Select on "Folder."

3. Enter your Folder Name



- 1. Name your folder.
- 2. Select **Create** button.

4. Change the Sharing Permissions on your Folder

| My files | | | | |
|-------------------------------|------------------------------------|--------------------------------------|------------------------------------|---------|
| 🗅 Name 🗸 | Modified \downarrow \checkmark | Modified By ${}^{\scriptstyle \vee}$ | File size ${}^{\scriptstyle \lor}$ | Sharing |
| CourseCode' Course Recordings | A few seconds ago | Iri | 0 items | Private |
| The second second second | August 18, 2022 | Iri | 1 item | Private |
| | | | | |

1. The default sharing permission is **Private**. To create a folder that others can edit, you must change the permission to shared.

4.1. Open the folder settings using the settings menu

| | ß | Name ~ | Modified \downarrow \checkmark | Modified By ~ |
|---|---|--|------------------------------------|---------------|
| 0 | | ^{ین} 'CourseCode' Course Recordings 🖻 … | Share | na |
| | | | Copy link 2 | na |
| | 8 | (California) | Request files | na |
| | | | Manage access | na |
| | 2 | | Download | na |
| | | | Delete | 10 |
| | 8 | | Move to | na |
| | | | Copy to | na |
| | | | Rename | na |
| | | | Automate > | na |
| | - | | Details | na |

- 1. Select on the settings menu to expand it.
- 2. Select **Share** option.

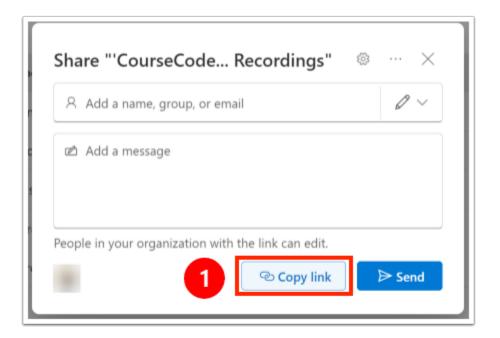
4.2. Change to "People in University of Toronto" and "Allow Editing"

| Share "'CourseCode Reco | rd 1 💿 | ··· × |
|-------------------------------|------------------|-------------------|
| 8 Add a name, group, or email | Sharing settings | \circ $^{\vee}$ |
| 🖄 Add a message | | |
| People you specify can view. | | |
| A @ | Copy link | Send |

| Sharing settings 'CourseCode' Course Recordings | 0 × |
|---|------------|
| Share the link with | |
| Danyone ① | 0 |
| People in University of Toronto Share with people in University of Toronto, organization account required | ۲ |
| R People with existing access ① | |
| People you choose ① | \bigcirc |
| More settings | |
| 🖉 Can edit | ~ |
| ⊖ Block download | 2 |
| 3 Apply | Cancel |

- 1. Select Gear icon
- 2. Select People in University of Toronto with the link
- 3. Select **Can edit** under More settings
- 4. Select Apply

4.3. Select "Copy Link" to generate the link to the folder



1. Select Copy Link

5. Paste the link to the destination (or save for later)

| | What cloud storage folder should we use? Please create a folder in your preferred cloud storage and share the URL here. Ensure that the folder is set to allow editing; we will upload the videos to this folder on your behalf. |
|---|--|
| 1 | Your answer |

The folder is now created and you can return to it in your OneDrive as needed.

6. Confirm new sharing settings

After you've changed the sharing settings, you should see that the folder sharing setting has changed from **Private** to **Shared**.



| My fil | es | | | | | | |
|------------|----|-------------------------------------|----|---------------------------------------|-----------------------|-----------------------------------|-----------|
| | ß | Name ~ | | Modified $\downarrow~{}^{\checkmark}$ | Modified By $^{\vee}$ | File size ${}^{\scriptstyle\vee}$ | Sharing |
| \bigcirc | 8 | د 'CourseCode' Course Recordings | Ê. | 30 minutes ago | | 0 items | 응: Shared |
| | | | | | | | |

1. Note if the new sharing setting is "Shared."