

# 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.

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

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

Image #1

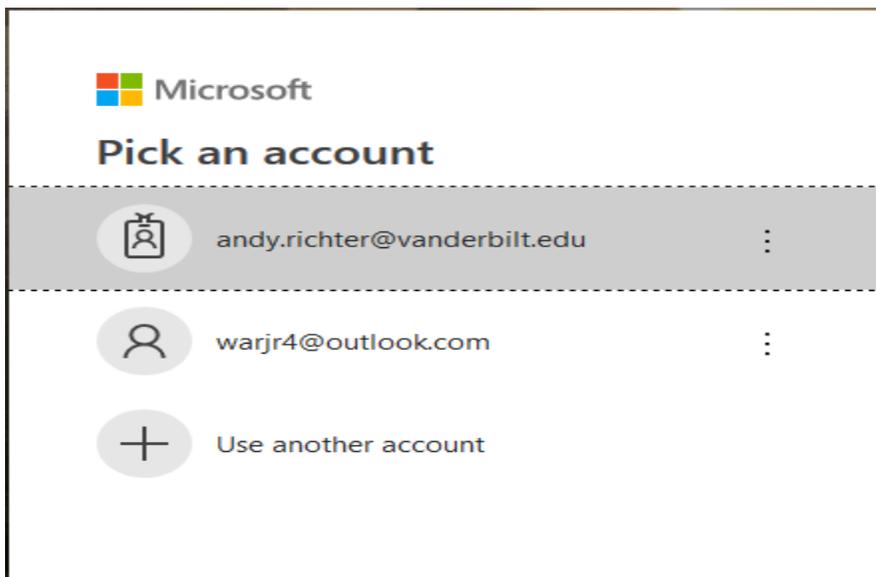


Image #2

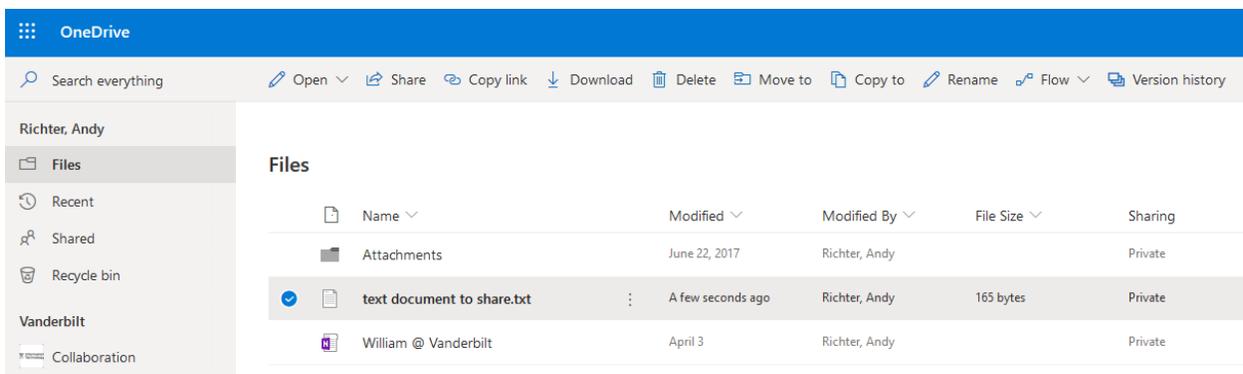


Image #3

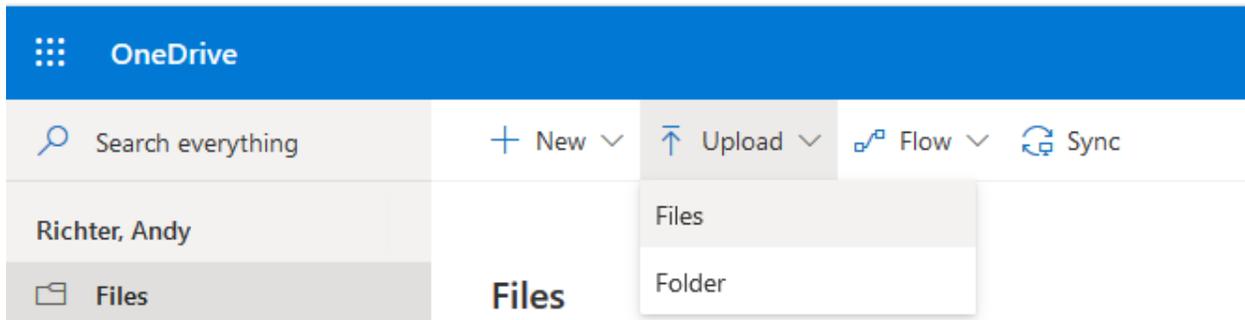
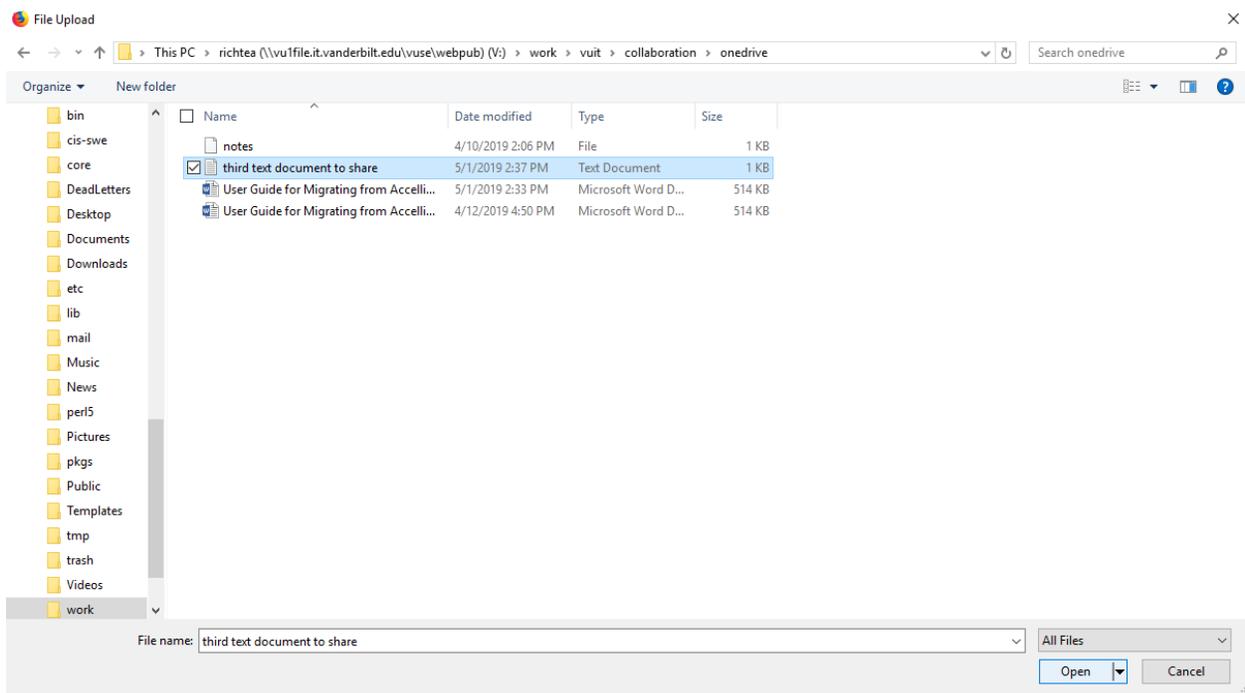


Image #4



- 2) Share the file securely with your colleague. To begin, click the box beside the file to share, then click **Share** (Image #5). Click the **Anyone with the link** option (Image #6) to open the pop-up window for Link settings (Image #7). If you do not want the recipient(s) to edit the file(s) you are sharing, uncheck the **Allow editing** box. The shared links do not expire by default. Since you are sharing a file securely, you must set an expiration of 30 days or less (Image #8). Click 'Set expiration date' and select a future date that is 30 days or less from now. Set a strong password on the link and provide it separately to the recipient(s) and click **Apply** (Image #9). Optionally enter a message to the recipient(s), then click **Send** (Image #10). You should see **Link Sent**. (Image #11)

**NOTE #1:** You will receive email notifications when the recipient views or edits, if allowed, the file.

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

Image #5

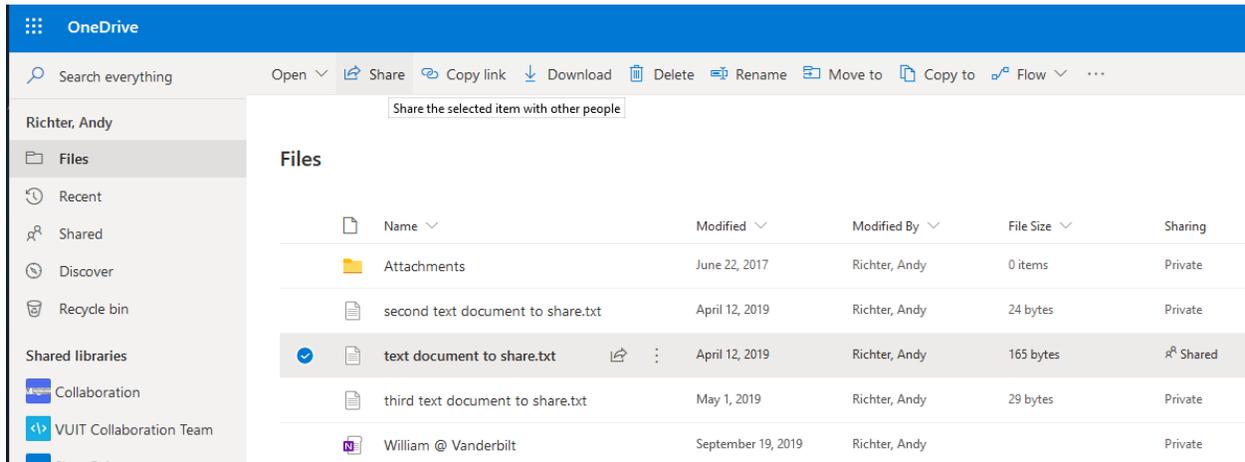


Image #6

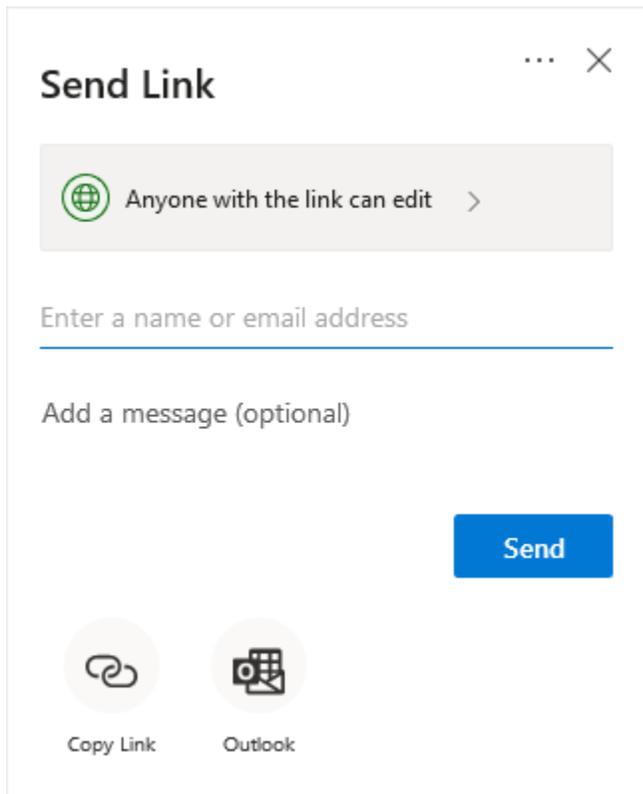


Image #7

### 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
- Set expiration date ✕
- Set password

**Apply** **Cancel**

Image #8

### 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
- Expires Wednesday Feb 26 2020 ✕
- Set password

**Apply** **Cancel**

February 2020 ↑ ↓

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Image #9

## 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



Expires Wednesday Feb 26 2020



.....|

Strength: **Strong**

Apply

Cancel

Image #10

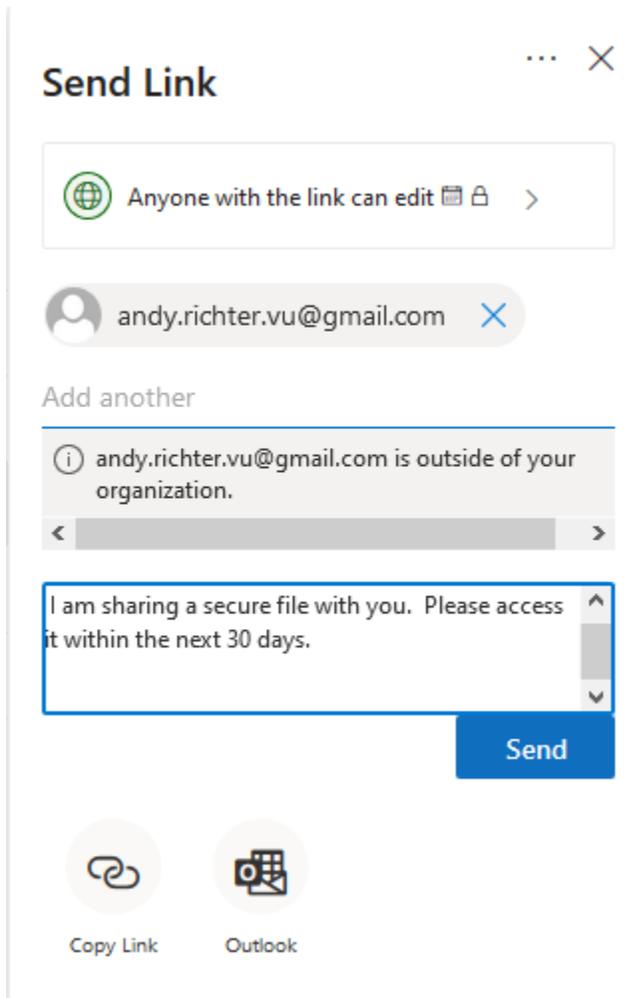
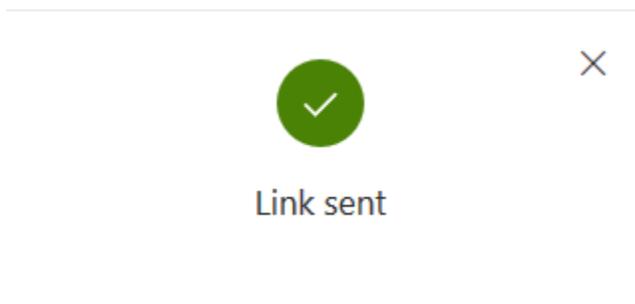


Image #11



- 3) To view sharing information, click **Shared** in the left column. Note there are two tabs labeled **Shared with you** and **Shared by you**. 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 #12). 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 #13).

Image #12

### Shared by you

	Name	Location	Activity
	text document to share.txt	⋮ Documents	Richter, Andy modified 4/12/2019

- Open >
- Preview
- Share
- Copy link
- Manage access
- Details

Image #13

Share Grant Access ✕

text document to share.txt

### Manage Access

[Stop sharing](#)

Links Giving Access ⓘ

...

People you specify can edit

▾

...

Anyone with the link and password can edit

Direct Access ⓘ

Richter, Andy  
Sr System Administrator

Owner