

# Secure File Transfer User Guide for Microsoft Office 365 OneDrive for Business

This guide demonstrates how to use Microsoft Office 365 OneDrive for Business to share a file securely with a colleague.

Incident Response: If you suspect that a security incident has occurred, such as unauthorized access or sharing, report it to VUIT.

- Call 615-343-9999, or

- Submit a ticket online: [help.it.vanderbilt.edu](https://help.it.vanderbilt.edu)

## Secure Tips

- For easier tracking, consider moving files and content with similar sharing needs to distinct folders. For example:
    - Folder #1 containing Sensitive\_HR\_Information.docx (shared with Chris and Mike) and Sensitive\_Reimbursement\_Information.xlsx (shared with Chris and Mike)
    - Folder #2 containing Sensitive\_Research\_Data.pdf (shared with Chris, Mike, and Rhonda)
  - Be intentional with your sharing. Give access only to the specific people who need it for only as long as they need it.
  - Remove access when it is no longer needed.
- 1) Connect to OneDrive for Business: <https://onedrive.com/> . Login using your Vanderbilt primary email (SMTP) address or user principal name (UPN), which should be the same (Image #1). You should see a screen similar to image #2.

Image #1

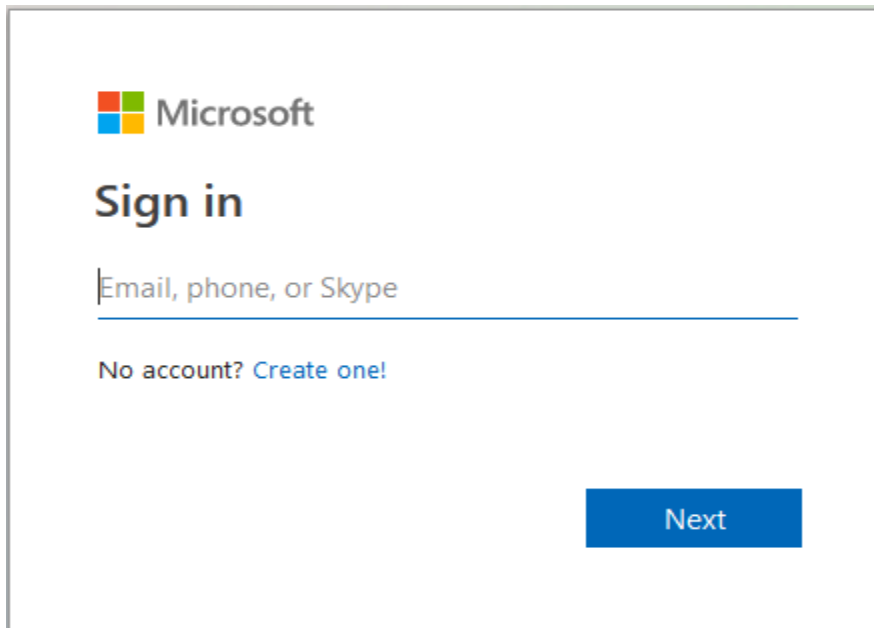
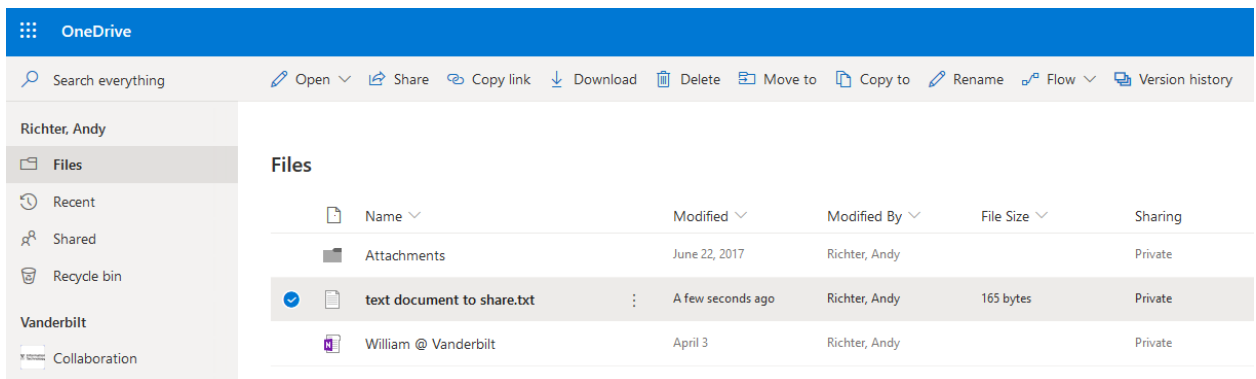


Image #2



- 2) Upload a file, if necessary, by clicking **Upload**, then **Files** (Image #3). Select the file of interest and click **Open** (Image #4).

NOTE #1: Another method is to drag and drop files into a browser window.

Image #3

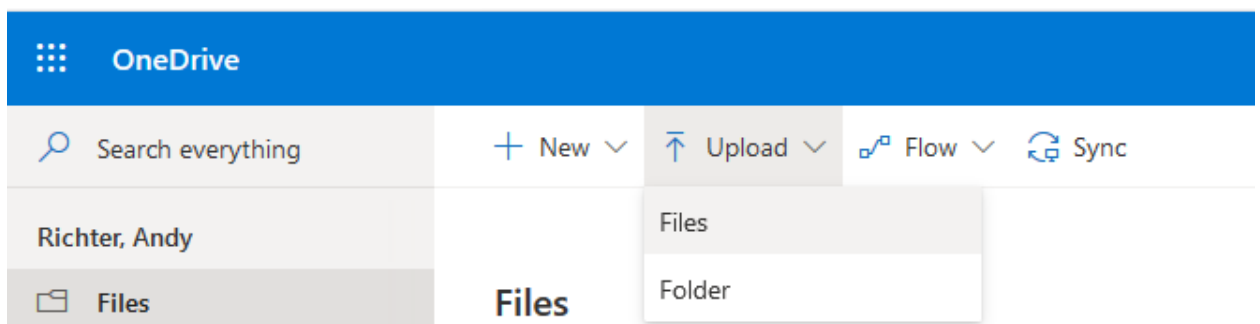
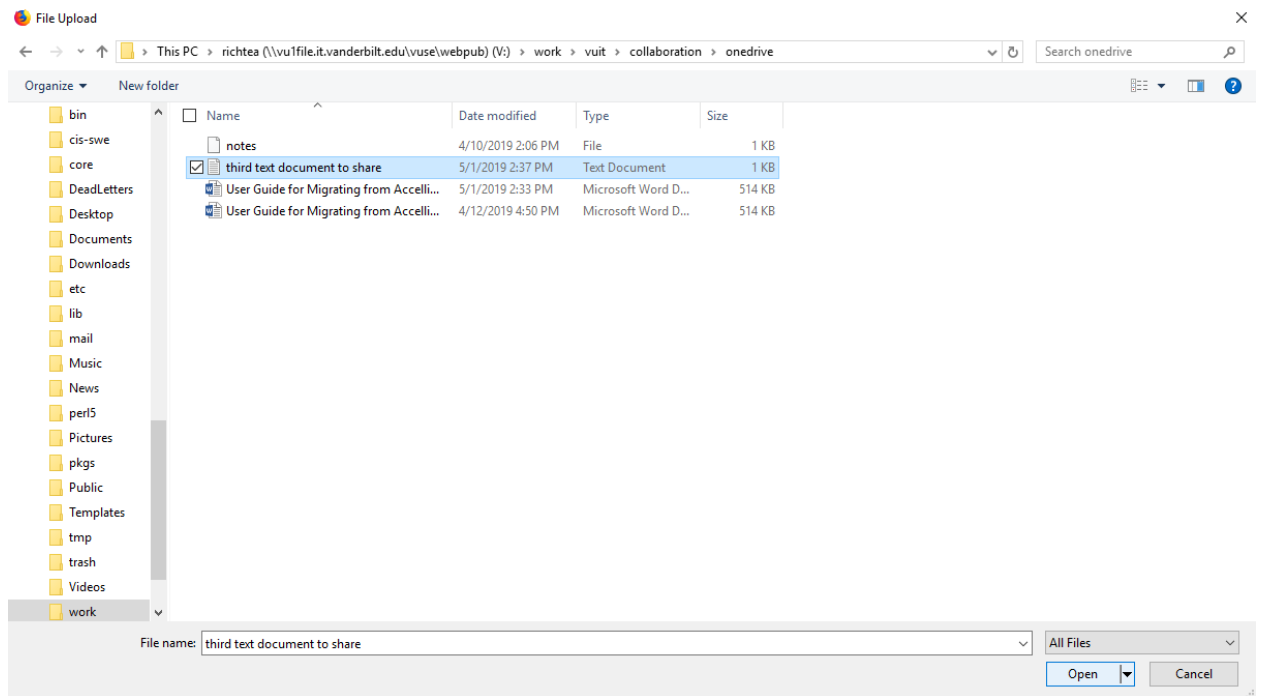


Image #4



- 3) Share the file securely with your colleague. To begin, click the box beside the file to share, then click **Share** (Image #5). In the pop-up window complete the necessary fields. Select the **Specific people** option (Image #6). If you do not want the recipient(s) to edit the file(s) you are sharing, uncheck the **Allow editing** box (also, Image #6). Then, click Apply.

Image #5

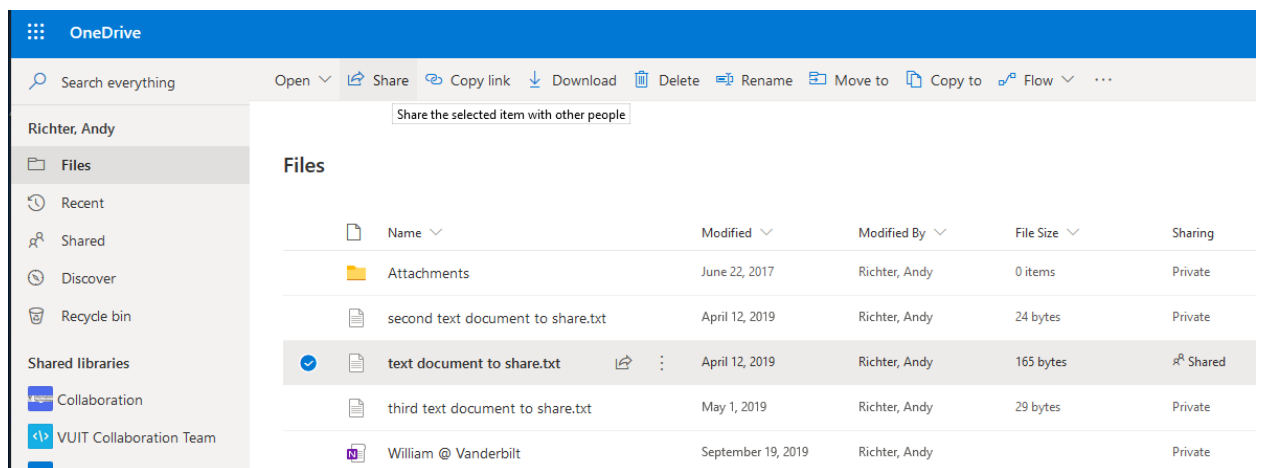






Image #6

## Link settings ✕

Who would you like this link to work for? [Learn more](#)

-  Anyone with the link
-  People in Vanderbilt with the link
-  People with existing access
-  Specific people ✓

Other settings

Allow editing

- 4) Enter one or more email addresses. Optionally, add a message to the recipient(s), then click **Send** (Image #7). You should see **Link Sent**. (Image #8)

**NOTE #1: Email Notifications**

- You will receive email notifications when you send the link and when the recipient views or edits, if allowed, the file.
- If you are sharing with a Vanderbilt email address, they will receive 1 email notification containing a direct link to the file. Upon authentication, the recipient will be able to access the file.
- If you are sharing with a non-Vanderbilt email address, they will receive 2 email notifications, one alerting them that a file has been shared and a direct link to the file, and a second that contains a secure code needed to access the share file.

**NOTE #2:** If you ever change your Vanderbilt University email address (i.e., primary SMTP address) you must share all of your links again with all recipients.

**NOTE #3:** Never share a file with an email address associated with a shared mailbox or a distribution list.

Image #7

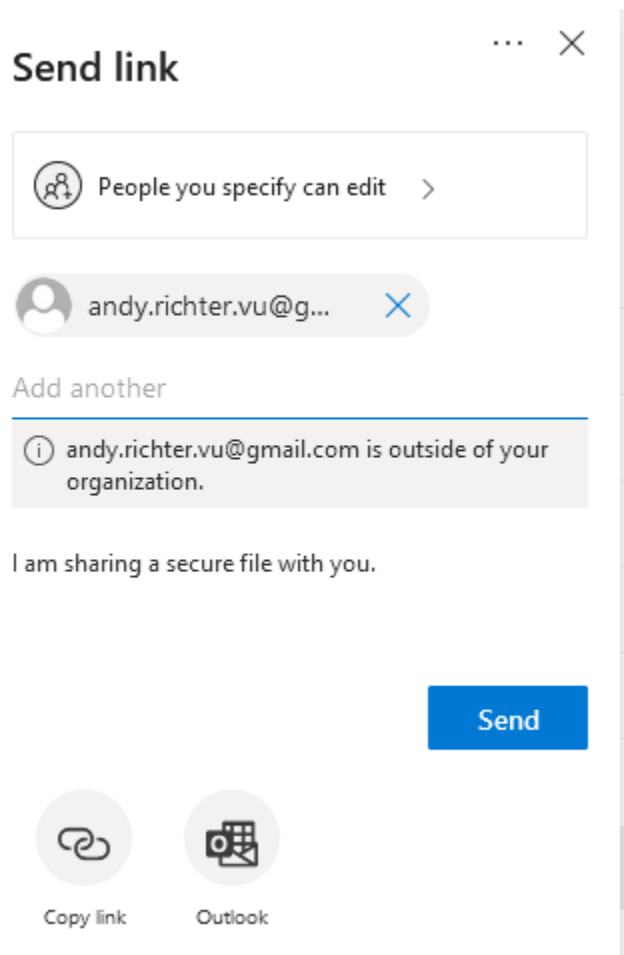
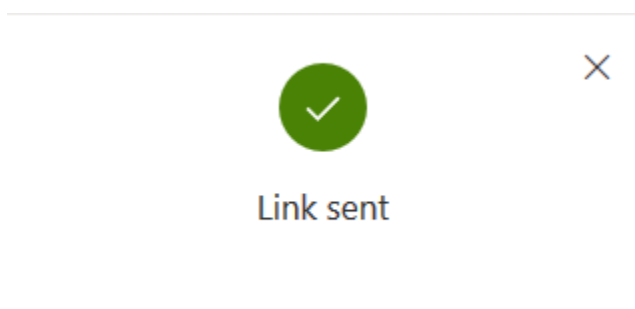


Image #8



- To view or modify sharing information, click **Shared** in the left column. Note there are two tabs near the top of the window labeled **Shared with you** and **Shared by you**.  
**NOTE:** If you do not see these tabs, click somewhere in the window to change focus. Click **Shared by you**, select a file, then the ellipsis to the right of the file name, and click **Manage Access** on the drop down menu (Image #9). Use the **Manage Access** pop-up window on the right portion of the window to view and potentially modify those with whom you have shared the file (Image #10).

Image #9

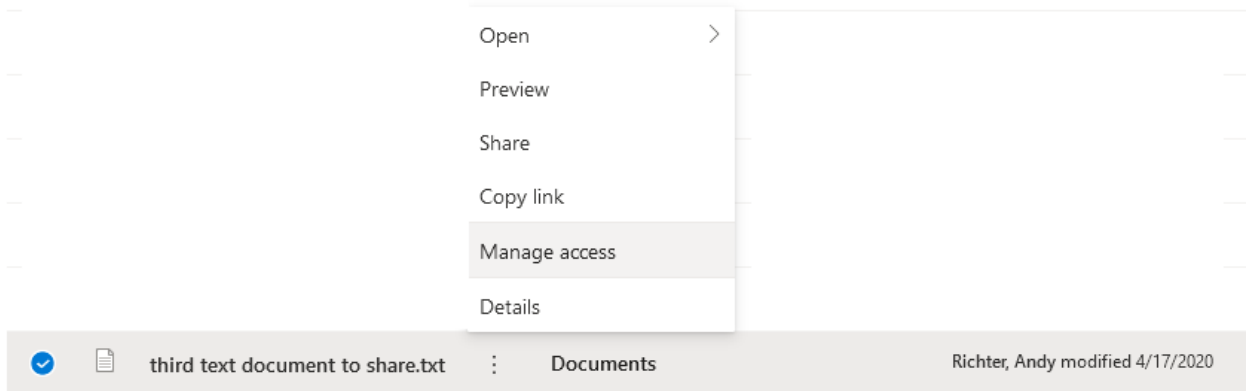


Image #10

