

Instructions to create program review cloud folder

- 1) Log into outlook office 365 (from the web, not intra-college outlook)
- 2) Click on the outlook tool box as shown below



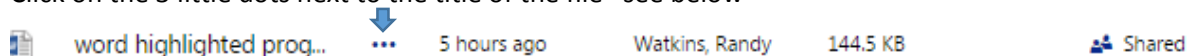
- 3) Click on OneDrive
- 4) Click on NEW, then click on FOLDER (title it program review documents)
- 5) On the far right of the folder click on your name under the sharing heading
- 6) Click on INVITE PEOPLE
- 7) Add all individuals who will need access and ability to upload files and edit files (choose CAN EDIT) for these individuals because they are helping upload program review documents (sloas, marketing info, CTE-labor market info, etc.) (invitees will log in using their college user name password)
- 8) CTE areas need to add Kelly Schelin, so she can upload your labor market info directly into your folder
- 9) Click on the folder title
- 10) If your folder is program review documents, you can now create subfolders in the main folder to separate out different document types in order to stay organized, for example: marketing documents, slo assessments, division minutes, etc..
- 11) To load files into your folders Click on UPLOAD select all documents you want to upload into each individual folder (one folder at a time)

ALL OF THESE FOLDERS AND FILES ARE "CAN EDIT" for only the individuals you invited to join your onedrive.

NEXT

Creating READ ONLY for PUBLIC ACCESS links to the documents in a folder

- 13) Click on the 3 little dots next to the title of the file see below



- 14) Click on GET A LINK
- 15) Click on the BIG Rectangle box that says “Edit link- Contra costa community college district employees” (if you leave it on this link, only ccc district employees will be able to view it while logged into the district or college server
- 16) Click on VIEW LINK – NO SIGN IN REQUIRED the link will appear below in the smaller rectangle box
- 17) COPY AND PASTE the entire <https://email4cd.my.sharepoint.com/> link into any document/email/program review box so anyone and everyone can view the attached documents without signing into our district server.
- 18) Here is an example of a document I posted in onedrive and created a view only link
https://email4cd-my.sharepoint.com/personal/bgoehring414_email_4cd_edu/layouts/15/guestaccess.aspx?guestaccesstoken=cil%2fTuWP2VI4kpuwgjklqOilH8nQ5YltAdjI3dXTX4M%3d&docid=0c24bf6c86a38495aae0d0b076365df6d

Below is a link to a video I created to walk you through this process.

(Randy, I’m still creating this video)