

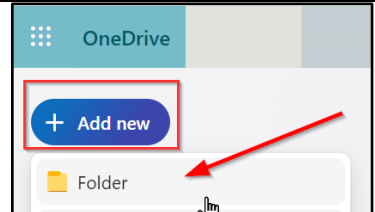
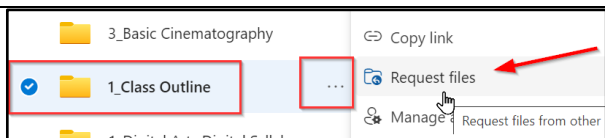
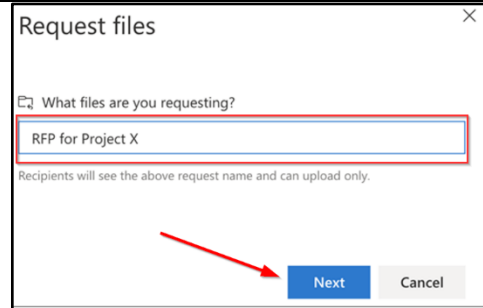
Create a File Request in OneDrive

With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. The users that you request files from cannot see what's in the folder - they can only upload files to it.

With a file request:

- Anyone can send you a file - they don't need to have OneDrive.
- All the files sent to you are saved in a single folder that you choose.
- People who respond to your request can only upload files. They do not have view or edit access to your OneDrive.

CREATING A FILE REQUEST

1	Create a folder in OneDrive that you would like files to be uploaded.	
2	Click on the ellipses '...' to the right of the folder name -> click Request files .	
3	Under What files are you requesting , enter a descriptive name for the files you are requesting from others. (They'll see this description when they get the file request.) Click "Next" .	

4

You can click **Copy link** to copy the request link and send it to anyone you would like to request files from (copying and pasting the link into an email application), or you can enter the email address or addresses of the people you want to request files from. You can also type a message that will be included in the email that OneDrive sends to them.

Click **“Done”**.

Send file request

Here's the link people can use to upload files

<https://contosoelectronics006a-my.sharepoint.com/f...>

Copy link

☐ Anyone with the link can upload files

Or email people the link

Enter a name or email address

Add a message (optional)

Done

You'll receive a notification email whenever someone uploads files to your file request folder.

If you want to edit the descriptive name of the file request, select the folder and click Request files again, then change the name. The people you sent the request to will see the new name when they upload files.

GETTING A FILE REQUEST – RECIPIENT

Anyone with the link will be able to upload files to the request. However, they aren't able to see or edit other contents in the folder or see who else is able to upload files.

Have the recipients access the email (which will contain the link) from the device they will be uploading the file from.

When they access it they'll see:

1

Click **Select files**, browse to the appropriate folder, and select the file being requested.

- iPhone users will have the option to either access their camera directly to record their message right there OR access their photo library to attached any photos or videos they may have.
- If recipients access the link from a desktop computer, they will have to navigate to the folder that contains they files they would like to attach.

Microsoft

Adele Vance is requesting files for

RFP for Project X

Select files

2

If you need to add additional files, click **Add more files**.

Fill in First and Last name (this is purely for file naming – NOT for tracking).

When you've selected all the requested files, click **Upload**.

Microsoft

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RFP for Project X

Proposal 5-28-19.pdf X

+ Add more files Total 1 file 1.30 MB

First name * Last name *

John Doe

Upload