

Capella Microsoft OneDrive ePortfolio Job Aid

Before you start, note that OneDrive accounts are provided only for active Capella learners. Following completion of your program, or a period of inactivity, your OneDrive account and files saved there will be deleted. *For this reason, we recommend that you also save or backup all your files to another safe location.*

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Access your ePortfolio

- 1) Select the **ePortfolio** link in the courseroom.

COURSE TOOLS

Discussions

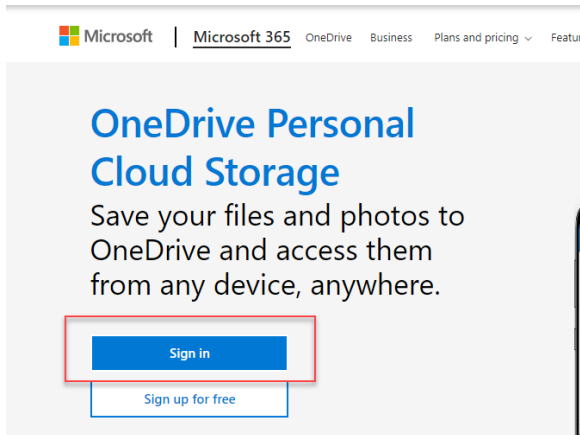
My Meetings

SafeAssign

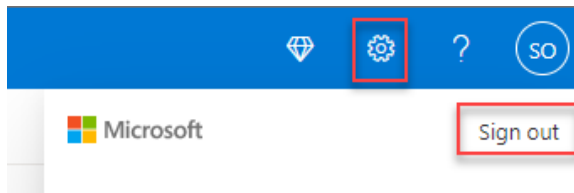
ePortfolio

VitalSource Bookshelf

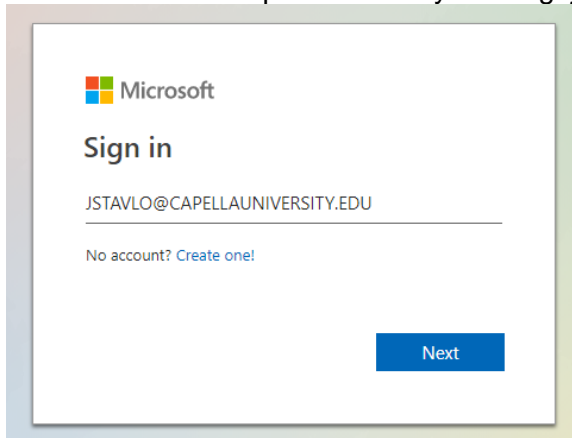
2) Select Sign in from the OneDrive home page.



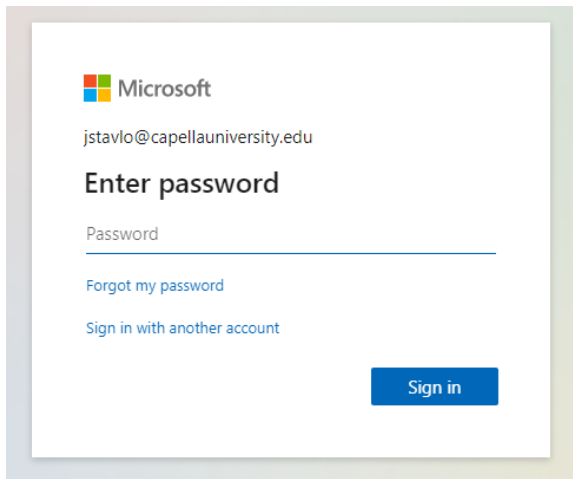
a) If you are logged in with another Microsoft account, you may have to log out of the account before logging in with your Capella Microsoft account.



3) Sign in with your Capella email address. The email address will include your Capella username and @capellauniversity.edu e.g. jstavlo@capellauniversity.edu.



4) Type your Capella password.



Microsoft

jstavlo@capellauniversity.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

- a) If this is your first time accessing Capella Microsoft 365, you may be prompted to provide an authentication email and phone number.

don't lose access to your account!

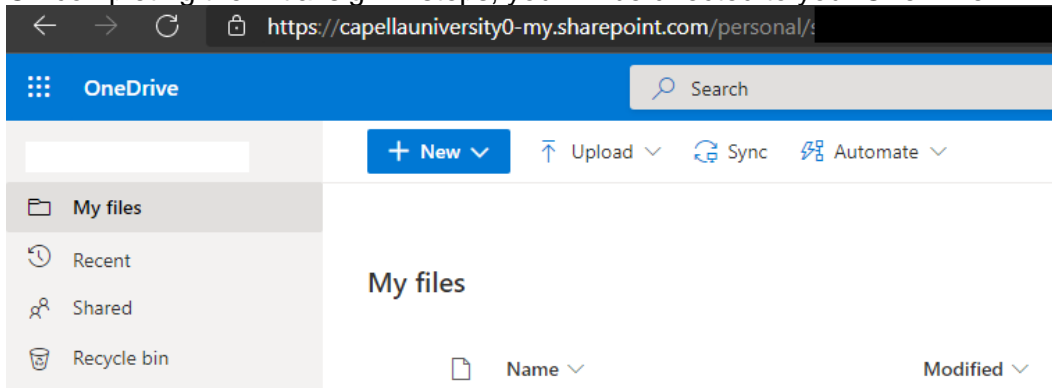
To make sure you can reset your password, we need to collect some info s secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now

finish

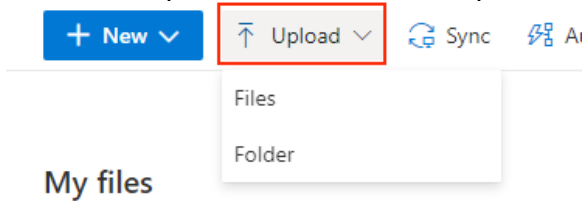
cancel

- 5) On completing the initial sign in steps, you will be directed to your OneDrive:

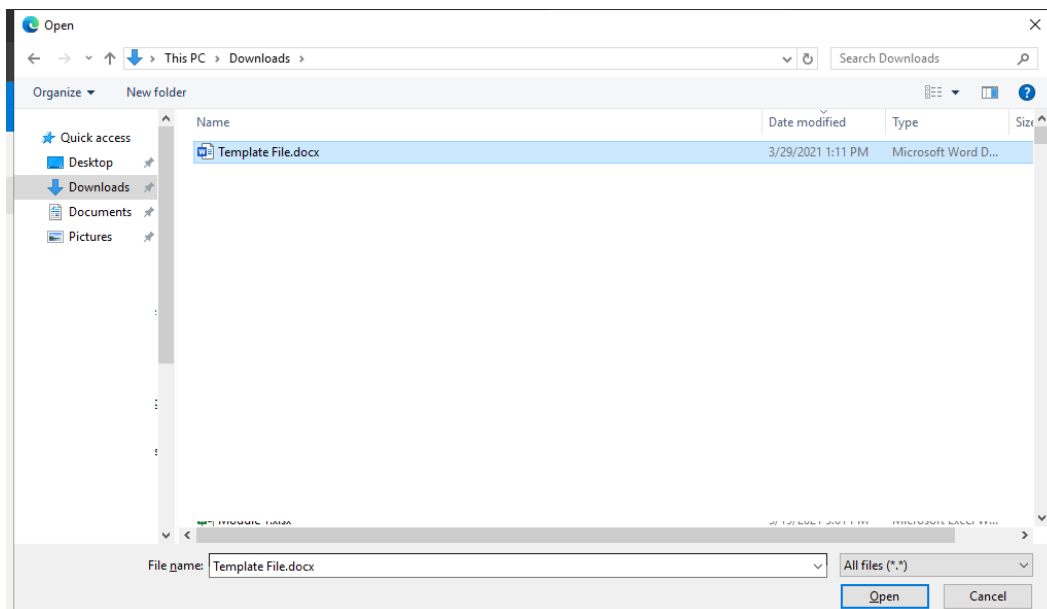


Upload a file

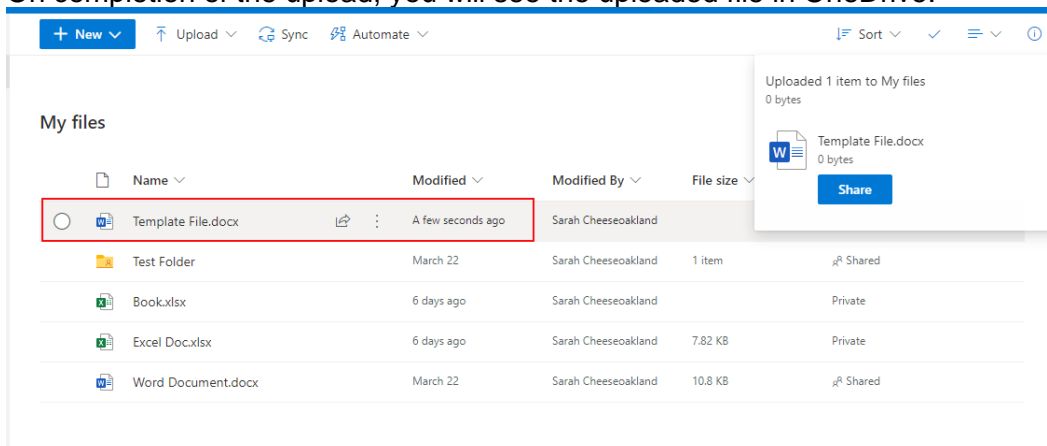
- 1) Select the Upload button from the top toolbar and select Files.



- 2) Select a file to upload and click Open.

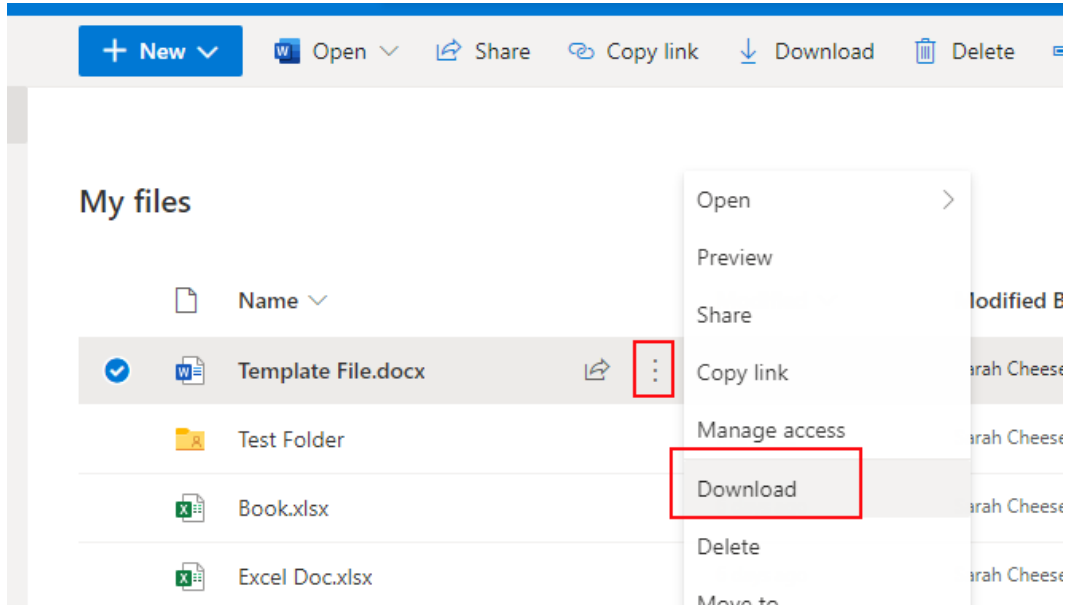


- 3) On completion of the upload, you will see the uploaded file in OneDrive.

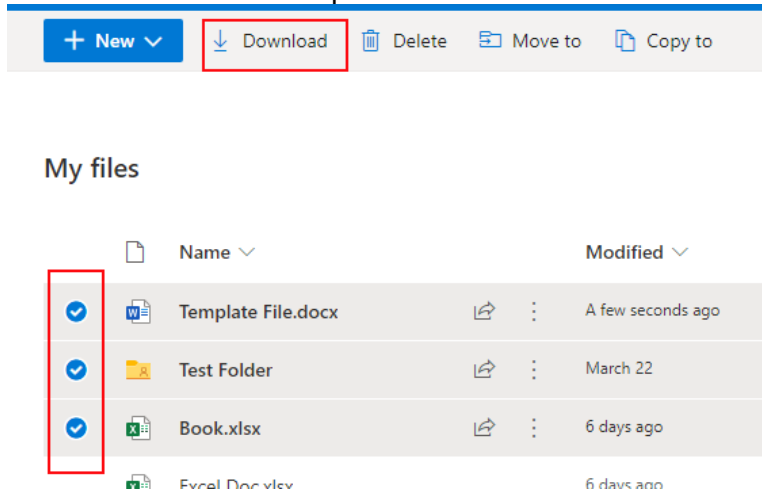


Download a file from OneDrive

- 1) Select a file to download and click Download from the file menu.



- 2) You can also select multiple files and/or folders to download.

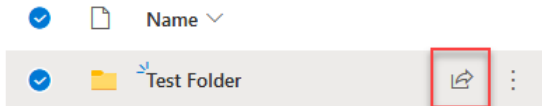


Share a link to a folder or file

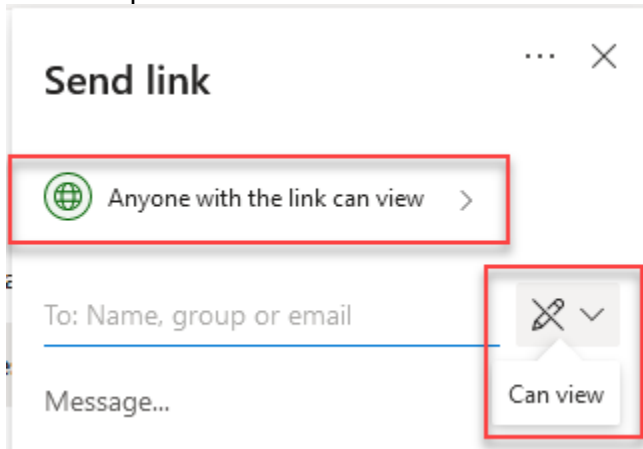
Sharing folders and files is done the same way. Note that when you share a folder, you are sharing access to all files in that folder. If you only want to share specific files, do not share the folder and share the individual files.

- 1) Select the Share button next to the folder or file to share.

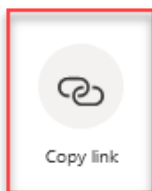
My files



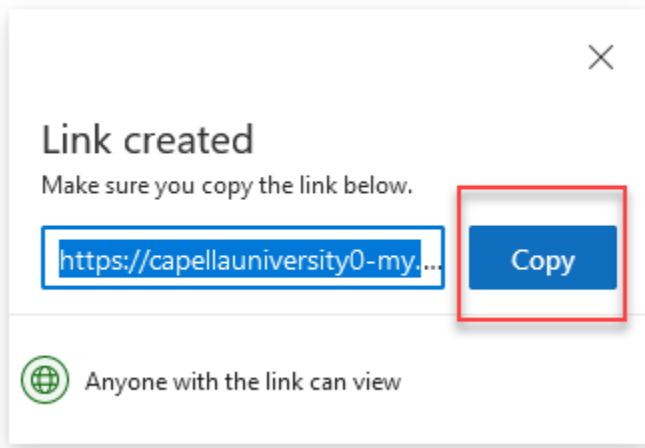
- 2) The sharing link will default to **Anyone with the link can view**. Anyone with access to the link can open the folder or file but will not be able to edit.



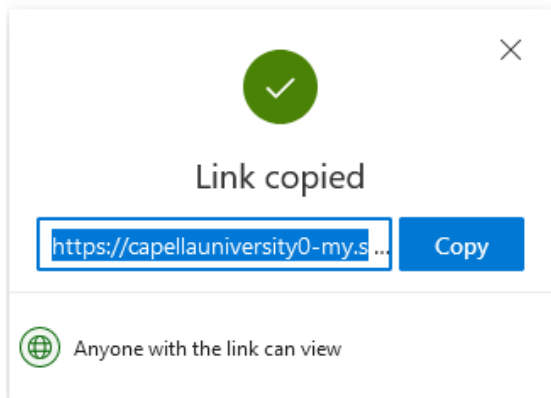
- 3) Select **Copy link**.



- 4) Select **Copy**.





- 5) Once the link is copied, you will see a “Link copied” message.



- 6) After creating a sharing link, you will see the word **Shared** in the Sharing column for the folder or file.



My files

	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	 Test Folder	29 minutes ago	Sarah Cheeseoakland	1 item	 Shared

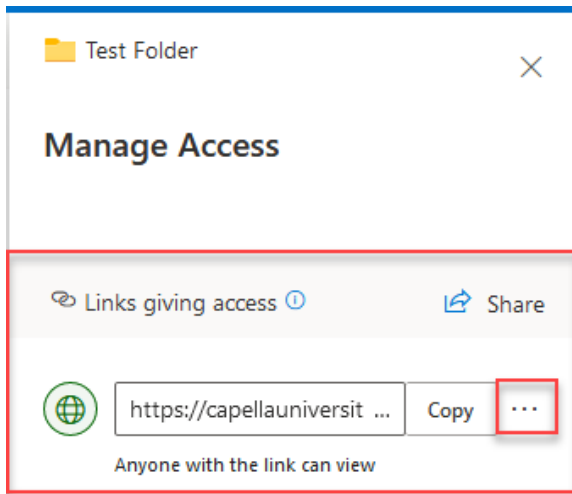
Remove sharing from a folder or file

- 1) Select **Shared** in the Sharing column to open a menu showing links that have been previously shared.

My files

	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	 Test Folder	29 minutes ago	Sarah Cheeseoakland	1 item	 Shared

- 2) Select the **three dots** next to the link.



- 3) Select the **X** to remove the link.

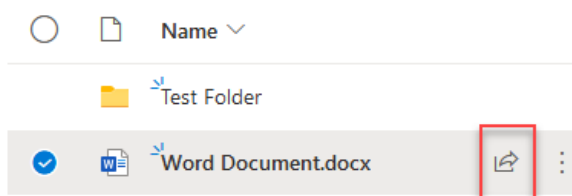


Share a link to a file in review-mode

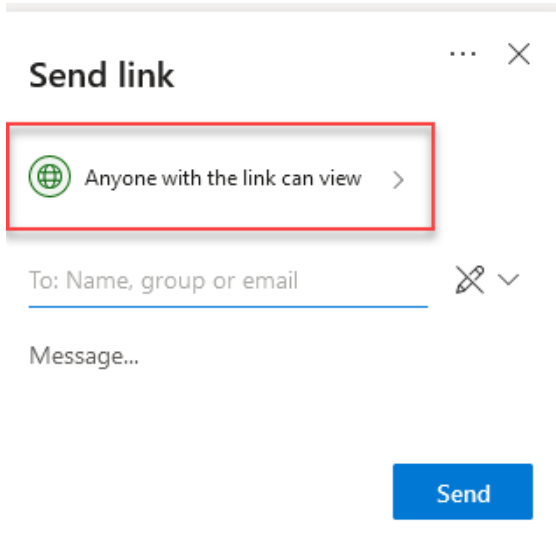
If using Microsoft Word, you can share a link to a file that allows others to add comments but restricts editing the contents of the file.

- 1) Select the **Share** button next to the file to share.

My files

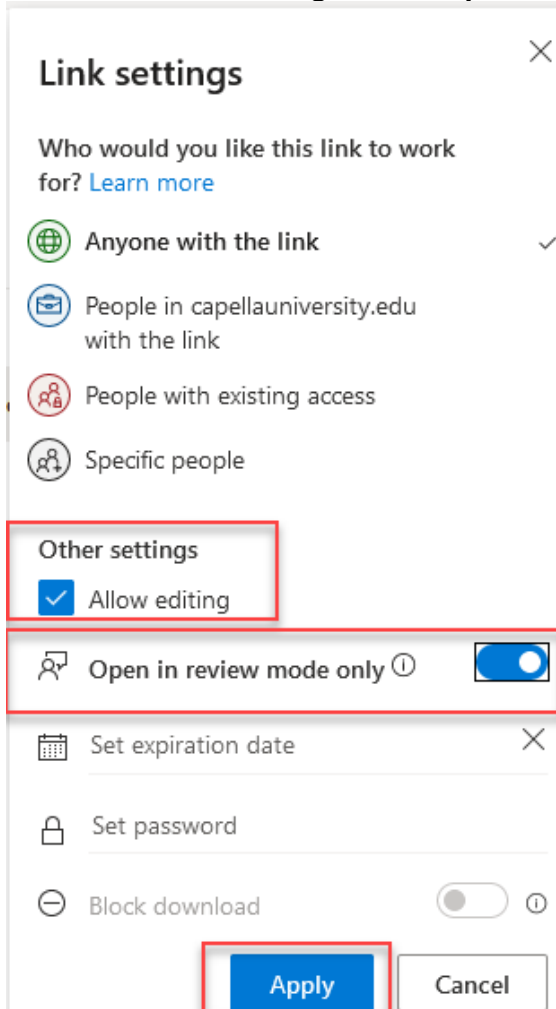


- 2) Select the **Anyone with the link can view** option.



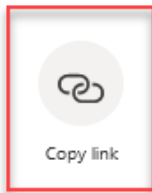
The 'Send link' dialog box is shown. It has a title bar with a close button (X). The main content area has a red box around the 'Anyone with the link can view' option, which is represented by a green globe icon. Below this is a 'To:' field with the placeholder text 'Name, group or email' and a search icon. There is also a 'Message...' field. At the bottom right is a blue 'Send' button.

- 3) Select the **Allow editing** and the **Open in review mode only** options. Click **Apply**.

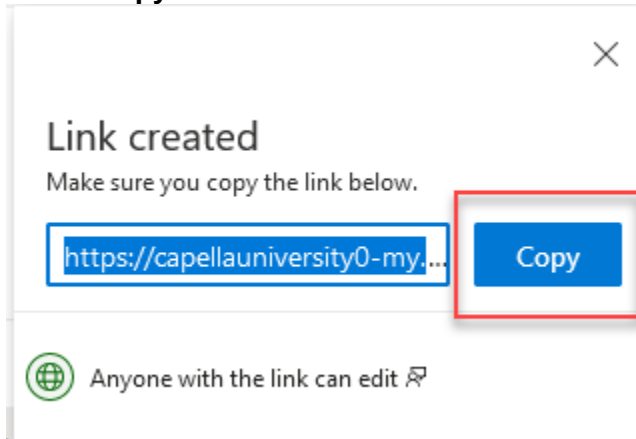


The 'Link settings' dialog box is shown. It has a title bar with a close button (X). The main content area has a section titled 'Who would you like this link to work for?' with a 'Learn more' link. Below this are four options: 'Anyone with the link' (green globe icon, checked with a checkmark), 'People in capellauniversity.edu with the link' (blue envelope icon), 'People with existing access' (red people icon), and 'Specific people' (grey people icon). Below these is a section titled 'Other settings' with a red box around it. This section contains two options: 'Allow editing' (checked with a blue checkmark) and 'Open in review mode only' (checked with a blue toggle switch). Below this is a section titled 'Set expiration date' with a calendar icon and a close button (X). Below that is a section titled 'Set password' with a lock icon. At the bottom is a section titled 'Block download' with a minus icon, a toggle switch, and a help icon (i). At the bottom right are two buttons: 'Apply' (blue) and 'Cancel' (white).

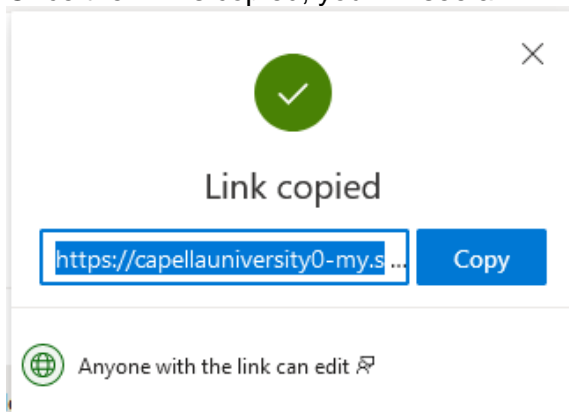
- 4) Select **Copy Link** to copy the link to share.



- 5) Select **Copy**.



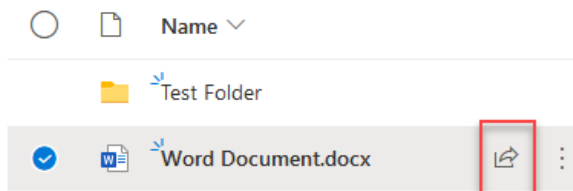
- 6) Once the link is copied, you will see a **Link copied** message



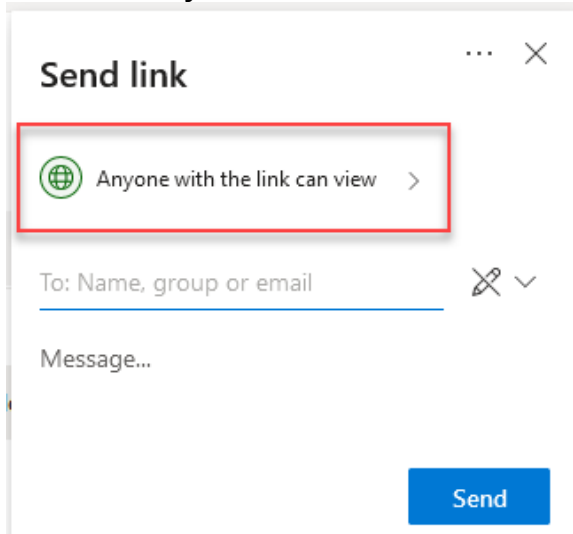
Share a link to a file and block download

- 1) Select the **Share** button next to the file to share.

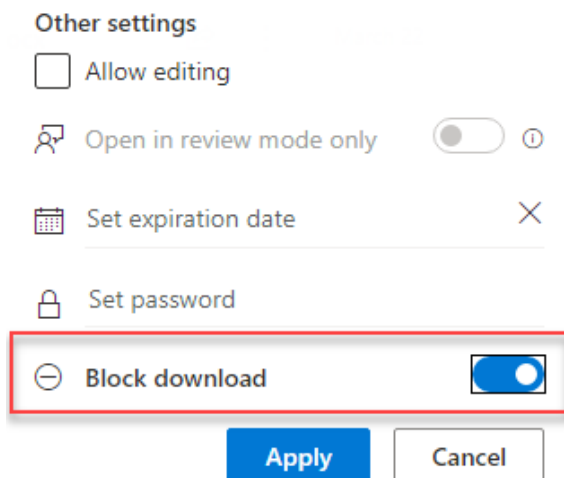
My files



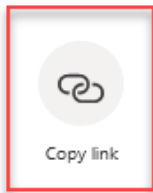
- 2) Select the **Anyone with the link can view** option.



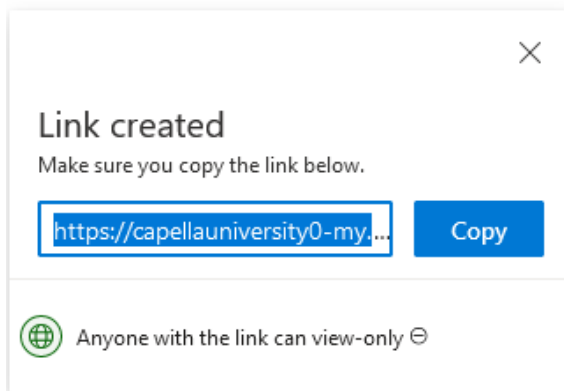
- 3) Select the **Block download** option. Click **Apply**.



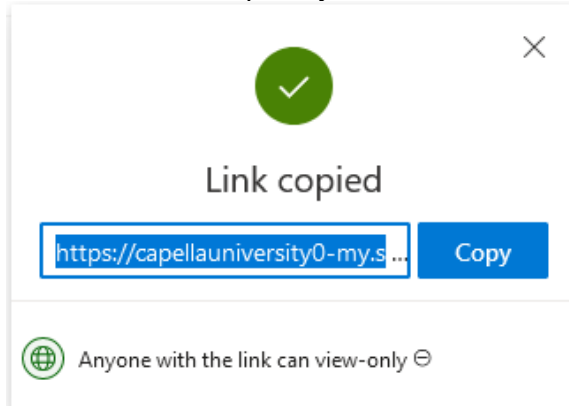
- 4) Select the “Copy Link” button to copy the link to share.



- 5) Select the “Copy” button.



- 6) Once the link is copied, you will see a “Link copied” message



Additional information

For more information on general use of OneDrive, go to [OneDrive help & learning](#).
For more information on sharing in OneDrive, go to [Share OneDrive files and folders](#).