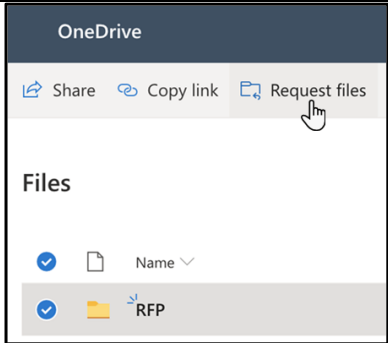
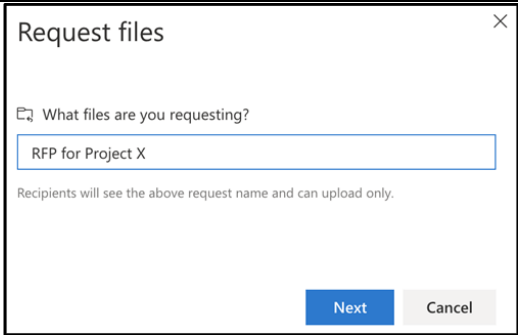


Using the OneDrive File Request for Accessing Photos and Videos for Movie Making

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. Benefits:

- 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 the File Request

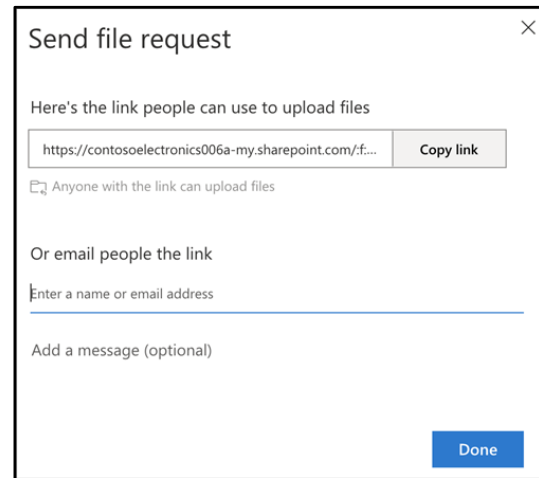
<p>1</p>	<p>Create a folder in the online version of OneDrive that you would like files to be uploaded.</p> <p>Click on the “...” next to the created folder -> select “Request Files”.</p>	 <p>The screenshot shows the OneDrive web interface. At the top, there are three menu items: 'Share', 'Copy link', and 'Request files'. A mouse cursor is pointing at the 'Request files' option. Below the menu, there is a 'Files' section with a search bar and a list of files. One file is visible, named 'RFP', with a folder icon and a checkmark.</p>
<p>2</p>	<p>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.)</p> <p>Click “Next”.</p>	 <p>The screenshot shows a dialog box titled 'Request files'. It has a close button (X) in the top right corner. The main text asks 'What files are you requesting?'. Below this is a text input field containing the text 'RFP for Project X'. Underneath the input field, it says 'Recipients will see the above request name and can upload only.' At the bottom right, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'.</p>

3

Click **“Copy link”** to copy the request link and send it to anyone you would like to request files from. This link can be added to an email very easily.

You can also type a message that will be included in the email that OneDrive sends to them.

Click **“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.

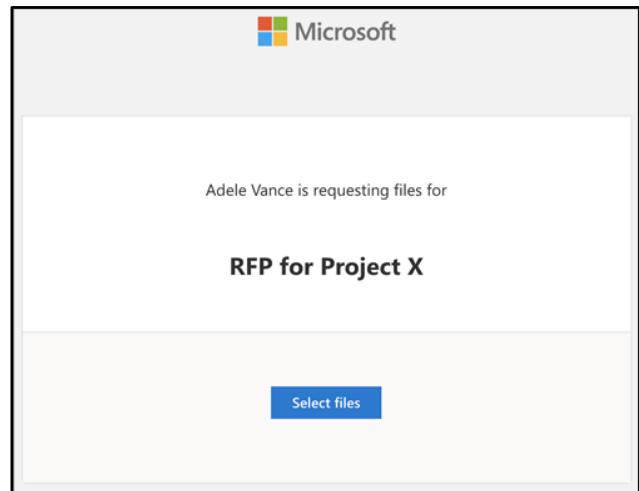
Have the recipients access the email (which will contain the link) from the device they will be uploading the file from.

1

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

When recipients click the link, they'll see:

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



2

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.

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”**.

Recipients will get another notification once their files have been successfully uploaded.

The screenshot shows a Microsoft OneDrive interface for uploading files. At the top, the Microsoft logo is visible. Below it, the text reads "Adele Vance is requesting files for" followed by "RFP for Project X". There is a file input field containing "Proposal 5-28-19.pdf" with a close button (x). Below the field, there is a link "+ Add more files" and a status indicator "Total 1 file 1.30 MB". There are two input fields for "First name *" (containing "John") and "Last name *" (containing "Doe"). At the bottom, there is a blue "Upload" button.

The screenshot shows a Microsoft OneDrive success message. At the top, the Microsoft logo is visible. Below it, there is a green circular icon with a white checkmark. The text reads "Hey John Doe, your upload was successful!" followed by "We'll let Adele Vance know that you uploaded files." At the bottom, there is a blue "Upload more" button.