Microsoft OneDrive Instructions

1) Login to your MyJaxState account.

2) In the Featured section, click the GEM Office365 button.



3) Click the hamburger icon in the top-left corner and select the OneDrive feature.



4) Select the + Icon and press Files Upload.

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Êø	Folder upload
	Word document
×.	Excel workbook
	PowerPoint presentation
	OneNote notebook
	Forms survey
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5) Go to your files and click on the three-dot icon on your upload.

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6) Click	on the Manage Acc	ess buttor	1.			
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7) Click on Share to manage the access of the file.

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🖻 Share				
People • 1	Groups	Links		

8) Click on the gear then allow the link to share to Anyone and press Apply.

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9) Click on Copy Link & paste the link into an email to dualenrollment@jsu.edu.

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8 Add a name, group, or email	
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G⊃ Copy link	⊳ Send
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