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

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: <u>https://onedrive.com/</u>. 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.

Sign in	
Email, phone, or Skype	
No account? Create one!	

Image #2

::: OneDrive				
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Vanderbilt	🗐 🛛 William @ Vanderbilt	April 3	Richter, Andy	Private

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.

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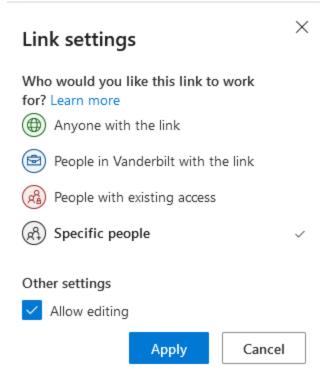
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3) Share the file securely with your colleague. To begin, click the box beside the file to share, then click *Share* (Image #5). In the pop-up window complete the necessary fields. Select the *Specific people* option (Image #6). If you do not want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

::: OneDrive								
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© Recycle bin		eco seco	ond text document to share.txt	t	April 12, 2019	Richter, Andy	24 bytes	Private
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VUIT Collaboration Team		N Will	liam @ Vanderbilt		September 19, 2019	Richter, Andy		Private
mage #6								

Image #5



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.

Send link \cdots \times
People you specify can edit >
andy.richter.vu@g ×
Add another
(i) andy.richter.vu@gmail.com is outside of your organization.
l am sharing a secure file with you.
Send
™
Copy link Outlook
Image #8
×
Link sent

5) 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).

		Open >	
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		Share	
		Copy link	
		Manage access	
		Details	
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Image #1	0		
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