# Microsoft OneDrive Instructions
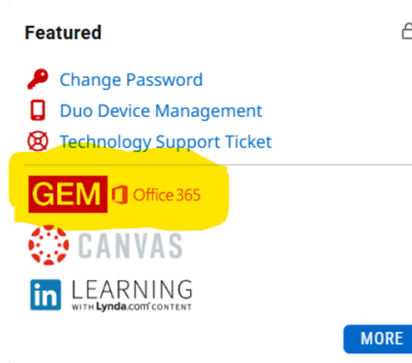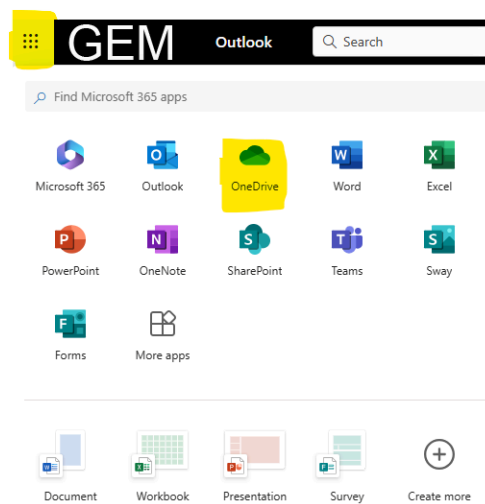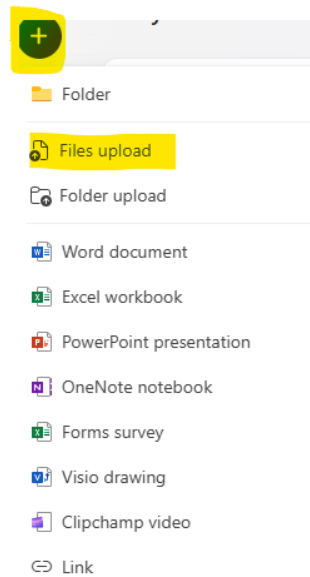
1) Login to your MyJaxState account.

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



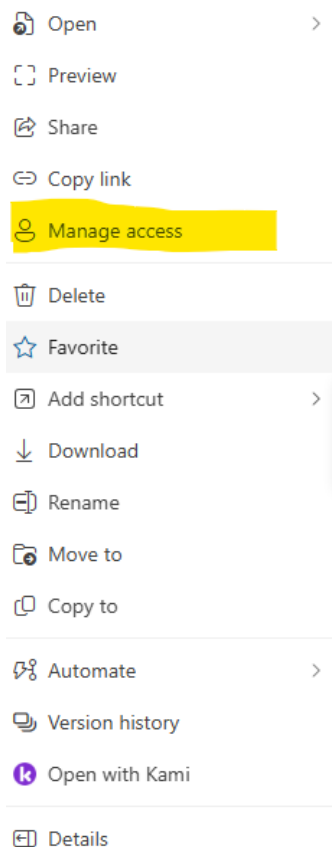3) Click the hamburger icon in the top-left corner and select the OneDrive feature.



4) Select the + Icon and press Files Upload.

5) Go to your files and click on the three-dot icon on your upload.



6) Click on the Manage Access button.



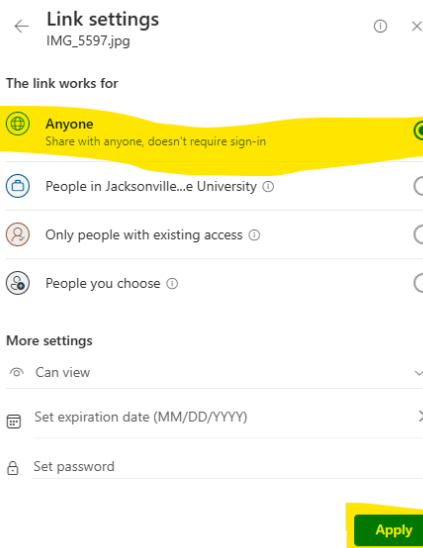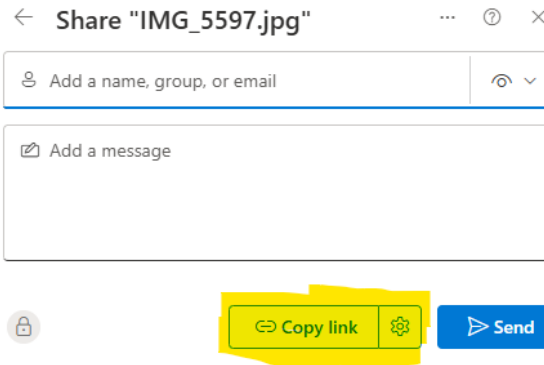7) Click on Share to manage the access of the file.

**Manage Access**

IMG_5597.jpg

Share

Grant Access

People · 1    Groups    Links

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



← Share "IMG_5597.jpg"

Add a name, group, or email

Add a message

Copy link    Send

← Link settings
IMG_5597.jpg

The link works for

Anyone
Share with anyone, doesn't require sign-in

People in Jacksonville...e University

Only people with existing access

People you choose

More settings

Can view

Set expiration date (MM/DD/YYYY)

Set password

Apply

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

← Share "IMG_5597.jpg"

Add a name, group, or email

Add a message

Copy link    Send

✓ Link copied. Anyone with the link can view.