

OneDrive

OneDrive is online file storage included with all Office 365 accounts at CCSU and includes 1TB (terabyte) of storage space. There are two ways you may use OneDrive to share files with your students:

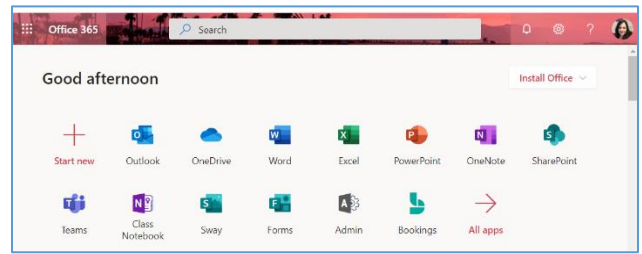
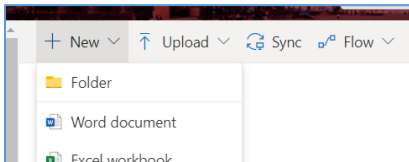
Each student creates a folder and shares it with you - when the student creates a folder for your class and shares with you, the files stored in that folder count against the student's storage space in OneDrive. You may access the folder in the web version of OneDrive at <https://office.ccsu.edu>.

You create the folder and share with the students - when you create the folder(s) and share with the students, the files stored in that folder count against your storage space in OneDrive. You may access the folder in the web version of OneDrive at <https://office.ccsu.edu> or via the OneDrive-CCSU folder on your computer.

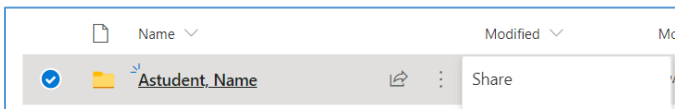
Creating and Sharing a Folder

These instructions are the same no matter who creates the folder.

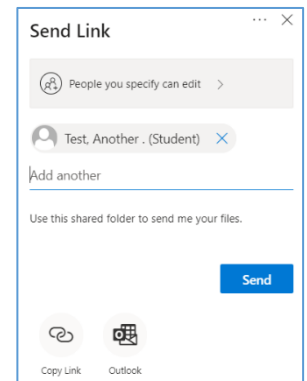
1. Navigate to <https://office.ccsu.edu> and log in with your CCSU Office 365 account (email address and password).
2. Click on OneDrive.
3. Click New from the top menu, then select Folder and type a name for the folder.



4. Click the Show Actions icon next to the folder (the 3 vertical dots), then click Share.

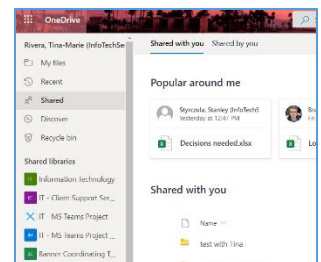


5. On the Send Link screen:
 - a. Change the top option to "People you specify can edit"
 - b. Type the name of the person you are sharing with
 - c. Enter a message (optional)
 - d. Click Send
6. The person you shared with will receive a message with a link to access the folder.



Accessing a Folder Shared with You

1. Navigate to <https://office.ccsu.edu> and log in with your CCSU Office 365 account (email address and password).
2. Click on OneDrive.
3. Click Shared from the menu on the left, and the list of folders shared with you will be displayed by default.



Microsoft Teams

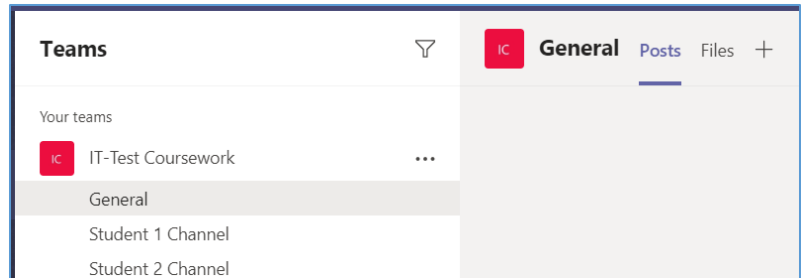
Microsoft Teams is a communication and collaboration tool with features such as file sharing, shared notebooks, chat and meetings. Request a Microsoft Team is you would like to do more with your students than just share/exchange files. To request a Team for your course, complete the form located here: <https://www2.ccsu.edu/itservicecatalog/?id=215>.

Filesharing in Teams

When your new Team is set up, it will have a General channel with links to Posts and Files. Any Posts or Files you put in this location will be viewable by all students in the Team.

To create a private space for you and individual students to share files, you must create private Channels:

1. Click the More Options button (the ...) next to the name of the team and then select Add Channel.
2. Type the student's name as the name of the Channel and add a description if you choose.
3. Under Privacy, select Private and then click Next.
4. Type the student's name, click Add and then click Close.



Add members to the Student 3 Channel channel

This is a private channel, so only the people you add here will see it.

Create a channel for "IT-Test Coursework" team

Channel name

Description (optional)

Privacy
 ⌵ ⓘ

5. The Private Channel is created (indicated by the lock icon next to the channel name) and both you and the student now have access to the Files section in that channel.

Adding Files in Teams

1. Open the appropriate channel – the General channel to add files for the whole class, or the private shared channel to share privately.
2. Click Files from the top menu of the channel, then click Upload to upload files from your computer or OneDrive or click New to create new folders or files.

